

**Families Helping Families
Resource & Recreation Center, Inc.
112 (B) Petrus Avenue Staten Island, NY 10312718-227-2171
www.fhfnyc.org**

Schedule of Fees for Advocacy Services

Families Helping Families is a New York State Education Department approved not-for-profit service organization, and we are approved by the Internal Revenue Service (IRS) as a 501(c)(3) corporation. As such, we are prohibited from making any profit or personal gain from our endeavors. All fees for services go directly to deferring the costs of programing, events, and administrative/facility costs.

A sliding fee scale and/or fee waivers are available for all families who are experiencing financial hardship. Those fees will be determined upon submission of proof of income and/or proof of need.

Schedule of Fees and Services

All fees are required in advance of services rendered. There will be a \$35.00 "bounced check" fee for all returned checks.

ADVOCACY SERVICE	FEE SCHEDULE
<p style="text-align: center;"><u>Contract Fee: New Clients</u></p> <ul style="list-style-type: none"> • Includes Contract fee and a 45 in-office consultation with Advocate and review of information i.e.: IEP, evaluations, testing, report cards etc. 	-\$150.00
<p style="text-align: center;"><u>Contract Renewal Fee: For Existing Clients ONLY</u></p> <ul style="list-style-type: none"> • Contract Renewal Fee of a client who has been previously under contract within the current school year. • This fee entitles you to a review of student's relevant information and a 15-minute phone consultation with a paralegal. 	-\$50.00

THE FOLLOWING SERVICES ARE TO BE PREPAID:

Consultations By Phone & In-Office

By phone: \$35.00 per 15 minutes. Phone consultations will be booked in 15-minute increments only (i.e.: 15 min, 30 min, 45 min, or 60 min), and will be paid in advance of the service

In-Office Consultation: In-office consultations for: non-clients can only book for 1 hour consultations, and fee must be paid in full upon booking/scheduling the meeting.

Existing clients may book in-office consultations for less than an hour and is accompanied by a \$50 holding fee which must be pre-paid.

THE FOLLOWING SERVICES ARE TO BE PREPAID:

Consultation by phone for 5 minutes: - **\$15.00**

Consultation by phone for 15 minutes: - **\$35.00**

Consultation by phone for 30 minutes: - \$65.00

In-office Consultation of no more than 45 minutes - **\$100.00** For the first 45 minutes (for existing and new clients only)

In-office Consultation of no more than 60 minutes - **\$125.00** For the first 60 minutes. If meeting runs over time allotted an additional fee of: **-\$35.00 per 15 minutes will apply**

FOR ALL OUT OF OFFICE MEETINGS (IEP, Suspension, School based meetings, school tours, and observations)

Transportation Costs and/or Accommodations/Arrangements are as follows:
(continued on next page)

All Meetings: In advance of the meeting, the Parent is responsible to inform the school that the advocate is disabled and requires reasonable accommodations (use of handicapped entrance, ground floor meeting room, parking if available etc.)

Staten Island Meetings: If no school parking is available: Parent is responsible to ensure advocate has parking at close proximity to the school **OR**, Parent will meet advocate at parking space near the school and drive her to the school entrance.

Off Island Meetings: Parent can either arrange transportation for the advocate to go to and from the off island location (school, hearing office etc.) or, Parent will be responsible to pay for tolls, gas, and parking costs for advocate. Please note that if handicapped accessible parking is not available and/or if parking accommodations cannot be made, an additional fee of \$12.00 per hour (office-to-office travel time), will be added to transportation costs. This is to compensate for staffing costs incurred to drive the advocate to and from the meeting.

Transportation costs and reimbursement requirements: **Reimbursement for all tolls, gas (\$.54 per mile** calculated to and from office to meeting/hearing site). If accessible parking arrangements or provisions cannot be made for the advocate, **an additional \$12.00 per hour service charge (to include transportation time)** for the cost of arranging a staff member to drive the advocate to and from the meeting.

<p align="center">Classroom Observations</p>	<p>- \$125.00 (for Staten Island schools) off-borough plus transportation, see above</p>
<p align="center">Meeting Representation</p> <p>As preparation for all in-person representation and Attendance at your child's School-based meetings (IEP, Promotion in Doubt, Disciplinary meetings, Resolution meetings etc.), the advocate must develop an in-depth analysis of your child's evaluations, IEPs and progress reports prior to the meeting. This analysis is to assess and determine the student's level of functioning, the student's need, and the rate of progress, so that an appropriate IEP can be developed at the school-based meeting with the proper level of services, appropriate testing accommodations, and appropriate, attainable, and measurable goals. The fee for meeting representation is based on the length of the actual meeting.</p>	<p>Level 1 meeting: a meeting lasting <i>no more than one hour</i>- \$125.00</p> <p>Level 2 meeting: A meeting <i>lasting no more than 90 minutes</i>- \$188.00</p> <p>Level 3 meeting: A meeting lasting <i>no more than 120 minutes</i>- \$250.00</p> <p>Level 4 meeting: A meeting lasting <i>no more than 120 minutes</i> - \$315.00</p> <p>If meeting runs over time allotted an additional fee of: -\$35.00 per 15 minutes will apply</p>
<p align="center">Appeals of promotion decisions</p>	<p align="center">-\$400.00</p>

Impartial Hearings

An impartial hearing is time consuming process. In most it cases occupies over 100 man-hours from start to finish. All requests for representation at hearings, writing hearing requests, developing evidence packets, etc. will be accepted on a case to case basis and depending on the availability of our advocates. It is important to note that the Advocate has the freedom to accept or refuse any case. The decision to accept or reject a case is determined solely on the merits of the case, meaning if the advocate does not agree with the remedy you are seeking, she has the freedom to refuse any case at any time

n order to understand the fee schedule involved with the entire Impartial hearing process, we have detailed a short list giving a very brief description of what is involved with Due Process Proceedings (hearings) and the time estimation of each service. More information will be provided to parents regarding the process when and if a parent is considering due process (filing a hearing request).

- Writing an impartial hearing request: approximately 6 – 10 hours
- Resolution meetings (mandatory meetings for hearing process): 1 hour – 90 minutes (not including travel time)
- Prehearing conferences (mandatory conference with hearing officer and opposing counsel to provide updates with the case)- 30-45 minutes
- Pendency hearings: approximately 1 hour – 90 minutes (not including travel time)
- Developing an evidence packet and preparing subpoenas: 90 minutes – 2 hours.
- Witness prep (depending on the number of witnesses): approximately 30 minutes per witness
- Writing Opening and Closing arguments, developing questions for direct and cross examination: 8 hours for each process.
- Hearings: Anywhere from 4 hours to 8+ hours per day (not including travel time). **There can be multiple hearing dates before the case concludes.
- Status conferences (mandatory conference with hearing officer and opposing counsel to provide updates with the case in-between hearing dates)- 30-45
- Written Briefs, Legal Briefs, and Memorandums of Law: Some hearing officers require written briefs. These documents usually take approximately 20 work hours to complete.
- Appeals of Impartial Hearing rulings: This document requires a complete review of the hearing transcripts, as well as substantial research and review of previous State review Officer’s decisions and case law.

IMPARTIAL HEARING SERVICES:	MANDATORY FEE SCHEDULE
Development of Hearing Request (to include in office visits and final draft review via e-mail)	-\$550.00
Amendment of a Hearing Request that were originally developed by an FHF advocate: Hearing requests occasionally need to be amended to include any new and pertinent information, to reflect a change in circumstances or to add to the original requested relief. This rate is contingent upon the level of amendment needed to the present hearing request and will be determined at the discretion of the advocate.	-\$250.00

<p><u>Amendment to a Hearing Request that was NOT developed by an FHF advocate:</u> Hearing requests that have been developed by a parent or other laymen frequently require amending due to the “Insufficiency” of the document. The amendment process in this case is typically not a simple process and usually requires redeveloping the entire hearing request from start to finish. Therefore, the fees for this service is identical to the fees for developing a hearing request.</p>	<p>-\$550</p>
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<p>Prehearing Conference:</p>	<p>-\$100.00</p>
<p>Development of Evidence Packet</p>	
<p>Partial Service: parent participation in-person at office) The advocate will develop the evidence packet and the parent is responsible to make the copies and mail the evidence packet to the designated recipients. Full service is also available.</p>	<p>Partial Service Fee:- \$125.00</p>
<p>Full Service: FHF will develop entire evidence packet, make all required photocopies, and mail packet to all necessary recipients. <i>Client participation is not required</i></p>	<p>Full Service Fee: - \$250.00</p>
<p>Pendency Hearing: the purpose of a pendency is to retain services from a pre-existing IEP while the proposed IEP is in dispute. A pendency hearing can take any from one hour to 90 minutes.</p>	<p>Representation by phone: - \$150</p>
	<p>Representation in person, in Staten Island District Office - \$200</p>
	<p>Representation in person, in Brooklyn Hearing Office - \$400.00</p>
<p>Development of Oral Formal Opening and/or closing Arguments</p>	<p>- \$375.00 per</p>
<p>Development of written Formal Closing Arguments</p>	<p>- \$550.00</p>
<p>Witness Prep: Preparation of all witnesses by phone</p>	<p>- \$75.00 per witness, per half/hour</p>
<p>Resolution Meetings: Attendance and representation at resolution session (explanation of services stated above)</p>	<p>- \$125.00</p>

<p style="text-align: center;">When a case results in settlement:</p> <p>A settlement agreement is when both parties (the parent and the DOE) enter into a legal binding and agreeable contract that is developed to avoid going to hearing.</p>	<p>*Please be advised that the Advocate will act as a liaison only between parties and will not engage in the decision-making process involved in a settlement agreement.</p>
<p style="text-align: center;">Representation at Hearing</p> <p>Attendance and representation at Impartial hearings. The advocate will represent your interest during the Impartial hearing. The advocate will be providing Opening Arguments, Direct and Cross Examination, and closing arguments. The advocate will handle all particulars involving the hearing. It is your responsibility to accompany the advocate to each and every hearing date held for your child. In preparation for the hearing the advocate will review the file and notes obtained from witness prep and discussions with you and research applicable law and case rulings so as to develop questions for direct and cross examination (per hearing date).</p> <p><i>Please be aware that requests to hold hearings in Staten Island are rarely granted by the Hearing Officers.</i></p> <p><i>Also note that price differentials between Staten Island and Brooklyn are the result of excessive travel demands placed on the advocate's time. Clients can either provide advocate's transportation to and from the hearing venue or reimburse the advocate for gas, parking, and tolls.</i></p>	<p>Staten Island Hearings: - 300.00 for the first two hours **An additional fee of - \$150.00 per every ADDITIONAL hour thereafter.</p> <p>Brooklyn Hearings: -\$400.00 for the first two hours **An additional fee of - \$150 per every ADDITIONAL hour thereafter.</p>
<p style="text-align: center;">Status Conference and Pre-hearing conference</p>	<p style="text-align: center;">-\$150.00</p>
<p>Appeals to State: Written Legal Appeals of Impartial Hearing Rulings</p>	<p style="text-align: center;">-\$1,000.00</p>

All fees are subject to change.

All additional money given above and beyond the fee schedule will be considered donations unless otherwise specified a tax-deductible receipt will be issued.
Please make all checks payable to Families Helping Families and mail to 112(B) Petrus Avenue, Staten Island, NY 10312

