

**Families Helping Families
Resource & Recreation Center, Inc.
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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 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.

*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><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 Phone Consultation:</p> <p>All appointments for Phone consultations with the Advocate must be paid upon scheduling. All phone consults 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>Phone consultations less than 15 minutes are made at the discretion of the advocate only.</p>	<p>Phone consultation for 15 minutes: **-\$35.00</p> <p>Phone consultation for 30 minutes: **-\$65.00</p> <p>Overage charge: -\$15.00 1-5 minutes over -\$25.00 6-10 minutes over -\$35.00 11-15 minutes over</p>
<p>In-depth Virtual or Phone Consultation: <i>Due to COVID-19 restrictions all in-office consultations have been suspended until further notice.</i></p> <p>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. <u>Existing clients</u> may book in-depth consultations for 45 or 60 minutes. Prepayment is required to secure your appointment.</p> <p><u>Non-clients</u> can only book 60-minute consultations, and the fee must be paid in full upon booking/scheduling the meeting.</p>	<p>In-office consultation for 45 minutes: **-\$100.00</p> <p>In-office consultation for 60 minutes: **-\$125.00</p> <p>**If the meeting runs over the time allotted, an additional fee will apply.</p> <p>Overage charge: -\$15.00 1-5 minutes over -\$25.00 6-10 minutes over -\$35.00 11-15 minutes over -\$65.00 16-30 minutes over</p>
<p>SCHOOL-BASED MEETINGS: <i>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.</i></p> <p>For ALL school-based meeting (IEP, suspension, school-based meetings, school tours, hearings etc.) <u>transportation costs and/or accommodations/arrangements</u> are as follows:</p> <p>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.)</p> <p>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 and from the meeting.</p>	

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.

Classroom Observations

0-60 minutes:

****-\$150.00**

**For off-borough schools please see transportation costs above.

Meeting Representation:

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.

****Off-borough clients:** the advocate will participate in school-based meetings through a virtual platform only.

****Returning clients** are required to have a 15-minute consultation with the advocate prior to their child’s IEP meeting to discuss their child’s progress, their concerns, and their thoughts about the upcoming meeting. The fee for this service is \$35.00.

Level 1 Meeting: 0-60 minutes

-\$125.00

Level 2 Meeting: 61-90 minutes

-\$188.00

Level 3 Meeting: 91-120 minutes

-\$250.00

Level 4 Meeting: 121-180 minutes

****-\$375.00**

**If a Level 4 Meeting runs over the time allotted, an additional fee will apply in 15-minute increments.

<p>Appeals of Promotion Decisions</p>	<p>-\$400.00</p>
<p>State Education Complaints:</p> <p>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 <i>(see below)</i>.</p> <p>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.</p> <p><u>Please see next page for Fees Associated with Impartial hearings</u></p>	<p>State Complaint Only: -\$500.00</p> <p>Additional ‘Full Service’ Charge: -\$150.00</p>

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 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 SERVICE	FEE SCHEDULE
Development of Hearing Request (to include in-office visits and final draft review via email)	-\$600.00
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

<p>Amendment to a Hearing Request that was <u>NOT</u> Originally Developed by an FHF Advocate:</p> <p>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>-\$600.00</p>
<p>Mediation</p>	<p>**-\$150.00 <i>**If the meeting runs over 60 minutes an additional fee will apply based on 15-minute increments</i></p> <p>Overage Charge 1-15 minutes over \$37.50 16-30 minutes over \$75.00 31-45 minutes over \$122.50 45-60 minutes over \$150.00</p>
<p>Prehearing Conference</p>	<p>**-\$150.00 <i>**If the conference runs over 60 minutes an additional fee will apply based on 15-minute increments</i></p>
<p><u>Development of Evidence Packet:</u></p> <p>Partial Service: <i>(parent participation in-person at office)</i> 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>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 (<i>**up to 80 pages total</i>), 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>Partial Service: -\$150.00</p> <p>Full Service: **-\$300.00</p> <p>** If the photocopies exceed a total of 80 pages, a fee of \$0.20 cents per page will apply.</p>
<p><u>Development of Pendency Evidence Packet:</u></p> <p>Partial Service: <i>(parent participation in-person at office)</i> The advocate will develop the evidence packet and the parent is responsible to make the copies and mail the evidence packet to the</p>	<p><i>Please see the continuation of the description and the associated fees on next page</i></p>

<p>designated recipients. This option is available on a case to case basis depending on the complexity of the case</p> <p><u>Development of Pendency Evidence Packet <i>Continued</i>:</u></p> <p>Full Service: FHF will develop entire evidence packet, make all required photocopies (up to 80 pages), and mail packets to all necessary recipients.</p> <p><i>Client participation is not required as long as 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>Partial Service: **-\$150.00</p> <p>Full Service: **-\$225.00</p> <p>** If the photocopies exceed 80 pages, a fee of \$0.20 cents per page will apply.</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 the out of office meeting protocol.</i></p>	<p>Representation by Phone: **-\$150.00</p> <p>Representation in Person, at Staten Island District Office: **-\$200.00</p> <p>Representation in Person, at Brooklyn Hearing Office: **-\$400.00 plus travel fees (please refer to travel Fee section)</p> <p><i>**If the hearing runs over 60 minutes an additional fee will apply based on 15-minute increments</i></p>
<p>Development of Oral Formal Opening and/or Closing Arguments</p>	<p>-\$375.00 per</p>
<p>Development of Written Formal Closing Briefs</p>	<p>-\$1,000.00</p>
<p>Witness Prep: Preparation of all witnesses by phone</p>	<p>Per witness, per 30 minutes: -\$75.00</p>
<p>Resolution Meetings: Attendance and representation at resolution session (<i>explanation of services stated above</i>).</p>	<p>**-\$150.00 <i>**If the meeting runs over 60 minutes an additional fee will apply based on 15-minute increments</i></p> <p>Overage Charge 1-15 minutes over \$37.50 16-30 minutes over \$75.00 31-45 minutes over \$122.50 45-60 minutes over \$150.00</p>

<p>Status Conference and Pre-Hearing Conference</p>	<p>**-\$150.00 <i>**If the conference runs over 60 minutes an additional fee will apply based on 15-minute increments</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 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 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 (120 minutes): **-\$300.00</p> <p>Brooklyn Hearings (120 minutes): **-\$400.00 plus travel fees (please refer to travel Fee section)</p> <p>**If the meeting runs over 120 minutes, an additional fee of -\$150.00 per 60 minutes will apply.</p>
<p>Appeal of Impartial Hearing Orders <i>(not to include legal brief)</i></p>	<p>-\$1,000.00</p>
<p>All fees are subject to change without notice.</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> <p><i>Please make all checks payable to Families Helping Families and mail to 112 (B) Petrus Avenue, Staten Island, NY, 10312.</i></p>	