

MaineGeneral
Community Care 
Outpatient Counseling

**9 Green Street, Suite 101
Augusta, ME 04330
Phone: 207-621-3750
FAX: 207-621-3702**

**10 Water Street, Suite 303
Waterville, Maine 04901
Phone: 207-861-3500
Fax: 207-861-3441**

Dear xxxx

Thank you for choosing MaineGeneral Community Care for your outpatient Substance Abuse care. Based on the information that you gave us you do not have insurance that will pay for your treatment with us. Would you like to apply for a reduced fee?

I have enclosed an application for you to fill out and return to our office. This will need to be done before we can schedule your first appointment. Under the Program/Service Area/Counselor please choose either the Waterville or Augusta office. List all members in your home with whom you have a financial relationship, such as your spouse, children or domestic partner with whom you share minor children. Then list all income from you and these household members. This includes income from employment, unemployment, food stamps, child support, pensions, public assistance, etc. You will need to provide proof of any income that is listed. Proof can be check stubs, income tax returns, notification letters, etc. If you are paying child support but the child doesn't live with you, please contact our office for further direction. If you have no income, you will need to provide a letter from the person that is financially taking care of you, verifying that you have no income.

If you have any questions about completing the application, please call our Reimbursement Case Manager Melody Morin at 861-3508 for assistance. Include your phone number on the application so that she may call you if needed. You may mail the application back, drop it off at one of our offices or fax it to 207-861-6201. Once we have received a complete application, a fee will be determined within two business days. Our office staff will then contact you to schedule an appointment.

If you are approved, you will need to start treatment within 60 days or reapply for reduced fee. The reduced fee rate will be good for six months following your first session or until your family size or income changes. If your treatment needs to go past the 6 months, you will need to reapply.