

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: \_\_\_\_\_