ADMINISTRATIVE OVERVIEW
SERVICE SPECIFIC ATTACHMENT

Legal Services

I. GENERAL POLICIES AND PROCEDURES

A. Describe your policy for conferring with ASAP agency when there is a need to deviate from the service requested:

B. What is your policy for notifying ASAP agency about problems encountered that affect, or could affect completion of the authorized service: Describe your procedure/capacity to respond to emergencies:

C. Describe your procedure for determining priority of ASAP clients, if applicable:

D. What is your proposed rate for Legal Services?
$ per
Describe any additional charges

II. PERSONNEL PROCEDURES

A. Describe your policy for ensuring that those providing services for ASAP Clients are properly credentialed:

B. Describe your procedure for ensuring staff sensitivity to elders:

Provider employee who completed this form
Name: Date: