

BEBA's Financial Agreement as of February 2007

In order to ensure BEBA's ability to serve babies, children and their families of every income level while at the same time keeping BEBA financially solvent, the Board of Directors has set payment fees for BEBA sessions and phone consultations.

Payment for BEBA sessions

A BEBA session are current valued at \$100 / hour for one facilitator. A sliding fee schedule of \$30 to \$100 / hour has been adopted using your total projected income for this year. This is designed to facilitate every family to utilize BEBA's services. A form is enclosed for you to fill out and return by mail or bring to your first session. If you will be paying \$100 per hour, you do not have to give income details but still need to fill out and sign the bottom of the form. I will be glad to answer any questions you may have.

Sessions are often somewhat longer than one hour. The length is determined partly by what is the most therapeutic format for your family or child and will vary from week to week. Sometimes the child takes awhile to 'settle in' to an open therapeutic space well into the session and stopping at a 50 or 60 minute hour would mean missing an opportunity to work with important emotional material.

An hour to one hour 15 min is the average length of sessions. We schedule sessions no closer than 1 1/2 hours apart to allow for sessions to go as long as the family needs. In calculating the cost for each session, we actually use a per-minute rate which is 1/60th of your hourly rate. Thus a 60 min session at \$60/hour would be \$60, a 55-minute session at \$60/hour would be \$55; a 62 minute session would be \$62. We track time by checking the time on the video camcorder that records the session. In addition, if a portion of the session is conducted off camera (for example, in the BEBA waiting area or outside if the child is not ready to go to the BEBA session room or parents have additional questions before or after the session), that time with the facilitator is also charged for at the per minute rate. This does not include greeting or leave-taking with your facilitator.

The sliding scales are now the same for all families, regardless of the number of children or their ages. There is also a per-minute fee listed which is what we actually use for in-person sessions and for phone sessions. The hourly rate is given so you have some idea of the starting point for session costs. The rate is between \$25 and \$100 for one facilitator. For more than one facilitator, the rate will likely be more.

To calculate your income, the figure we would like you to use as a starting point is line 22 of your 1040 form, line 15 of 1040A for last year's taxes. It is your income before taking deductions for retirement plans, MSA, health insurance & SE tax for self-employed, etc, and before itemized or standard deductions. If you are a two-parent household filing separate returns or if you are separated or divorced with joint custody, your income for BEBA is calculated by adding your incomes together. If you are a single parent with sole custody, you do not need to consider the other parent's income.

To figure yearly income for BEBA's form, look at your last year's total income (line 22 of 1040, line 15 of 1040A). Next estimate your current calendar year's total income which may be higher or lower. **Please use your estimated current income, not last year's income, for figuring your BEBA fee.**

If you are using monthly pay stubs to calculate your monthly income, use the amount before deductions for taxes, social security, etc.

Then ADD to your total income any income for this year not reported for tax purposes such as child support, gifts, non-taxable interest, inheritances, sale of home or assets or business income you do not report to the IRS. If you receive free or subsidized rent, add the value of the free or subsidized rent to your income.

If you want to pay more than the fee for your income on the sliding scale, you may certainly pay more than our fee scale requests. We are grateful for your generosity.

If your estimate of income for the year changes during the course of coming for BEBA sessions, we ask that you update us and pay according to your current income.

Unless the fee requested is more than you feel you can afford, please fill out the enclosed form and return it before setting up your first visit. If you have circumstances that are such that you feel unable to pay in full what BEBA is asking, please call Sandra to discuss extended payment plans.

Payment for Phone Consultations

We want you to feel free to call in between sessions when you need to. We feel if you know this is a service BEBA offers with a clear financial arrangement, you will feel comfortable asking for it when you need it. Times when you will find a phone consultation valuable include:

- Your child is sick or you for any reason cannot come to your session.
- You are out of town and want support
- You need immediate advice or support
- You need to talk to the facilitator when your child is not present. This is often important to do and may be suggested by your facilitator in lieu of an in person visit without your child.

To set up a phone consultation with Ray, call Sandra at 687-2897. To talk with Jean (563-2669 voice mail), Nancy (640-8979), Alison (805 640-0710) or Tara (646-1269, 570-4314 cell), contact them directly to set up time to talk.

There is a charge for all phone consultations with primary facilitators including the phone conversations before and after your first BEBA visit. The fee schedule is listed by the minute to allow flexibility in your varying needs. There is no minimum or maximum time for consultations. If you call your facilitator to talk about scheduling and spend 5 minutes talking about what's happening, this is not considered a phone consultation.

Please track the amount of time of your calls, then calculate the amount due by multiplying the number of minutes you talked by the charge per minute. Bring or mail a check to BEBA indicating the date of the call, the time spent and the amount paid. If you combine a payment for phone call(s) and session visit(s) please write clearly on the check or on a note attached to the check or on an envelope containing cash.

- Date(s) the payment is for
- What the check is for (sessions, phone calls)
- If cash, include your name.

This helps BEBA correctly track your payments.

Thank you and please feel free to call Sandra about anything in this document.

Cancellation Policy:

If you need to cancel, please call Sandra at 687-2897. If you don't get her in person, leave a message and also call your facilitator (640-8979 for Nancy; 563-2669 for Jean;

805 640-0710 for Alison; 646-1269 Tara home, 570-4314 Tara's cell. There will be a fee of \$15 for missed appointments with less than 24 hours notice except in emergencies or sudden illness that could not have been foreseen the day before. If you or your child is sick the day before and you are not sure if you can come in, please call with this information before the 24 hour cut off. Anytime you are unable to come, please give us as much notice as possible so we can notify your facilitator(s), videotaper and possibly schedule another family. We often have a waiting list of people who can fill in for absent families.

If you cannot pay \$100 per 1 hr session, please fill in the table of financial information to enable us to set an adjusted fee for weekly sessions and phone consultations. The balance will be subsidized through public and private grants and donations. If you are paying \$100 per hour, please fill in only the bottom portion of this page. Cost for sessions are actually calculated at the per minute rate.

BEBA can accept only a limited number of families paying less than \$60/hour (\$30-\$55). If your family falls below this on our sliding scale, please call to see if there is space for families paying less. If there is not, you can come and pay \$60/hour or request to be on a wait list.

