

**From:** Pettiford, Belinda  
**Sent:** Tuesday, June 18, 2013 1:08 PM  
**To:** Smith, William  
**Cc:** Ryan, Kevin  
**Subject:** Family Planning policies  
**Importance:** High

Bill – can you share this with the Health Directors today? Many thanks!

To: Local Health Directors

Attached you will find the Family Planning Income Verification Policy that was discussed during the May WCH Liaison meeting. Historically, recipients of Title X funds have not charged patients who stated they do not have the income to pay for the services they have received in family planning. The federal Title X folks have recently said that income verification is now allowable. Counties can continue not to charge patients who say they cannot afford to pay, or counties can adopt an income verification policy. If they choose to adopt an income verification policy, we have attached guidelines you should use to implement your policy. **Use of income verification is optional, but it does provide a means for your agency to generate additional income.** This income verification policy will bring Family Planning in line with policies for serving other types of patients within your agency. The effective date of this policy is August 1, 2013. We have heard from several health departments that they are pleased with this opportunity. If you prefer to continue “business as usual,” you may.

Secondly, attached is the Family Planning policy on Billing, Collection, and Fees. This is NOT a new policy but there is one change highlighted in red: **“A mechanism must be in place for waiving fees for individuals who, as determined by the service site project director, are unable, for good cause, to pay for family planning services.”** This is a Title X requirement. We can provide a sample policy if needed. The ones we have seen thus far from a few counties basically state: **“The health director may make exceptions to the fee policies to accommodate specific problems.”** This policy will be on the agenda for the WCH Liaison meeting should you have questions.

As always, many thanks for all that you do!

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