



Porter-Starke Services Financial Assistance Policy

Porter-Starke Services wants care to be affordable and accessible to you. Porter-Starke Services will discount your bill if you qualify based on your family size and income.

- Porter-Starke Services uses the annual Federal Poverty Guidelines set by the Federal government to set discounts for services. These guidelines are published in January of each year. As soon as the new Federal Poverty Guidelines are available, Porter-Starke Services will update our discounts to reflect the new poverty guidelines. If you are at or under 200% of the Federal Poverty levels you will qualify for a discount.
- Porter-Starke Services asks you to provide us with proof of your family size and income to make a decision about any discount in our charges that you may be eligible for. We use the **Declaration of Income** to collect this information.
- The **Declaration of Income** asks for information about who is dependent on you for financial support in order to determine Family Size.
- The **Declaration of Income** also asks you to provide documents to verify any sources of financial support for all individuals that are listed on that form. If you have no income you will record this on the **Declaration of Income**.
- Income includes wages, tips, Social Security (including SSI and SSDI), retirement income, interest on bank accounts, income from investments including interest, and any other cash resources for the individual and your dependents. Dependents are the people listed on this form that are used to determine Family Size.
- **You can fill out a new Declaration of Income anytime.** If you lose a job, gain a job or your income and/or family size changes in any way it is necessary for you to complete a new Declaration of Income to see if you qualify for a discount or for a different discount if you already have one. Ask anyone at the Front Desk for this form and turn it back into them once completed. Or download from the Porter-Starke Services website: www.porterstarke.org.
- **If you aren't sure how to complete the form**, ask the Front Desk Receptionist for help. He or she can always put you in touch with someone in Client Financial Services to assist you.
- **If you qualify for a discount** Porter-Starke Services cannot charge you more than the "Amount Generally Billed" to other insurers. Porter-Starke Services takes this very seriously and does not charge over what Medicare or Medicaid pay, depending on the service received.
- **Where Else Can you get the Forms or more information?**

Porter-Starke Services
Client Financial Services
601 Wall St.
Valparaiso IN
219-476-4546