

**Families Helping Families
Resource & Recreation Center, Inc.
112 (B) Petrus Avenue Staten Island, NY 10312718-227-2171
www.fhfny.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 programming, events, and administrative/facility costs.

A sliding fee scale and/or fee waiver 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 fee for all returned checks and all debit/credit card rejections or cancellations. A \$50 cancellation fee will apply for in-office and school based cancellations when FHF is given fewer than 24 hours notice in advance of the cancellation.

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. Non-clients may schedule phone consultations.

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 45 or 60 minutes. Prepayment is required to secure your appointment.

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 the 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, hearings 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. If no parking arrangements can be made, a fee of \$20.00 per direction will be billed for a member of the office staff to drive Andrea to from the meeting.

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 Transportation costs and reimbursement for the advocate as outlined.

Transportation costs and reimbursement requirements for hearings: Reimbursement for all tolls, gas (\$.58 per mile calculated to and from office to the hearing site) and parking garage expenses.

Transportation costs and reimbursement for off island meetings (excluding hearings): Reimbursement for all tolls, gas (\$.58 per mile calculated after passing the allotted 25 mile threshold to and from office to meeting site) and parking garage expenses. One hour of roundtrip travel time is included, any time over that will be billed to nearest 15- minute increment of \$31.25. (This is the advocates hourly rate divided into 15 minutes increments.) If client is providing door to door transportation for the advocate, then only the overage of the allotted travel time will be calculated.

If accessible parking arrangements or provisions cannot be made for the advocate, **an additional \$20.00 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. *The fee for the paralegal is a 30% discount from the listed prices.</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 180 minutes</i> - \$375.00</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>-\$400.00</p>
<p align="center">State Education Complaints</p> <p>This is a formal written complaint to the New York State Education Department. This fee includes a one -hour consultation with the paralegal.</p> <p>Many times, State Education complaints require evidence to be submitted. FHF will assemble the evidence and it is the parent's responsibility to make all the necessary copies and mail the copies and/or original to the appropriate recipients. If the client so chooses FHF can supply this service.</p>	<p>-\$400.00 State Complaint only</p> <p>-\$125.00 Full Service charge for State complaint</p>

Impartial Hearings

An impartial hearing is time consuming process. In most 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

In 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. This option is not available for all cases due to the complexity of some cases.</p>	<p>Partial Service Fee: - \$125.00</p>
<p>Full Service: FHF will develop entire evidence packet totaling four copies (2-for the Impartial Hearing Office, 1-for the Department of Education and 1- for FHF), make all required photocopies (up to 80 pages), and mail packet to all necessary recipients. <i>Client participation is not required as long as all necessary documents are sent in. If necessary documentation is not received the advocate will request an adjournment of your case until we are prepared to proceed.</i></p>	<p>Full Service Fee: - \$295.00 Plus, an additional .20 cents per page after 80 pages</p>
<p>Development of Pendency 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. This option is not available for all cases due to the complexity of some cases</p>	<p>Partial Service Fee: \$125.00</p>
<p>Full Service: FHF will develop entire evidence packet, make all required photocopies (up to 80 pages), and mail packet to all necessary recipients. <i>Client participation is not required as long as all necessary documents are sent in. If necessary documentation is not received the advocate will request an adjournment of your case until we are prepared to proceed.</i></p>	<p>Full Service Fee: - \$225.00 Plus, an additional .20 cents per page after 80 pages</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. ****Any pendency hearing that must be handled in person is subject to the out of office meeting protocol.</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>

Development of written Formal Closing Briefs	- \$550.00
Witness Prep: Preparation of all witnesses by phone	- \$75.00 per witness, per half/hour
Resolution Meetings: Attendance and representation at resolution session (explanation of services stated above)	- \$125.00
Status Conference and Pre-hearing conference	-\$150.00
Representation at Hearing	
<p>Attendance and representation at Impartial hearings. The Advocate will represent your interest during the Impartial Hearing. The Advocate will provide Opening Arguments, Direct and Cross Examination, and closing arguments. The advocate will handle all the particulars involving the hearing.</p> <p>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>Please be aware that requests to hold hearings in Staten Island are very rarely granted by the Hearing Officers.</p> <p>Also note that price differentials between Staten Island and Brooklyn are the result of excessive travel demands placed on the advocates time. Clients can either provide the advocates transportation to and from the hearing venue or follow the off-site meeting protocol in this document.</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>
Appeal of Impartial Hearing Orders	-\$1,000.00

All fees are subject to change without notice.

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

