

TOWN OF WARREN

FINANCIAL HARDSHIP POLICY, PROCEDURES, AND APPLICATION FOR WARREN AMBULANCE SERVICES

I. FINANCIAL HARDSHIP POLICY

PURPOSE:

The Board of Selectmen of the Town of Warren have established this policy in order to maintain consistency in assisting uninsured and indigent patients who request a reduction or waiver of certain ambulance charges and/or copayment amounts.

This policy outlines Warren's policies and procedures in relationship to the application and approval process for indigent patients. Warren will take into account the overall financial circumstances of the applicant and apply this policy consistently.

If approved, the Selectmen may elect to reduce or waive certain amounts which are due from non-subscribers who can successfully demonstrate that paying ambulance fees would cause significant financial hardship.

FINANCIAL HARDSHIP CRITERIA:

The Selectmen will take into account a range of factors when deciding whether the full payment of the ambulance charges will cause the applicant significant financial hardship. In making the decision whether to waive or reduce the fee, the Selectmen will assess household income against basic living expenses, taking into account assets and debts. Written verification of financial condition through income and employment records, tax returns, check stubs, and the like may be required to verify information contained in the financial hardship application.

The Selectmen will consider a combination of the current year's federal poverty guidelines together with other information submitted by the applicant in determining whether a finding of financial hardship is warranted. In applying these guidelines, the Selectmen will also consider:

1. Whether payment of the ambulance charges will affect the applicant's ability to pay for the following living expenses:
 - Food and clothes
 - Rent or mortgage payments
 - Any other basic needs
 - Any special needs (for a serious illness or disability)

2. Whether the applicant owns any assets, such as a car or house. Assets also include:
 - Investments
 - Money in the bank
 - Cash on hand for short term expenses
 - Money designated for special needs

3. Whether the applicant has any debts.

II. APPLICATION PROCESS FOR FINANCIAL HARDSHIP

A Financial Hardship Application Form is available at the Warren Town Office, 167 Western Road, Warren, ME 04864. The form may be requested by telephone (207) 273-2421, by visiting the town office during normal business hours, or through submission of a written request.

If applying in person, please be prepared to offer written verification of the necessary information about your household's financial circumstances. If you have difficulty performing any of these tasks, please contact the Town Manager at (207) 273-2421. Completed forms and documentation shall be submitted to the Town Manager.

Required Information:

To support your claim of financial hardship, please provide verification of expenses and income. The information submitted will be treated confidentially and will only be reviewed by the Town administrative staff involved in processing requests for waiver of ambulance charges.

Time Frame:

After the required information is received, the Selectmen will consider the overall financial situation of the applicant and then render a decision at the next regularly scheduled Selectmen's meeting.

Applicants will receive a notification letter outlining whether or not the application has been approved or rejected

Future applications for financial hardship will required updated information.

III. FINANCIAL HARDSHIP APPLICATION

Please complete the application and return it together with required documentation (in person or by mail) to the Warren Town Manager, 167 Western Road, Warren, ME 04864, telephone (207) 273-2421 or by fax to (207) 273-3107.

