

Title: Income Verification	Policy Number: 4.6
Approved By: Belinda Pettiford, MPH	Program Area: Family Planning
Effective Date: 8-1-13	Revised Date:

**Purpose Statement of policy:**

To determine the ability to pay through income verification of clients seeking services in the Title X family planning clinic.

**Definitions:**

Defined within the income verification policies the following areas must be addressed:

- Income information must be obtained from every client, documented, and updated annually.
- Clients must be informed of need to bring in verification of income information at time of appointment.
- Income information may include but is not limited to paystubs, tax records.
- Clients who choose not to provide information regarding income must sign a release stating that they are choosing not to participate and agree that they will be charged full fee for services if verification is not provided within 30 days.
- Clients who report employment but are unwilling to provide income verification may be charged full fee.
- Clients must be informed that failure to provide proof of income, where available, may result in full fees being applied.
- Services will not be denied on day of appointment for failure to provide verification of income.
- Clients who report they have no income are not required to provide absence of income, but may be asked about how they pay for living expenses. Incomes from persons who support the client financially may be verified.
- Income determination for minors who request confidential family planning services shall be calculated solely on the minor's income.
- Income reported through other programs offered in said agency may be used rather than recertification of income in the family planning program.
- Fee may be waived for any client, including individuals with family incomes above 250 percent of poverty level, who as determined by the service site project director, are unable for good cause to pay for family planning services.

**Responsibilities:**

It is the responsibility of the local health department and its designated personnel to develop, implement, and insure compliance among all staff on the administration of income verification policies.

**Policy:**

The local health department will insure that written policies are in place that addresses the above required areas in the definition section for all income verification issues.

**Legal Authority:**

This policy is based on Title X regulations (January, 2001) Section 6.3 concerning financial management and the OPA Instruction Series 08-01.

**References:**

Title X Guidelines can be accessed at:

[https://www.grantsolutions.gov/gs/servlet/document.DownloadPdfPublicServlet?document\\_id=7157](https://www.grantsolutions.gov/gs/servlet/document.DownloadPdfPublicServlet?document_id=7157)

OPA Instruction Series can be accessed at:

<http://www.hhs.gov/opa/familyplanning/toolsdocs/xinstruction.html>

**Example policies may be obtained from the Women's Health Regional Nurse Consultants**