**Legal Services**

**I. General Policies and Procedures**

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

1. 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:

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

1. What is your proposed service rate for Legal Services?

 $      per

 Describe any additional charges

**II. Personnel Procedures**

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

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

Provider employee who completed this form

Name:                      Date: