



ROCK COUNTY HUMAN SERVICES DEPARTMENT
P.O. BOX 1649, 3530 N. COUNTY TRUNK F
JANESVILLE, WISCONSIN 53547-1649
<http://www.co.rock.wi.us/hsd>

NOTICE OF PAYMENT EXPECTATIONS

Please be aware of our payment expectations in regards to the services we are providing you.

We will bill you for any unpaid liability on the 15th of every calendar month for the services rendered in the previous month. The required payment listed on the statement is due within 30 calendar days. Billing statements will continue to be mailed out until the entire outstanding balance is satisfied. Payments received will be applied to the oldest period of service for which liability remains.

We accept cash, checks and money orders. All checks and money orders may be made payable and mailed to:

Rock County Human Services
Accounting Department
P. O. Box 1649
Janesville, WI 53547-1649

When making payment, please be sure to include the name and account number to which you want the payment applied. There is a \$25.00 (twenty-five dollar) charge for checks returned for non-sufficient funds.

Payments may also be made at both Franklin Street and Eclipse Center locations.

Pay In Person Locations:

Franklin Street
113 S. Franklin St.
Janesville, WI 53548
608.757.5850

Eclipse Center
64 Eclipse Center
Beloit, WI 53511
608.363.6200

If your determined monthly maximum fee creates a documentable hardship on the family (such as the forced sale of the family's home or cessation of an education program), you may apply for a further reduction based upon your income and household expense.

This application may be obtained from the clinic receptionists or Billing Unit office; completion of this application is not a guarantee of approval.

If you are unable to make your expected payment, please contact our Billing Unit to discuss potential arrangements at 608-757-5099.