



*"Empowering persons with all types
of disabilities to achieve independence"*

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Service Agreement between Lehigh Valley Center for Independent Living and SCHOOL

This Agreement between Lehigh Valley Center for Independent Living (LVCIL) and SCHOOL (SCHOOL) for the provision of LIFE program services to STUDENT during the remainder of the 2013-2014 Academic Year.

Services

LVCIL Agrees to provide the following services to STUDENT (STUDENT):

1. Individual and group vocational and independent living skills training through LVCIL's LIFE Program in Job Development, Skills Training, Travel Training, and Housing Activities. Examples of independent living skills topics to be covered include meal preparation, personal safety, and independent community travel. Examples of vocational training include interview practice, resume and cover letter development, volunteer work experiences, and work assessments.

2. Participation in a Person-Centered Planning Meeting within the first eight weeks of the program.

During initial participation, STUDENT will participate in Individual Services on Mondays and Tuesdays, and Group Services on Wednesday, Thursday, and Friday. Group and Individual Services will continue as scheduled until the Person-Centered Plan is developed and presented to the IEP Team. At that time any changes in schedule or services will be determined through the IEP Teaming process. Once completed, this agreement will be changed to reflect said changes. It is understood that the proportion of time spent in Individual Services may increase at that time.

Throughout the school year, SCHOOL will transport STUDENT to and from LVCIL offices, unless programming will necessitate alternate times and/or locations, in which case LVCIL will cancel SCHOOL transportation and LVCIL will transport STUDENT. Transportation to and from community-based events and activities during the program day will be provided by LVCIL. LVCIL certifies that all drivers shall have necessary licensure for transporting students and that all vehicles used to transport STUDENT will be fully insured. LVCIL indemnifies and holds harmless NSLD, its officers and employees, agents, and attorneys, from all liabilities, claims, and obligations whatsoever arising from its transportation of STUDENT to/from community sites.

LVCIL will provide services for STUDENT on all non-holiday weekdays, beginning at approximately 10:00 a.m. and ending at approximately 2:30 p.m., as determined by SCHOOL's current transportation options. Holidays will follow the SCHOOL school calendar. If SCHOOL cancels school or shortens the school day, STUDENT's participation at LVCIL for that day will be canceled or shortened accordingly.

LVCIL will provide services for STUDENT on all non-holiday weekdays, beginning at approximately 10:00 a.m. and ending at approximately 2:30 p.m., as determined by SCHOOL's current transportation options. Holidays will follow the SCHOOL calendar.

Record Keeping and Progress Reporting

LVCIL Staff will document all information related to services provided and will maintain a paper record in STUDENT's file. Staff will also record the date of each activity and the duration of each billable unit in CILSuite, a web-based time management program. The Director of Employment Services will review all billable hours, and LVCIL's Fiscal Staff will process all billing.

Monthly Evaluations will be conducted by LVCIL staff with STUDENT to evaluate her progress within the program. These evaluations, along with the STUDENT's Person-Centered Plan and items from the STUDENT's portfolio (e.g. resumes, general applications, skills summaries, a list of work experiences and activities, et cetera), will be shared with the school district to evaluate a STUDENT's progress. All other progress testing and reporting shall be the responsibility of SCHOOL, unless otherwise agreed in writing and approved by LVCIL.

LVCIL will provide SCHOOL with copies of all clearances required by the Pennsylvania Department of Education for all staff involved in providing direct services to STUDENT while under LVCIL's supervision.

Fees

LVCIL will provide services at the following rates:

Group Service Rate - \$ per hour

Individualized Service Rate - \$ per hour

Person Centered Plan Rate - \$ (Minimum of 10 combined hours)

It is anticipated that STUDENT will receive approximately 20 hours of services in a typical week, i.e. 4.25 to 4.75 hours of services per weekday. Weekdays will consist of a combination of group and individual services.

SCHOOL will only be billed for services actually provided on each respective day. LVCIL will submit billing after each 30 calendar day period and SCHOOL will pay invoices within 30 days of receipt.

Termination of Services

This contract will remain in effect for the remainder of the SCHOOL 2013-2014 Academic Year.

FAPE Responsibility

All parties to this Agreement understand and agree that this Agreement in no way limits or shifts SCHOOL's responsibility to provide a Free Appropriate Public Education to NAME.

_____ on _____

By Amy C. Beck, LSW, in her capacity

as Executive Director of the Lehigh Valley

Center for Independent Living, Inc.

_____ on _____

By _____, in his/her capacity

as _____

SCHOOL