



# Advocacy Service Agreement

Achieve with us.

This Agreement is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_ (name of individual(s) of (hereinafter the “Participant”) and The Arc of Chester County (hereinafter “The Arc of Chester County” or “The Arc”) for the performance of advocacy services in connection with the systems advocacy supports and services for the Participant \_\_\_\_\_ (name(s) of individual).

- 1. The Participant understands that The Arc of Chester County is not providing legal services or legal advice. The Arc of Chester County will provide information and guidance to enable the individual to understand and navigate the identified system which requires assistance.
2. In consideration of the services provided under this agreement by The Arc, Participant agrees to pay The Arc of Chester County an initial retainer fee in the amount of \$750.00 (due upon signing this Agreement). The retainer payment shall be applied against the actual services performed for the Participant and for the costs and expenses incurred. All Services performed by The Arc of Chester County for the Participant shall be charged at the rate of \$75.00 per hour billed in quarter hour (15 minute) increments.
3. When the retainer is exhausted, services will be billed to the Participant on a monthly basis. Payment is due within 30 days of the billing date. In the event that payment is delinquent in excess of 30 days of the billing date, and payment arrangements are not made, the Participant understands that no further advocacy services will be provided until payment is made in accordance with this contract. If payment becomes delinquent for more than 60 days, the bill will be sent to a collection agency.
4. The participant will be billed for all services, including, but not limited to, time spent on the review of files or records; telephone calls; home and school meetings as well as other relevant activities such as consultation, travel and documentation.
5. The Participant agrees to pay The Arc of Chester County for any out-of-pocket expenses such as parking, tolls, copying of documents, usual postage or telephone charges. The Arc of Chester County agrees to obtain the participant’s approval before incurring any out-of-pocket expenses in excess of \$25.00, except in an emergency.

In witness whereof, the undersigned have executed this Agreement effective as of the day and year first set forth above.

Parent/ Guardian Signature/ Date

Arc of Chester County Signature / Date

Parent/Guardian name – printed

Arc Representative name – printed

Participant Address – printed

The mission of The Arc of Chester County is to advocate, educate and provide services to empower individuals with disabilities and their families to enhance the quality of their lives. The official registration and financial information of The Arc of Chester County may be obtained from the Pennsylvania Department of State by calling toll free within Pennsylvania 1-800-732-0999. Registration does not imply endorsement. The Arc of Chester County is a 501(c)(3) nonprofit organization—contributions to which are tax deductible to the fullest extent permitted by law.

900 Lawrence Drive | West Chester, PA 19380 | T 610 696-8090 | F 610-696-8300 | www.arcofchestercounty.org | info@arcofchestercounty.org

The Arc of Chester County is affiliated with The Arc of Pennsylvania, The Arc of The United States, and The United Way.