

**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: