

**Families Helping Families
Resource & Recreation Center, Inc.
112 (B) Petrus Avenue Staten Island, NY 10312
www.fhfnyc.org**

**Schedule of Fees for Advocacy Services
2022-2023 School Year**

Families Helping Families (FHF) is a New York State Education Department approved not-for-profit service organization. FHF is also an Internal Revenue Service (IRS) approved 501(c)(3) corporation.

All fees received for services go directly into the FHF operating budget. FHF is a self-sustained organization and does not receive any grants or funding to subsidize operating costs.

Sliding fee scales and/or fee waivers are available in limited numbers per school year and are awarded on a first come first-served basis. All reduced fee and requests for waived fees must be verified. Qualification for reduced fees or waived fees will be determined through the state calculation and upon submission of acceptable and verifiable proof of income and/or verifiable proof of need.

*All fees are required in advance of services rendered. There will be a **\$35.00 fee** for all returned checks and/or debit/credit card rejections.*

*A **\$50 cancellation fee** will apply for in-office and school-based cancellations made by the client when FHF is given fewer than one full business day advance notice of the cancellation.*

ADVOCACY SERVICE	FEE SCHEDULE
<p><u>Contract Fee: New Clients</u></p> <p>Includes Contract fee and a 45 in-office consultation with Advocate and review of information i.e.: IEP, evaluations, testing, report cards etc.</p>	<p>➔ \$150.00</p>
<p><u>Contract Renewal Fee: For Existing Clients ONLY</u></p> <p>Contract Renewal Fee of a client who has been previously under contract within the current school year. <i>Please note that mandatory 15-minute consultation (see fee below), must take place prior to the Advocate participating in your child's meeting. This is necessary to update the Advocate on your child's progress and needs. The invoice for this service will be issued when the consultation is scheduled.</i></p>	<p>➔ \$50.00</p> <p><i>** This fee does not include the mandatory 15-minute paid phone consultation with the Advocate which will be scheduled to take place prior to your child's meeting</i></p>

THE FOLLOWING SERVICES ARE TO BE PREPAID:

<p>Brief Virtual Consultation:</p> <p>All appointments for consultations with the Advocate must be paid upon scheduling. Please be aware that the ability to go beyond the time that the consultation was previously scheduled for-is subject and dependent upon the availability of the advocate and the time constraints of the schedule. All consultations that run over the allotted time previously billed and paid for, are subject to additional fees based on 5-minute increments regardless of how long the consultation runs over.</p>	<p><u>Virtual consultation for 15 minutes:</u></p> <p>→ Clients: \$35.00 → Non- Clients: \$45.00</p> <p><u>Virtual consultation for 30 minutes:</u></p> <p>→ Clients: \$65.00 → Non- Clients: \$85.00</p> <p><u>Overage charges:</u></p> <p>Billing fees are calculated in 15-minute increments. If a consultation runs over the time allotted, the additional fees will be based on a calculation of the fees stated above for a 15-minute consultation.</p>
<p>In-depth Virtual Consultation: <i>Due to COVID-19 restrictions all in-office consultations have been suspended until further notice.</i></p> <p>All appointments for consultations with the Advocate must be paid upon scheduling. Please be aware that the ability to go beyond the time that the consultation was previously scheduled for, is subject and dependent upon the availability of the advocate and the time constraints of the schedule. All consultation appointments that run over the allotted times, are subject to additional fees based on 5-minute increments regardless of how long the consultation runs over.</p>	<p><u>45 minutes consultation:</u></p> <p>→ Client fee: \$100.00 → Non-Client Fee: \$125.00</p> <p><u>60 minutes consultation:</u></p> <p>→ Client fee: \$125.00 → Non-Client Fee: \$160.00</p> <p><u>Overage charges:</u></p> <p>Billing fees are calculated in 15-minute increments. If a consultation runs over the time allotted, the additional fees will be based on a calculation of the fees stated above for a 15-minute consultation.</p>

**PLEASE NOTE THAT THE FOLLOWING SERVICES ARE TO BE PREPAID
AND ARE ONLY PROVIDED TO CLIENTS:**

SCHOOL-BASED MEETINGS FOR CLIENTS ONLY:

Please note that ALL "in-person" school-based meetings are contingent on the lifting of the current restrictions due to COVID-19, which currently do not allow for in-person meetings and only allow for Virtual meetings.

For ALL school-based meeting (IEP, suspension, school-based meetings, school tours, hearings etc.) transportation costs and/or accommodations/arrangements are as follows:

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 the Advocate to and from the meeting.

Off Island Meetings:

- **Virtually:** The advocate will participate in off-borough school-based meetings through a virtual platform in order to avoid excessive fees to the client for transportation time, travel costs, and to allow the advocate to work more time efficiently so that she can meet the needs of more students in her day.
- **In Person:** The parent can either arrange transportation for the advocate to go to and from the off-island location (school, hearing office etc.) or, the parent will be responsible to pay for transportation costs and reimbursement for the advocate as outlined.
 - Costs and Reimbursement (excluding hearings): Reimbursement is required 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 in increments as **-\$35.25 per the nearest 15 minutes** (this is the advocates hourly rate divided into 15-minute increments.) If the client is providing door to door transportation for the advocate, then only the overage of the allotted travel time will be calculated.
 - Costs and Reimbursement for Hearings: Reimbursement is required for all tolls, gas (\$.58 per mile calculated to and from office to the hearing site) and parking garage expenses.

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>Classroom Observations</p>	<p>0-60 minutes: → \$150.00</p> <p>**For off-borough schools please see transportation costs above.</p>
<p>Meeting Representation: <i>Description on following page.</i></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, IEP’s, 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>**Off-borough clients: <i>the advocate will participate in school-based meetings through a virtual platform only.</i></p>	<p>All meetings booked are billed for a minimum of one full hour. The fee for meetings not involving litigation, is \$125.00 per hour. Clients whose meetings last more than one hour will receive a second invoice for the additional time. will apply for every 15-minutes over the one-hour time. Billing fees are calculated in 15-minute increments at the six-minute mark.</p>
<p>Appeals of Promotion Decisions</p>	<p>→ \$400.00</p>

Mediation Requests and State Education Complaints:

Mediation Requests: This is usually the first course of action when parents are disputing an IEP/IESP recommendation or the implementation of the IEP/IESP

State Education Complaint: This is a formal written complaint to the New York State Education Department. This fee does not include the development of the evidence packet (*see below*).

For State Education Complaints: Additional “Full-Service Charge” Many times, State Education complaints require evidence to be submitted. FHF will assemble the evidence and develop the table of contents of evidence. It is the parent’s responsibility to make all the necessary copies and to mail the copies and/or original to the appropriate recipients. If the client so chooses, FHF can supply this service for an additional fee.

Mediation Requests and State Complaint Only:

➔ **\$500.00**

Additional ‘Full Service’ Charge:

➔ **\$150.00**

Impartial Hearings:

An impartial hearing is a time-consuming process. In most cases it 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-by-case basis and depending on the availability of our advocate. 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 feels the remedy that you are seeking is supported by the available data, she has the freedom to refuse the 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 to discuss with the CSE and/or District possible resolutions to the issues: 60– 90-minutes.
- **Settlement Discussions:** mandatory conference with hearing officer and opposing counsel to discuss possible settlement: 60-90 minutes
- **Prehearing Conferences** (mandatory conference with hearing officer and opposing counsel to provide updates with the case):30-45 minutes.
- **Pendency Hearings:** approximately 60– 90-minutes .
- **Developing an Evidence Packet and Preparing Subpoenas** (depending on the case): 90 min – 3 hours.
- **Witness Prep:** approximately 30 minutes per witness
- **Writing Opening and Closing arguments, Developing Questions for Direct and Cross Examination:** 12-15 hours for each process.
- **Hearings:** From 2 hours to 8+ hours per day. ****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-minutes to one-hour.

<ul style="list-style-type: none"> ● 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 SERVICE	FEE SCHEDULE
Development of Hearing Request (to include in-office visits and final draft review via email)	➔ \$600.00 (based on four hours of work. If more time is required additional fees will be incurred at \$150.00 per hour).
Amendment of a Hearing Request that was 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.	➔ \$300.00 (based on two hours of work. If more time is required additional fees will be incurred at \$150.00 per hour).
Amendment to a Hearing Request that was <u>NOT</u> Originally Developed by an FHF Advocate: Hearing requests that have been developed by a parent, or other laypeople 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.	➔ \$600.00 (based on four hours of work. If more time is required additional fees will be incurred at \$150.00 per hour).
Mediation	➔ \$150.00 <i>**If the meeting runs over 60 minutes an additional fee will apply based on 15-minute increments at the six-minute mark.</i>
Prehearing Conference	➔ \$150.00 <i>**If the conference runs over 60 minutes an additional fee will apply based on 15-minute increments at the six-minute mark.</i>
<u>Development of Evidence Packet:</u> Partial Service: The advocate will develop the evidence packet and the parent is responsible for making copies and mailing the evidence packet to the designated recipients. This option is not available for all cases due to the complexity of some cases. Virtual Evidence Packets: The advocate will develop the evidence packet asking the parent to send evidence in digital form. The advocate will compile the necessary documents into a digital format	Partial Service: ➔ \$150.00 Virtual Evidence Packet: ➔ \$150.00 per hour. One hour minimum. Additional fees will apply for additional time based on 15-minute increments at the six minute mark. Full Service: ➔ \$300.00

<p>with a table of contents and will send to the appropriate parties. The parent is responsible to get the advocate the evidence in a timely fashion upon request. The cost of this service is dependent on the time spent, the amount of evidence submitted, and the type of claim being made (i.e.: one school year claim, two school year claim etc.)</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 total), and mail packet to all necessary recipients. <i>Client participation is not required if all the necessary documents are sent in. If the necessary documentation is not received, the advocate will request an adjournment of your case until we are prepared to proceed.</i></p>	<p>** If the photocopies exceed a total of 80 pages, a fee of \$0.30 cents per page will apply.</p>
<p><u>Development of Pendency Evidence Packet:</u></p> <p>Virtual Evidence Packets: <i>Client is responsible to get a digital copy of all needed evidence to the advocate.</i> The advocate will develop the evidence packet asking the parent to send evidence in digital form. The advocate will compile the necessary documents into a digital format with a table of contents and will send to the appropriate parties. The parent is responsible to get the advocate the evidence in a timely fashion upon request. The cost of this service is dependent on the time spent, the amount of evidence submitted, and the type of claim being made (i.e.: one school year claim, two school year claim etc.)</p>	<p>➔ \$150.00 (based on one hour. Additional fees will apply for additional time based on 15-minute increments at the six-minute mark.</p>
<p>Pendency Hearing:</p> <p>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 60 to 90 minutes.</p> <p><i>**Any pendency hearing that must be handled in person is subject to additional charges for travel time.</i></p>	<p>Representation by Phone: ➔ \$150.00 per hour</p> <p><i>**If the hearing runs over 60 minutes an additional fee will apply based on 15-minute increments from the sixth minute</i></p>
<p>Development of Oral Formal Opening and/or Closing Arguments</p>	<p>➔ \$600.00</p>
<p>Development of Written Formal Closing Briefs</p>	<p>➔ \$1,250.00</p>
<p>Witness Prep: Preparation of all witnesses by phone</p>	<p>➔ \$75.00 30 minutes per witness</p>
<p>Representation at the Following Mandated Meetings:</p> <p>Resolution Meetings: Settlement Meetings: Pre-Hearing Conference: Status Conference:</p>	<p>➔ \$150.00</p> <p><i>**If the meeting runs over 60 minutes an additional fee will apply based on 15-minute increments at the fifth minute</i></p>
<p><u>Representation at Hearing:</u></p> <p>Attendance and representation at Impartial Hearings. The advocate will represent your interest during the Impartial Hearing. The</p>	<p>Virtual Hearings: ➔ \$150.00 per hour. Two hour-minimum. Additional fees will apply. The fees for additional</p>

<p>advocate will provide opening arguments, direct and cross examination, and closing arguments. The advocate will handle all the matters pertaining to the hearing.</p> <p>It is your responsibility to accompany the advocate to each 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 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 advocate's 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>time are based on 15-minute increments beginning at the sixth minute</p>
<p>Appeal of Impartial Hearing Orders <i>(not to include legal brief)</i></p>	<p>\$1,500.00</p>
<p>All fees are subject to change without notice.</p>	<p>➔</p>
<p><i>Please make all checks payable to Families Helping Families and mail to 112 (B) Petrus Avenue, Staten Island, NY, 10312.</i></p> <p><i>All additional money given above and beyond the fee schedule will be considered donations unless otherwise specified and a tax-deductible receipt will be issued.</i></p>	