



*COST SHARING TOOL KIT for TITLE III SERVICE PROVIDERS**

Resource Materials to Assist Service Providers Funded by Title III of
the Older Americans Act to Implement the Cost Sharing Policies of the
Minnesota Board on Aging
and the
Minnesota River Area Agency on Aging

*Example documents are available in Microsoft Word by e-mailing keichhorst@mnraaa.org.

Purpose of the Cost Sharing Tool Kit

The Cost Sharing Tool Kit is intended to assist Title III service providers with the implementation of cost sharing policies and procedures allowed by the Older Americans Act (OAA) and further defined by the Minnesota Board on Aging (MBA) and the Minnesota River Area Agency on Aging (MNRAAA). The Kit provides background, policies, example materials and other helpful information to guide providers through the development and implementation of cost sharing policies and procedures for their Title III project(s).

Title III providers are free to use and or modify any of the **example** forms and documents provided in letters B. – F. below.

Table of Contents

- A. MNRAAA Policies
 - Purpose
 - Background
 - Cost Sharing Policies
 - Voluntary Contributions Policies

- B. **Example** Sliding Fee Scale

- C. **Example** Agency Policies
 1. Title III-B Assisted Transportation, Chore/Homemaker
 2. Title III-E Respite and Caregiver Consultant
 3. Title III Group Activities

- D. **Example** Consumer Information
 1. Title III-B Assisted Transportation
 2. Title III-B Homemaker/Chore
 3. Title III-E Caregiver Respite
 4. Title III-E Caregiver Consultant
 5. Title III-D Evidence-Based Programs
 6. Title III-E Caregiver Support Groups
 7. Example Sliding Fee Scale – Title III Consolidated Services

- E. **Example** Consumer Agreement – Title III Services

- F. **Example** Payment Reminder
 1. Title III-B Assisted Transportation
 2. Title III-B Homemaker/Chore
 3. Title III-E Caregiver Respite
 4. Title III-E Caregiver Consultant
 5. Title III-D Evidence-Based Programs
 6. Title III-E Caregiver Support Groups



Cost Sharing and Voluntary Contributions Policies

Purpose:

This document serves as a guideline for OAA Title III service providers in developing and implementing cost sharing and voluntary contributions policies and procedures. It clarifies regulations mandated by the MBA in accordance with Section 315(a) of the OAA.

Background:

In March 2011, MBA approved an updated Title III policy regarding cost sharing and volunteer contributions. Implementation of the policy began in the 2012 project year.

Cost Sharing Policies:

Cost sharing is required for all OAA Title III funded services except:

- Information and assistance, outreach, benefits counseling, or other case management services;
- Ombudsman, elder abuse prevention, legal assistance, or other consumer protection services;
- Congregate and home delivered meals; and
- Any service delivered through tribal organizations.

Cost sharing should be applied to all individuals (participants, clients) receiving any Title III service required to cost share, except individuals:

- With incomes at or below 100 percent of the federal poverty level;
- Receiving services through a Medicaid Waiver Program (CADI, CAC, DD, EW or TBI) or the Alternative Care Program.

The OAA (Sec. 315a) and MBA's Operations Manual for Area Agencies on Aging (AAA) require that Title III service providers have written cost sharing policies and procedures that describe how they will implement and administer the cost sharing policy, including how the provider will:

1. Protect the privacy and confidentiality of each individual, specifically with respect to the self-declaration or non-declaration of individual income and to any share of costs paid or not paid by an individual;
2. Establish appropriate procedures to safeguard and account for cost sharing payments;
3. Use cost sharing payments collected to expand the service for which the payment was given;
4. Account for cost sharing funds under a separate accounting in the general ledger and not co-mingle the funds with funds received under any other agreement;
5. Determine the unit of service cost as the basis for the cost sharing sliding scale;
6. Establish a sliding scale so as not to impose cost sharing for an individual whose income is at or below 100 percent of the Federal Poverty Guidelines, but provides them with an opportunity to make a voluntary contribution;
7. Include the sliding fee scale in materials given to prospective and/or new clients;

8. Inform individuals of their rights and responsibilities in relation to cost-sharing including cost of the service, recommended level of cost sharing, availability of the cost sharing sliding scale and information on availability of services if payment is not made due to inability or unwillingness to pay;
9. Determine eligibility for cost sharing based solely on a confidential self-declaration of gross income, with no requirement for verification;
10. Determine income level solely on the gross income of the individual who is 60 years and older, not considering assets, savings, or other property owned by an older individual, to determine whether cost sharing is permitted (In the case of a caregiver service, the income level is based on the care receiver's income; where the caregiver and the care receiver live together and one is 60 years and older, use the two person household income and apply the two person household column on the sliding scale.);
11. Determine when cost sharing participation shall be waived for extreme hardship (e.g. high medical or living expenses) on a case-by-case basis with approval by MNRAAA, and how waivers will be documented in client files; and
12. Notify individuals of current cost sharing amount due (Cost sharing statements or reminders may be provided but must not carry forward a balance due amount.)

Cost Sharing Sliding Scale

Providers must submit a copy of the sliding fee scale(s) and related client education and notification materials to MNRAAA for review, comment and approval. Variations in the scale that comply with the intent of the cost share policy and encourage financial contributions by users are allowed. Scales that vary from the recommended scale must be approved by MNRAAA prior to implementation.

MBA recommends a 50% cost sharing level of the service cost, or higher. For individuals unable or unwilling to cost share at the 50% level, the cost share amount is to be determined using a cost sharing sliding fee scale. The MBA recommended scale is established on 10-25-50-100% of the cost of the service and applicable to the individual's income level at: greater than 100%, greater than 150%, greater than 200%, and greater than 250% of the Federal Poverty Guidelines (see Title III Cost-Share Sliding Scale Example). Providers must establish the scale based solely on the gross income level of the individual and cost of the service.

For Title III-B and D services, the participant income level is based on self-reported gross income of the older adult service recipient. If the person is in a two-person spousal household, where at least one person is age 60+, the participant income level is based on their combined, self-reported gross income.

For Title III-E caregiver services, the participant income level is based on the self-reported gross income of the care-receiver. In the case where the caregiver and care-receiver are married (in a two-person spousal household) where at least one person is age 60+, the participant income is based on their combined, self-reported gross income.

A means test shall not be utilized to determine eligibility.

Service may not be denied to any individual unable or unwilling to cost share for the service.

Voluntary Contributions Policies:

All other Title III services, including those for which cost sharing is not required, are to establish and implement a voluntary contribution policy.

The OAA (Sec. 315a) and MBA's Operations Manual for AAAs require that providers will:

1. Provide individuals with an opportunity to voluntarily contribute to the cost of a service;
2. Clearly inform each individual that service will not be denied due to inability or unwillingness to pay;
3. Protect the privacy and confidentiality of each individual with respect to their contribution or lack of contribution;
4. Establish appropriate procedures to safeguard and account for all contributions;
5. Have in place a schedule of suggested contributions; and
6. Use all collected contributions to expand the service for which the contributions were given.

Providers who utilize voluntary contribution policies cannot:

- Mandate a fee or rate; or
- Means test for any service.

EXAMPLE*

TITLE III COST SHARE SLIDING FEE SCALE

% of Federal Poverty Guidelines (FPG)	1 person 60 years + In a single or multiple person, <i>non-spousal</i> household		2 person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as Percentage of Service Unit Price or Budget Amount	*Example: Cost Share for a \$20 Service Unit Price or Budget Amount
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		COST SHARE AMOUNT
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$ 2.00
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$ 5.00
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$10.00
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$ 20.00

*For Title III, the Cost Share percentage is based on the gross annual/monthly income of the qualifying older person(s) and is translated into a percentage of FPG and the cost of the service unit. It does not consider any assets, savings or other property owned by the older person(s) and verification of income is not required. A service price of \$20 is used as an example. Title III funded projects will customize this Cost Share sliding scale and reflect actual service unit price. NOTE: For Title III-E, use the care receiver's household income, not the caregiver's.

The monthly income amounts are based on the 2023 Federal Poverty Guidelines published in the *Federal Register* January 19, 2023.

C.1. Example Agency Policies – Title III-B Assisted Transportation, Chore/Homemaker

We Care, Inc. – Policies and Procedures

Subject: Cost Sharing for Assisted Transportation, Chore/Homemaker Services

Need for the Policy

The number of older adults needing help is growing and public resources used to pay for this help are diminishing. To help sustain We Care, Inc.'s services for a growing aging population and to comply with Title III grant award requirements, individuals participating in We Care's assisted transportation, chore and homemaker services are asked to share in the cost of the service based on ability to pay.

Cost-Share Sliding Scale and Basis of Service Fee

Suggested cost sharing fees are based on the person's gross income as well as household size (and relationships) using the following sliding fee scales and using the following service costs as the base fee.

Assisted Transportation: \$.58 per mile

Chore/Homemaker Services: \$25.00 per hour

[Note: Providers have flexibility in determining how to structure service fees; this is one example. Service fees should be based on the actual unit cost or on what the market will bear. Providers are encouraged to set the rate at the actual cost per unit of service whenever possible. If not using the actual per unit cost, consider informing clients of the actual unit cost and explaining that some, but not all, of the cost is subsidized by other funding sources. This ensures clients are educated about the actual cost of the service.]

ASSISTED TRANSPORTATION- \$.58/MILE IS BASIS FOR FEE STRUCTURE

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, <i>non-spousal</i> household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	ASSISTED TRANSPORTATION COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$.06/Mile
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$.15/Mile
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$.29/Mile
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$.58/Mile

CHORE/HOMEMAKER- \$25.00/HOUR IS BASIS FOR FEE STRUCTURE

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, <i>non-spousal</i> household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	CHORE/HOMEMAKER COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$2.50/Hour
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$6.25/Hour
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$12.50/Hour
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$25.00/Hour

[Note: Providers have flexibility in setting up the sliding fee scale. The 10-25-50-100% of fee scale is recommended, however other versions are allowed contingent on MNRAAA approval.]

Determining Income

Cost sharing participation is based solely on the gross income of the person served. Personal assets, savings or other property will not be considered when determining income level. Income is determined solely by confidential self-declaration by the individual with no requirement for verification.

Low Income and Cost Sharing

Cost sharing will not be applied to an individual whose income is at or below the federal poverty level. In such cases, the individual will be given the opportunity to make a voluntary contribution to the program.

Hardship Exemptions

An individual may be waived from cost sharing participation for reasons of hardship such as high medical or living expenses or the person’s income dropping below the poverty level.

When to Inform the Participant of Cost Sharing / Contribution Policy

Participants will be informed of We Care, Inc.’s cost sharing policies at intake or as close to intake as deemed appropriate by agency professionals working with the client. Policies will be explained verbally and in print.

No Denial of Service

Individuals who are unable or unwilling to pay specified fees based on the sliding fee scale or who do not wish to make a voluntary contribution to the program will not be denied service. This will be explained verbally and in print to participants at the same time other fee information is reviewed.

Collection of Cost Share Fees

Assisted transportation clients eligible for cost sharing will receive a mailed reminder of cost share fees due based on mileage costs.

Chore and homemaker clients eligible for cost sharing will receive a mailed reminder of cost share fees due based on the hours of service received.

[Note: Providers have flexibility in setting up the process for receiving cost share payments. The processes outlined above provide examples of how cost share can be collected.]

Both examples will state that no one will be denied service based on inability or unwillingness to pay. We Care, Inc. will not carry forward any balance due from one period to the next.

We Care, Inc. will assure that cost share payments are made and can be accounted for in a confidential manner.

Accounting for Cost Sharing Fees

We Care, Inc. will account for cost share payments separate from contributions, as required by funders (Minnesota Board on Aging and Minnesota River Area Agency on Aging).

Use of Cost Sharing Fees

All cost share fees and contributions received by We Care, Inc. will be used to expand program services.

Other Primary Sources of Payment

When possible other primary sources of payment (other than Title III-B), including home and community-based Medicaid waiver programs and Minnesota's Alternative Care Program, will be explored and maximized to pay for We Care, Inc. assisted transportation, chore and homemaker services.

C.2. Example Agency Policies – Title III-E Respite and Caregiver Consultant

We Care, Inc. – Policies and Procedures

Subject: Cost Sharing for Caregiver Respite and Caregiver Consultant Services

Need for the Policy

The number of older adults needing help is growing and public resources used to pay for this help are diminishing. To help sustain We Care, Inc.’s services for a growing aging population and to comply with Title III grant award requirements, families/individuals participating in We Care’s respite and caregiver consultant services are asked to share in the cost of the service based on ability to pay.

Sliding Fee Scale and Basis of Service Fee

Suggested cost sharing fees are based on the care receiver’s gross income as well as household size (and relationships) using the following sliding fee scales and using the following service costs as the base fee.

Respite: \$14.00/hour

Caregiver Consultant Services - \$100 per year - includes assessment, development of personal plan and all follow-up contacts. The initial contact is provided at no cost. If participants wish, they may use caregiver consultant services on an hourly fee basis of \$30.00 hour.

[Note: Providers have flexibility in determining how to structure service fees; this is one example. Service fees should be based on the actual unit cost (the respite example above assumes it costs We CARE, Inc. \$14.00/hour to provide respite) or on what the market will bear (which is the annual caregiver consultant fee example). Providers are encouraged to set the rate at the actual cost per unit of service whenever possible. If not using the actual per unit cost, consider informing clients of the actual unit cost and explaining that some, but not all, of the cost is subsidized by other funding sources. This ensures clients are educated about the actual cost of the service.]

RESPITE - \$14.00/HOUR IS BASIS FOR FEE STRUCTURE

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, <i>non-spousal</i> household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	RESPITE COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$1.40/Hour
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$3.50/Hour
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$7.00/Hour
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$14.00/Hour

CAREGIVER CONSULTANT SERVICES - \$100.00/YEAR IS BASIS FOR FEE STRUCTURE

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, <i>non-spousal</i> household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	CAREGIVER CONSULTANT COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$10.00/Year
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$25.00/Year
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$50.00/Year
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$100.00/Year

Participants who choose the alternate fee structure based on \$30.00/ hour for caregiver consultant services will have the fee applied to the same sliding scale as above.

[Note: Providers have flexibility in setting up the sliding fee scale. The 10-25-50-100% of fee scale is recommended, however other versions are allowed contingent on MNRAAA approval.]

Determining Income

Cost sharing participation is based solely on the gross income of the care receiver. Personal assets, savings or other property is not considered when determining income level. Income is determined solely by confidential self-declaration by the care receiver, or caregiver on behalf of the care receiver, and with no requirement for verification.

Low Income and Cost Sharing

Cost sharing will not be applied to an individual whose income is at or below the federal poverty level. In such cases, the family/caregiver will be given the opportunity to make a voluntary contribution to the program.

Hardship Exemptions

An individual may be waived from cost sharing participation for reasons of hardship such as high medical or living expenses or the care receiver's income dropping below the poverty level.

When to Inform the Participant of Cost Sharing / Contribution Policy

Participants will be informed of We Care, Inc.'s cost sharing policies at in-take or as close to in-take as deemed appropriate by agency professionals working with the client. Policies will be explained verbally and in print.

No Denial of Service

Caregivers who are unable or unwilling to pay specified fees based on the sliding fee scale or who do not wish to make a voluntary contribution to the program will not be denied service. This will be explained verbally and in print to participants at the same time other fee information is reviewed.

Collection of Cost Sharing Fees

Respite clients eligible for cost sharing will receive a quarterly mailed reminder of cost share fees due based on the hours of respite received.

Clients eligible for cost sharing who are receiving caregiver consultant services will receive an annual mailed reminder of cost share fees due.

[Note: Providers have flexibility in setting up the process for receiving cost share payments. The processes outlined above provide examples of how cost share can be collected.]

Both examples will state that no one will be denied service based on inability or unwillingness to pay. We Care, Inc. will not carry forward any balance due from one period to the next.

We Care, Inc. will assure that cost share payments are made and can be accounted for in a confidential manner.

Accounting for Cost Sharing Fees

We Care, Inc. will account for cost share payments separate from contributions, as required by funders (Minnesota Board on Aging and/or Minnesota River Area Agency on Aging).

Use of Cost Sharing Fees

All cost share fees and contributions received by We Care, Inc. will be used to expand program services.

Other Primary Sources of Payment

When possible, other primary sources of payment (other than Title III-E), including home and community-based Medicaid waiver programs and Minnesota's Alternative Care Program, will be explored and maximized to pay for We Care, Inc. respite and caregiver consultant services.

C.3. Example Agency Policies – Title III Group Activities

*We Care, Inc. – Policies and Procedures
Subject: Cost Sharing for Group Activities*

Need for the Policy

The number of older adults needing help is growing and public resources used to pay for this help are diminishing. To help sustain We Care, Inc.'s services for a growing aging population and to comply with Title III grant award requirements, families/individuals participating in We Care's group activities [*i.e. Title III-D evidence-based program, Title III-E support group or training and education*] are asked to share in the cost of the service based on ability to pay.

Sliding Fee Scale and Basis of Service Fee

Suggested cost sharing fees are based on the person's gross income as well as household size (and relationships) using the following sliding fee scales and using the following service costs as the base fee.

Title III-D Evidence-Based Program (EBP): \$50.00 per series

Support Group: \$35.00 per year or if participants wish, they may participate in support groups on an hourly fee basis of \$5.00 per group session.

[Note: Providers have flexibility in determining how to structure service fees; this is one example. Service fees should be based on the actual unit cost (the EBP example above assumes it costs We CARE, Inc. \$50.00/series) or on what the market will bear (which is the annual support group fee example). Providers are encouraged to set the rate at the actual cost per unit of service whenever possible. If not using the actual per unit cost, consider informing clients of the actual unit cost and explaining that some, but not all, of the cost is subsidized by other funding sources. This ensures clients are educated about the actual cost of the service.]

EVIDENCE-BASED PROGRAM - \$50.00/SERIES IS BASIS FOR FEE STRUCTURE

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, <i>non-spousal</i> household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	EVIDENCE-BASED PROGRAM COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$5.00/Series
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$12.50/Series
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$25.00/Series
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$50.00/Series

SUPPORT GROUP - \$35.00/YEAR IS BASIS FOR FEE STRUCTURE

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, <i>non-spousal</i> household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	SUPPORT GROUP COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$3.50/Year
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$8.75/Year
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$17.50/Year
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$35.00/Year

Participants who choose the alternate fee structure based on \$5.00/group session for support groups will have the fee applied to the same sliding scale as above.

[Note: Providers have flexibility in setting up the sliding fee scale. The 10-25-50-100% of fee scale is recommended, however other versions are allowed contingent on MNRAAA approval.]

Determining Income

Cost sharing participation is based solely on the gross income of the person served. Personal assets, savings or other property is not considered when determining income level. Income is determined solely by confidential self-declaration by the individual with no requirement for verification.

Low Income and Cost Sharing

Cost sharing will not be applied to an individual whose income is at or below the federal poverty level. In such cases, the individual will be given the opportunity to make a voluntary contribution to the program.

Hardship Exemptions

An individual may be waived from cost sharing participation for reasons of hardship such as high medical or living expenses or the person’s income dropping below the poverty level.

When to Inform the Participant of Cost Sharing / Contribution Policy

Participants will be informed of We Care, Inc.’s cost sharing policies during the introduction of the session as deemed appropriate by agency professionals working with the client. Policies will be explained verbally and in print.

No Denial of Service

Individuals who are unable or unwilling to pay specified fees based on the sliding fee scale or who do not wish to make a voluntary contribution to the program will not be denied service. This will be explained verbally and in print to participants at the same time other fee information is reviewed.

Collection of Cost Sharing Fees

Participants in group activities who are eligible for cost sharing will be asked to make their contribution in the method most applicable to the type of group activity, i.e., contribute at time of event, make a one-time contribution for the year, and/or receive a quarterly mailed reminder of cost share fees due based on the number of sessions attended.

[Note: Providers have flexibility in setting up the process for receiving cost share payments. The processes outlined above provide examples of how cost share can be collected.]

All collection methods will state that no one will be denied service based on inability or unwillingness to pay. If reminders are mailed, We Care, Inc. will not carry forward any balance due from one period to the next.

We Care, Inc. will assure that cost share payments are made and can be accounted for in a confidential manner.

Accounting for Cost Sharing Fees

We Care, Inc. will account for cost share payments separate from contributions, as required by funders (Minnesota Board on Aging and/or Minnesota River Area Agency on Aging).

Use of Cost Sharing Fees

All cost share fees and contributions received by We Care, Inc. will be used to expand program services.

Other Primary Sources of Payment

When possible, other primary sources of payment (other than Title III-E), including home and community-based Medicaid waiver programs and Minnesota's Alternative Care Program, will be explored and maximized to pay for We Care, Inc. group activities.

*We Care, Inc. – Assisted Transportation Services
Sharing in the Cost*

Why do we ask participants to share in the cost of this service?

The number of older adults needing help is growing and public resources used to pay for this help are diminishing. To help support Assisted Transportation Services, which are funded in part under Title III of the federal Older Americans Act, We Care, Inc. is required to ask individuals to share in the cost of the services they receive.

What is the cost sharing fee for Assisted Transportation Services?

The cost of Assisted Transportation Services is \$.58 per mile. Individuals are asked share in the cost by paying the fee, or a portion of it, based on their gross income and household size using the sliding fee scale below as a guide. Individual assets, property or savings are not considered when determining fees and verification of income is not required.

Cost sharing is not required if your gross income is at or below the federal poverty level (see scale below). In this case, you will be given the opportunity to make an affordable voluntary contribution to the program. Fees may also be waived for hardship situations (high medical or living expenses.)

How do I learn about the details of cost sharing?

We Care, Inc. staff will inform individuals verbally and in writing of the sliding fee scale policy and the process for collecting payments. We Care, Inc. will also mail a payment reminder *[Provider: specify quarterly, monthly or after each service occurrence]* but will not carry forward balances due from one period to the next.

What if I don't pay?

Individuals who are unwilling or unable to share in the cost by paying the amount suggested on the sliding fee scale will not be denied service.

Sliding Fee Scale

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, non-spousal household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	ASSISTED TRANSPORTATION COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$.06/Mile
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$.15/Mile
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$.29/Mile
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$.58/Mile

Remember – No one will be denied service based on inability or unwillingness to pay.

D.2. Example Consumer Information – Title III-B Homemaker/Chore

We Care, Inc. – Homemaker/Chore Services Sharing in the Cost

Why do we ask participants to share in the cost of this service?

The number of older adults needing help is growing and public resources used to pay for this help are diminishing. To help support Homemaker/Chore Services, which are funded in part under Title III of the federal Older Americans Act, We Care, Inc. is required to ask individuals to share in the cost of the services they receive.

What is the cost sharing fee for Homemaker/Chore Services?

The cost of Homemaker/Chore Services is \$25.00 per hour. Individuals are asked share in the cost by paying the fee, or a portion of it, based on their gross income and household size using the sliding fee scale below as a guide. Individual assets, property or savings are not considered when determining fees and verification of income is not required.

Cost sharing is not required if your gross income is at or below the federal poverty level (see scale below). In this case, you will be given the opportunity to make an affordable voluntary contribution to the program. Fees may also be waived for hardship situations (high medical or living expenses.)

How do I learn about the details of cost sharing?

We Care, Inc. staff will inform individuals verbally and in writing of the sliding fee scale policy and the process for collecting payments. We Care, Inc. will also mail a payment reminder *[Provider: specify quarterly, monthly or after each service occurrence]* but will not carry forward balances due from one period to the next.

What if I don't pay?

Individuals who are unwilling or unable to share in the cost by paying the amount suggested on the sliding fee scale will not be denied service.

Sliding Fee Scale

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, <i>non-spousal</i> household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	HOMEMAKER/ CHORE COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$2.50/Hour
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$6.25/Hour
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$12.50/Hour
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$25.00/Hour

Remember – No one will be denied service based on inability or unwillingness to pay.

D.3. Example Consumer Information – Title III-E Caregiver Respite

We Care, Inc. – Caregiver Respite Services Sharing in the Cost

Why do we ask participants to share in the cost of this service?

The number of older adults needing help is growing and public resources used to pay for this help are diminishing. To help support Caregiver Respite Services, which are funded in part under Title III of the federal Older Americans Act, We Care, Inc. is required to ask caregivers to share in the cost of the services they receive.

What is the cost sharing fee for Caregiver Respite Services?

The cost of Caregiver Respite Services is \$14.00 per hour. Caregivers are asked share in the cost by paying the fee, or a portion of it, based on the care receiver's gross income and household size using the sliding fee scale below as a guide. Individual assets, property or savings are not considered when determining fees and verification of income is not required.

Cost sharing is not required if the care receiver's gross income is at or below the federal poverty level (see scale below). In this case, the family will be given the opportunity to make an affordable voluntary contribution to the program. Fees may also be waived for hardship situations (high medical or living expenses.)

How do I learn about the details of cost sharing?

We Care, Inc. staff will inform families verbally and in writing of the sliding fee scale policy and the process for collecting payments. We Care, Inc. will also mail a payment reminder [*Provider: specify quarterly, monthly or after each service occurrence*] but will not carry forward balances due from one period to the next.

What if I don't pay?

Caregivers who are unwilling or unable to share in the cost by paying the amount suggested on the sliding fee scale will not be denied service.

Sliding Fee Scale

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, <i>non-spousal</i> household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	CAREGIVER RESPITE COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$1.40/Hour
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$3.50/Hour
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$7.00/Hour
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$14.00/Hour

Remember – No one will be denied service based on inability or unwillingness to pay.

D.4. Example Consumer Information – Title III-E Caregiver Consultant

We Care, Inc. - Caregiver Consultant Services Sharing in the Cost

Why do we ask participants to share in the cost of this service?

The number of older adults needing help is growing and public resources used to pay for this help are diminishing. To help support Caregiver Consultant Services, which are funded in part under Title III of the federal Older Americans Act, We Care, Inc. is required to ask caregivers to share in the cost of the services they receive.

What is the cost sharing fee for Caregiver Consultant Services?

The initial contact for Caregiver Consultant Services is provided at no cost. There is an annual \$100 fee for on-going consultation, including assessment, development of a personal plan and all follow-up contacts. Caregivers are asked share in the cost by paying the annual fee, or a portion of it, based on the care receiver's gross income and household size using the sliding fee scale below as a guide. Individual assets, property or savings are not considered when determining fees and verification of income is not required.

Cost sharing is not required if the care receiver's gross income is at or below the federal poverty level (see scale below). In this case, the family will be given the opportunity to make an affordable voluntary contribution to the program. Fees may also be waived for hardship situations (high medical or living expenses.)

How do I learn about the details of cost sharing?

We Care, Inc. staff will inform families verbally and in writing of the sliding fee scale policy and the process for collecting payments. We Care, Inc. will also mail an annual payment reminder but will not carry forward balances due from one period to the next.

What if I don't pay?

Caregivers who are unwilling or unable to share in the cost by paying the amount suggested on the sliding fee scale will not be denied service. If a participant does not want to pay for a full year of consultant services, We Care, Inc. offers the option of paying on a \$30.00 per hour sliding fee scale.

Sliding Fee Scale

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, <i>non-spousal</i> household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	CAREGIVER CONSULTANT COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$10.00/Year
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$25.00/Year
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$50.00/Year
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$100.00/Year

Remember – No one will be denied service based on inability or unwillingness to pay.

D.5. Example Consumer Information – Title III-D Evidence-Based Programs

We Care, Inc. – Evidence-Based Programs Sharing in the Cost

Why do we ask participants to share in the cost of this service?

The number of older adults needing help is growing and public resources used to pay for this help are diminishing. To help support Evidence-Based Programs, which are funded in part under Title III of the federal Older Americans Act, We Care, Inc. is required to ask individuals to share in the cost of the services they receive.

What is the cost sharing fee for Homemaker/Chore Services?

The cost of Evidence-Based Programs is \$50.00 per series. Individuals are asked share in the cost by paying the fee, or a portion of it, based on their gross income and household size using the sliding fee scale below as a guide. Individual assets, property or savings are not considered when determining fees and verification of income is not required.

Cost sharing is not required if your gross income is at or below the federal poverty level (see scale below). In this case, you will be given the opportunity to make an affordable voluntary contribution to the program. Fees may also be waived for hardship situations (high medical or living expenses.)

How do I learn about the details of cost sharing?

We Care, Inc. staff will inform individuals verbally and in writing of the sliding fee scale policy and the process for collecting payments. We Care, Inc. can also mail a payment reminder if requested, *[Provider: specify quarterly, monthly or after each service occurrence]* but will not carry forward balances due from one period to the next.

What if I don't pay?

Individuals who are unwilling or unable to share in the cost by paying the amount suggested on the sliding fee scale will not be denied service.

Sliding Fee Scale

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, <i>non-spousal</i> household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	EVIDENCE-BASED PROGRAMS COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$5.00/Series
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$12.50/Series
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$25.00/Series
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$50.00/Series

Remember – No one will be denied service based on inability or unwillingness to pay.

D.6. Example Consumer Information – Title III-E Support Groups

*We Care, Inc. - Caregiver Consultant Services
Sharing in the Cost*

Why do we ask participants to share in the cost of this service?

The number of older adults needing help is growing and public resources used to pay for this help are diminishing. To help support the provision of caregiver support groups, which are funded in part under Title III of the federal Older Americans Act, We Care, Inc. is required to ask caregivers to share in the cost of the services they receive.

What is the cost sharing fee for Caregiver Consultant Services?

There is an annual \$50.00 fee for on-going caregiver support groups. Caregivers are asked share in the cost by paying the annual fee, or a portion of it, based on the care receiver's gross income and household size using the sliding fee scale below as a guide. Individual assets, property or savings are not considered when determining fees and verification of income is not required.

Cost sharing is not required if the care receiver's gross income is at or below the federal poverty level (see scale below). In this case, the family will be given the opportunity to make an affordable voluntary contribution to the program. Fees may also be waived for hardship situations (high medical or living expenses.)

How do I learn about the details of cost sharing?

We Care, Inc. staff will inform caregivers verbally and in writing of the sliding fee scale policy and the process for collecting payments. If requested, We Care, Inc. will also mail a payment reminder but will not carry forward balances due from one period to the next.

What if I don't pay?

Caregivers who are unwilling or unable to share in the cost by paying the amount suggested on the sliding fee scale will not be denied service. If a participant does not want to pay for a full year of support groups, We Care, Inc. offers the option of paying on a \$5.00 per session sliding fee scale.

Sliding Fee Scale

% of Federal Poverty Guidelines (FPG)	1-person 60 years + in a single or multiple person, <i>non-spousal</i> household		2-person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	CAREGIVER SUPPORT GROUP COST SHARE AMOUNT
	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME		
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$3.50/Year
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$8.75/Year
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$17.50/Year
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$35.00/Year

Remember – No one will be denied service based on inability or unwillingness to pay.

We Care, Inc.

TITLE III COST SHARE SLIDING FEE SCALE FOR SERVICES

% of Federal Poverty Guidelines (FPG)	1 person 60+ years in a single or multiple person, <i>non-spousal</i> household		2 person <i>spousal</i> household (at least 1 person is 60 years +)		Cost Share as % of Unit Price or Budget Amount	Homemaker/Chore Cost Share Amount Based on \$25.00/Hour	Assisted Transportation Cost Share Amount Based on \$.58/Mile	Caregiver Consultant Cost Share Amount Based on \$100.00/Year	Caregiver Respite Cost Share Amount Based on \$14.00/Hour
	Annual Income	Monthly Income	Annual Income	Monthly Income					
Up to 100%	\$14,580 & Below	\$1,215 & Below	\$19,720 & Below	\$1,643 & Below	Voluntary Contribution	Voluntary Contribution	Voluntary Contribution	Voluntary Contribution	Voluntary Contribution
>100% to 150%	\$14,581 - \$21,870	\$1,216 - \$1,823	\$19,721 - \$29,580	\$1,644 - \$2,465	10%	\$2.00/Hour	\$.06/Mile	\$10.00/Year	\$1.40/Hour
>150% to 200%	\$21,871 - \$29,160	\$1,824 - \$2,430	\$29,581 - \$39,440	\$2,466 - \$3,287	25%	\$5.00/Hour	\$.15/Mile	\$25.00/Year	\$3.50/Hour
>200% and ≤250%	\$29,161 - \$36,450	\$2,431 - \$3,038	\$39,441 - \$49,300	\$3,288 - \$4,108	50%	\$10.00/Hour	\$.29/Mile	\$50.00/Year	\$7.00/Hour
>250%	\$36,451 & Above	\$3,039 & Above	\$49,301 & Above	\$4,109 & Above	100%	\$ 20.00/Hour	\$.58/Mile	\$100.00/Year	\$14.00/Hour

For Title III, the Cost Share percentage is based on the gross income of the qualifying older person(s) as a percentage of Federal Poverty Guidelines and the cost of the service unit. It does not consider any assets, savings or other property owned by the older person(s) and verification of income is not required. NOTE: For Title III-E caregiver services, use the care receiver's household income, not the caregiver's.

Remember – No one will be denied service based on inability or unwillingness to pay.

We Care, Inc.
Cost Sharing Agreement – [XXXX] Services

Sharing in the cost of We Care's [XXXX] Services is requested and gratefully accepted.

After discussing the cost of service and cost sharing sliding fee scale with the We Care, Inc. staff, decide how much you are able to pay and complete the information below. Thank you!

I have been informed of the cost of [XXX] Services provided to me by We Care, Inc. and agree to share in the cost of services in the amount of \$ _____ per [XXXX] of service provided. I understand that I will receive a [frequency] cost sharing statement showing the amount of service I have received and the amount I have agreed to pay for the service.

Signature: _____

Name (printed): _____

Address: _____

Proxy Signature (if applicable): _____

Proxy Name (printed): _____

Send Statement to (if other than client): _____

Address: _____

Date: _____

We Care, Inc. Staff: _____

Remember – No one will be denied service based on inability or unwillingness to pay.

*We Care, Inc. – Assisted Transportation Services
Sharing in the Cost*

Date:
To:
From: We Care, Inc. Assisted Transportation Program
Re: Cost Share Payment

We trust that the assisted transportation service you are receiving from We Care, Inc. is meeting or surpassing your expectations. This service is funded with a combination of federal and local funds, plus cost share payments from service recipients like you.

The cost of the service that you receive is **\$.58** per mile.

Based on your self-declared income, your cost share amount is **[\$.XX]** per mile.

During the month of **[XXXX]** you received **[XX]** miles of assisted transportation. Your total cost share amount is **[\$XX.XX]**.

To make your payment, enclosed is a self-addressed and stamped envelope or you can contact us at **[XXX-XXX-XXXX]** or **[XXX@XXX.XXX]** to make other arrangements.

Remember, service is never denied due to inability or unwillingness to make payment. Information regarding specific payments will remain confidential.

Please contact us at any time with questions or concerns. Thank you for sharing in the cost of assisted transportation services! We look forward to continuing to serve you.

*We Care, Inc. – Homemaker/Chore Services
Sharing in the Cost*

Date:
To:
From: We Care, Inc. Homemaker/Chore Program
Re: Cost Share Payment

We trust that the homemaker/chore service you are receiving from We Care, Inc. is meeting or surpassing your expectations. This service is funded with a combination of federal and local funds, plus cost share payments from service recipients like you.

The full cost of the service that you receive is \$25.00 per hour.

Based on your self-declared income, your cost share amount is \$X.XX per hour.

During the month of XXXX you received XX hours of homemaker/chore services. The cost to the We Care, Inc. Homemaker/Chore Program was \$XX.XX. Your total cost share amount is \$XX.XX.

To make your payment, enclosed is a self-addressed and stamped envelope or you can contact us at XXX-XXX-XXXX or XXX@XXX.XXX to make other arrangements.

Remember, service is never denied due to inability or unwillingness to make payment. Information regarding specific payments will remain confidential.

Please contact us at any time with questions or concerns. Thank you for sharing in the cost of homemaker/chore services! We look forward to continuing to serve you.

*We Care, Inc. - Caregiver Respite Services
Sharing in the Cost*

Date:
To:
From: We Care, Inc. Respite Program
Re: Cost Share Payment

We trust that the respite service you are receiving from We Care, Inc. is meeting or surpassing your expectations. This service is funded with a combination of federal and local funds, plus cost share payments from service recipients like you.

The full cost of the service that you receive is \$14.00 per hour.

Based on your care receiver's self-declared income, your cost share amount is \$X.XX per hour.

During the month of [XXXX] you received [XX] hours of respite care. The cost to the We Care, Inc. Respite Program was \$XX.XX. Your total cost share amount is \$XX.XX.

To make your payment, enclosed is a self-addressed and stamped envelope or you can contact us at [XXX-XXX-XXXX] or [XXX@XXX.XXX] to make other arrangements.

Remember, service is never denied due to inability or unwillingness to make payment. Information regarding specific payments will remain confidential.

Please contact us at any time with questions or concerns. Thank you for sharing in the cost of caregiver respite services! We look forward to continuing to serve you.

*We Care, Inc. - Caregiver Consultant Services
Sharing in the Cost*

Date:
To:
From: We Care, Inc. Caregiver Consultant Program
Re: Cost Share Payment

We trust that the respite service you are receiving from We Care, Inc. is meeting or surpassing your expectations. This service is funded with a combination of federal and local funds, plus cost share payments from service recipients like you.

The cost of the service you will be receiving is **\$100.00 per year**.

Based on your care receiver's self-declared income, your total cost share amount is **[\$XXX.XX]** for one year of caregiver consultant services.

To make your payment, enclosed is a self-addressed and stamped envelope or you can contact us at **[XXX-XXX-XXXX]** or **[XXX@XXX.XXX]** to make other arrangements.

Remember, service is never denied due to inability or unwillingness to make payment. Information regarding specific payments will remain confidential.

Please contact us at any time with questions or concerns. Thank you for sharing in the cost of caregiver consultant services! We look forward to continuing to serve you.

*We Care, Inc. – Evidence-Based Programs [be specific, i.e., SAIL, MOB]
Sharing in the Cost*

Date:
To:
From: We Care, Inc. Evidence-Based Programs
Re: Cost Share Payment

We trust that the WE Care, Inc. evidence-based programs you are participating in are meeting or surpassing your expectations. This service is funded with a combination of federal and local funds, plus cost share payments from service recipients like you.

The cost of the service that you receive is \$50.00 per series.

Based on your self-declared income, your cost share amount for this series is \$XX.XX.

To make your payment, enclosed is a self-addressed and stamped envelope or you can contact us at XXX-XXX-XXXX or XXX@XXX.XXX to make other arrangements.

Remember, service is never denied due to inability or unwillingness to make payment. Information regarding specific payments will remain confidential.

Please contact us at any time with questions or concerns. Thank you for sharing in the cost of evidence-based programs! We look forward to continuing to serve you.

*We Care, Inc. – Caregiver Support Groups
Sharing in the Cost*

Date:
To:
From: We Care, Inc. Caregiver Support Groups
Re: Cost Share Payment

We trust that the We Care, Inc. caregiver support groups you are participating in are meeting or surpassing your expectations. This service is funded with a combination of federal and local funds, plus cost share payments from service recipients like you.

The cost of the service you are receiving is **\$35.00** per year.

Based on your care receiver's self-declared income, your total cost share amount is **[\$XXX.XX]** for one year of caregiver support groups.

To make your payment, enclosed is a self-addressed and stamped envelope or you can contact us at **[XXX-XXX-XXXX]** or **[XXX@XXX.XXX]** to make other arrangements.

Remember, service is never denied due to inability or unwillingness to make payment. Information regarding specific payments will remain confidential.

Please contact us at any time with questions or concerns. Thank you for sharing in the cost of caregiver support groups! We look forward to continuing to serve you.