



CommunityCare
NORTHUMBERLAND

SECTION:	Financial	POLICY:	Fee Schedule
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Policy

The Board of Directors will establish and annually review a fee schedule for a range of services offered by Community Care Northumberland. They will ensure that services can be offered to clients at a reasonable cost and volunteers will be reimbursed for some of their direct costs of providing services.

Procedure

1. The Finance Committee will seek annual input from the staff prior to recommending new fees or a revised fee schedule.
2. The fee schedule will include transportation services, home help and maintenance, congregate dining, and meals on wheels. The fee schedule will indicate those fees which are fixed and those which may have a range, dependent on costs.
3. The fee schedule will outline how fees will be paid or collected for the various services.
4. CCN will enter into alternative arrangements for individual clients including; fees in trust and third party billing.
5. CCN will issue receipts, upon request, for fees received directly from clients. CCN is unable to issue receipts for fees paid directly to a third party or a brokered worker.