

**Cottonwood, Incorporated
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-011

SUBJECT: Fee for Services - Supported-Independent Living

PAGE(S): 1 of 1

EFFECTIVE DATE: May 1989

Policy:

In situations where Cottonwood has a pre-existing relationship and where Cottonwood can not bill a third party (i.e. not Intellectually/Developmentally Disabled) for services rendered, individuals accessing Supported Independent Living (SIL) services will pay for services based on the amount of help they require.

Procedures:

1. A fee will be determined based on the amount of service provided. The minimum fee will be \$60.00/month, which provides up to 1½ hours of service per week. Additional service will be provided at \$10.00/per hour.
2. It is the responsibility of the residential coordinator for SIL services to inform the Chief Financial Officer and the Finance Manager of assessed fees and any changes thereof.
3. Fees will be billed at the beginning of the month and are due by the 20th of that month.
4. Fees are subject to change. If fees are increased, service recipients will receive a 30-day notice.