



INSTRUCTIONS

SLIDING FEE PROGRAM APPLICATION

9 Carey Road, Queensbury, NY • (518) 824-8640 • Fax (518) 824-2309

The Hudson Headwaters Sliding Fee Program is designed to make financial assistance available to eligible individuals and families who seek health care services at our health centers and offices. Please complete the Application on the back of this page and return it to the address above or in the envelope provided. Thank you for choosing Hudson Headwaters Health Network for your care.

INSTRUCTIONS for completing your Sliding Fee Program Application:

- **Complete ALL sections of the Application.**

(*Note: Missing information will result in your application being returned and will delay our ability to provide you with financial assistance.*)

- **Medical Insurance Coverage:** A copy of any medical insurance card(s) is required, including Medicare or Medicaid. This insurance information will not affect your potential Sliding Fee discount.
- **Proof of Income Requirements:** (*Note: GROSS earnings for each person on your Application must be provided.*)

Please provide your most current, completed Federal Income Tax Form (Form1040) with ALL attachments for ALL household members, including dependents listed on your application (Household means everyone living in the home),

AND current paystubs from within the last 30 days.

Other acceptable proof of income:

- Determination letter from Unemployment
- Determination letter from Social Security
- Monthly pension
- Monthly rental income
- Monthly/Weekly child support
- Monthly alimony
- Other monthly income

“No Income” Statement: Each unemployed adult (18 and older) living in the home must write a statement explaining how they are supported. It must be dated, signed and included with your Application.

Please review your Application carefully and return it in enclosed envelope. If you have any questions, or need help completing your Application, please call our Sliding Fee Program staff for assistance.

Sliding Fee Program Contact Information: Phone: (518) 824-8640 • Fax: (518) 824-2309

