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POLICY AND PROCEDURES FOR SPONSORSHIPS AND RENEWALS
(Revised 4/3/18)

Office hours: Tuesday, Wednesday and Thursday 7:30 AM to 11:00 AM
Contact: The Secretary at the above phone number or email

POLICY

1. Sponsorships are granted to provide speech and language therapy to children who have been clinically evaluated and found to be appropriate for Speech and Language Therapy by a clinic/clinician willing and able to schedule the child for specific course of treatment. Children otherwise qualified will be placed on a waiting list until clinical treatment is available.
2. Sponsorships may be granted for periods not to exceed six (6) months and may be renewed for an additional period not to exceed six months on the application of the parent[s]/guardian and concurrence of the clinical therapist. Expired Treatment Plans close the Scottish Rite file and may be reopened by a new Application for Sponsorship. No Sponsorship payment will be made by Scottish Rite retroactively for treatment during a period when no Treatment Plan was active.
3. Treatment Plans are granted only for therapy by a Montana licensed clinic or clinician who has signed an agreement to provide clinical services with the Scottish Rite Children’s Clinic.
4. Sponsorship payments are made monthly on the clinical provider’s invoice or statement as agreed on each approved active Treatment Plan for clinical services inclusive within the Treatment Plan beginning and ending dates.
5. Initial applications for sponsorships must be completed by parent[s]/guardian.
6. Treatment plans on the form provided by the Scottish Rite Children’s Clinic must be signed by the parent[s]/guardian, clinic/clinician and Scottish Rite representative.

7. Applications to renew Scottish Rite Sponsorships must be made by the parent[s]/guardian and the clinic/clinician by submitting a proposed Treatment Plan for new six (6) month period following the end of the previous period prior to its expiration. No additional interview will be requested except where it appears there are changes in clinical treatment or family financial circumstances since the original application. Parents and clinicians should advise Scottish Rite of any changes in either treatment or financial circumstances of the parents or child at the time of proposing a new Treatment Plan.

8. The Scottish Rite Children’s Clinic reserves full discretion concerning granting or qualifying any Application for Sponsorship and its priorities for budgeting, granting, denying and setting the level of funding of treatment plans. Treatment Plans may be terminated by Scottish Rite during its term if the parents/guardian fail to comply with its terms for payment and cooperation.

9. Sponsorships granted by Scottish Rite Children’s Clinic are automatically reduced by all funding from any other source at time that the payment is received. Scottish Rite is the “payer of last resort” when additional funding of the same clinical treatment becomes available.

10. Applications for sponsorships which show the parent[s]/guardian total annual income to be in excess of four times (400%) the current published Federal Poverty Guideline may be rejected in the absence of a showing of extraordinary circumstances justifying a sponsorship to a family with a higher income. Clinicians are not asked to make any financial determination. Clinicians are asked, instead, to make parent[s]/guardian who desire to make an application for a Scottish Rite Sponsorship aware of the policies and procedures provided in this document. As an example, for the year 2016 400% of the Federal Poverty guideline based on family size is as follows:

Family Size	400% of Annual Income Guideline
1	\$47,520
2	\$64,080
3	\$80,640
4	\$97,200
5	\$113,760
6	\$130,320
7	\$146,920
8	\$163,560

The guidelines above may change over time.
[New: Adopted by Board of Directors 4/5/16]

11. Sponsorships terminate when the child reached the age of 18 years. Provided however, no Sponsorship will terminate because of age earlier than April 3, 2019.
[New: Adopted by Board of Directors 4/3/18.]

STEP BY STEP PROCEDURE FOR INITIAL SPONSORSHIP APPLICATION

1. Obtain Application for Sponsorship and Treatment Plan forms from Scottish Rite or clinician.
2. Parent[s]/guardian complete and sign Application for Sponsorship.
3. Completed Application for Sponsorship delivered by parent[s]/guardian to clinic/clinician and a Treatment Plan requested.
4. Clinic/clinician completes the portions of the Treatment Plan form requiring the identity of the child, parents or guardian, the clinic, the treating clinician and the number of treatments per week.
5. The completed and signed Application for Sponsorship and Treatment Plan are delivered together to the Scottish Rite office. Refer to contact information above.
6. Scottish Rite contacts the parents/guardian and schedules an interview.
7. Parent[s]/guardian attend interview with Scottish Rite representatives at the Scottish Rite building.
8. If approved, a copy of the completed Treatment Plan is mailed or emailed by Scottish Rite to both parent[s]/guardian and clinic/clinician.

STEP BY STEP PROCEDURE TO RENEW A SCOTTISH RITE SPONSORSHIP

1. Parent[s]/guardian are primarily responsible to cause sponsorships to be timely renewed and extended before the expiration of the preceding sponsorship. This is accomplished by alerting the clinician/clinic of the expiration date of the Treatment sPlan and request that Renewal Treatment Plan be prepared and submitted to Scottish Rite. "Renewals received two or three weeks in advance of the expiration date will be sufficient.
2. The clinician/clinic partially completes the renewal Treatment Plant by designating at the top of the form that it is either a "Renewal" or a Renewal with changes." Next the clinician/clinic completes the top section of the form identifying the child, clinic, clinician supplies the number of "Sessions per week or month" and finally signs and date the Treatment plan.

3. Parent[s]/Guardian supply the ending date of the current Treatment Plan, respond to the question concerning financial changes, sign and date the form.

3. If there have been significant changes in the number of treatment sessions, the financial condition of the parents or the child, or financial support from other sources or any other information given on the initial Application for Sponsorship, that information should be supplied along with the new proposed Treatment Plan. Otherwise, the proposed Treatment Plan will be considered assuming no significant change.

4. Timely submission of a proposed Treatment plan to extend and renew the sponsorship for another period may be critical. Scottish Rite will not pay for any clinical session during any period when no active Treatment Plan was in place.

5. Additional parent/guardian interviews will be requested only if there are significant changes in circumstances since the initial interview have arisen.

6.s If approved, Scottish Rite will mail or email copies of the fully completed and signed renewal Treatment Plan to parent[s]/guardian and clinic/clinician.

BILLING FOR CLINICAL SERVICES

1. Clinics/Clinicians agree to mail statements/invoices to Scottish Rite and parent[s] in approximately 30 day intervals for their respective obligations shown on the Treatment Plan.

2. Clinic/Clinicians are free to establish their own billing cycle so long as the intervals after the mailing the first statement/invoice are and remain approximately 30 days.

