POLICY: It is the Policy of Montgomery County that Drop In services shall be offered to the public at no charge when SCA funds are utilized to finance the service.

PROCEDURE:
Providers may not charge clients for “Drop In” services which are simultaneously billed to the County at the approved contracted rate.

“Drop In” services are as defined by the Bureau of Drug and Alcohol Programs (BDAP) and further defined in the County contract Work Statement as up to 6 hours of face to face intervention (not treatment) counseling.

The only charge that a client may be assessed is a fee to cover a scheduled session, at the SCA rate, when the client fails to keep an appointment and has not provided a 24-hour notice of cancellation. This fee may be collected prior to the first session and shall be held through the sixth session. If the client does not violate the cancellation policy the full fee shall be refunded.

This policy shall be explained to the client at intake and it is recommended that the Provider implement a practice to obtain a client sign-off to certify that they have been made aware of the policy and conditions under which they will forfeit or be refunded their payment.