

Youth Educational Advocacy Fee Agreement

This agreement is made effective as of _____, 20__, by and between _____ and RAMP. In this agreement, the party who is contracting to receive services shall be referred to as “Consumer”, and the party who will be providing the services shall be referred to as “Youth Advocate”.

RAMP’s Youth Advocate has a background in educational advocacy for students with disabilities and is willing to provide services to Consumer based on this background. Consumer remains responsible for all of their decisions.

Description of Services. RAMP’s Youth Advocate will provide the following services, as requested, by the Consumer: Assist families and students with understanding the IEP and/or 504 Plan process, the law, and their rights. Provide resource information & guidance on how to navigate community services and resources. Attend school meetings (ex IEPs,504s, etc). Assist in writing advocacy letters and emails.

Rate/Retainer. The hourly rate for educational advocacy services is \$ _____. Consumer will pay a retainer to RAMP for a minimum of 2 hours of service in the amount of \$_____. This fee shall be payable in advance upon signing of this Agreement. RAMP will bill first to the retainer. Upon depletion of the retainer, Consumer will pay additional fees, if any, upon presentment of a billing statement by RAMP. Consumers who have not paid in full, will be denied assistance until they have done so. Future requests for educational advocacy will be pre-paid in minimum of 2 hours. Retainers are refundable by request if unused.

Payment. The following forms of payment are accepted by RAMP: cash, credit card, certified check, and personal check. Personal check payments must clear before services resume. In addition, fees related to NSF issues are the responsibility of the check writer and will be added to the consumer account balance.

Term/Termination. This Agreement shall terminate automatically upon completion of RAMP’s educational advocacy services or 1 year from the effective date of this agreement.

Consumer **must initial** the following for this Agreement to be valid:

___ I understand that RAMP’s Youth Advocate is not an attorney and they do not function in that capacity. If the Advocate recognizes that they have exhausted their expertise and feel my best interest would be served by consulting an attorney, the Advocate will advise me to do so. RAMP is unable to represent you in due process hearing but would refer you for legal representation.

___ I understand I have the right to request a reduction in fees by completing RAMP’s Request to Reduce Educational Advocacy Fees. This document must be submitted and approved by RAMP prior to start of services.

___ I understand it is my responsibility to notify my Youth Advocate at least 1 business day prior to a scheduled meeting if there is a cancellation or change. If I do not notify my Youth Advocate within these timeframes, I will be billed for Advocates time (minimum of one hour).

Consumer Name: _____ Parent/Guardian Signature: _____
Date: _____

RAMP Youth Advocate Signature: _____ Date: _____

Admin Use Only:	Date Received by SD: _____ Reviewed by: _____	___ Copy to Finance
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