**Section 635.70 Charges and Billing Procedures of Delegate Agencies**

a) Cost Analysis - An annual cost analysis of required services shall be completed by each delegate agency utilizing methodology prescribed by the Department in the Guide to Cost Analysis, Developing Cost Based Fees and Sliding Fee Scale is Appendix B of this Part.

b) Charges - persons with incomes above 250 percent of poverty level are to be charged the full cost for services received, based on the delegate agency's cost analysis. Low income persons are not to be charged for the services provided. No one may be denied services due to an inability to pay. Charges for services provided to minors who request that parents or guardians not be informed must be based only on the resources of the minor. Each delegate agency shall have written policies regarding the procedure to be used to determine the appropriate fee discount for marginal income families, who will be responsible for determining a client's discount, what information shall be collected to determine discount and how that information will be recorded in the client's record, procedures for updating client information, and who is responsible for notifying the client of charges.

c) Billing - Bills to clients shall show total charges less allowable discounts. Every reasonable effort to collect bills must be made; however, client confidentiality must be preserved in any such attempts. Third parties (including a governmental agency) must be billed in full to the extent they are authorized to or are under legal obligation to pay the charge.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)