

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Administration

POLICY NO: 40-016

SUBJECT: Fee for Service-Private Pay JobLink Services

EFFECTIVE DATE: February 2006

Policy:

Individuals wishing to privately pay for JobLink services may do so as per this policy and the "JobLink Services Private Pay Agreement". Individuals must meet entrance criteria as outlined in Policy No. 40-001.

Procedures:

1. The JobLink Director will coordinate the process involved in accessing services through a private pay agreement.
2. The JobLink Director will meet with the CEO, Chief Financial Officer, and Administrator of Services to establish the fee.
3. The Private Pay Agreement outlines requirements for both parties and must be signed prior to accessing services.
4. The case manager, if one is involved, will assist the person accessing services, and any involved family members, in planning JobLink Services and obtaining pertinent health and individual information.
5. It is the responsibility of the business office to manage the collection of the fee and any communication thereof.