

## **Fee Policy**

It is the practice of this agency to provide counseling and psychotherapy, focusing on treatment and healing. It is **NOT** the practice of this clinician to provide an evaluation letter (written or otherwise), attendance at school meetings, and/or provide testimony in court. However, due to the nature of child & family therapy, there are instances where cases will be actively involved with the school system and/or courts. Therefore, company policies are in place to ensure optimum business practices. Specifically, any and all requested time for school conferences and/or court testimony must be requested in advance with adequate notice-no less than 20 days prior to the scheduled date. Fees for school conferences, letters, court time and other services are outlined as follows **and must be paid in advance.**

### **Subpoena for court testimony: \$350/hr.**

- *Due to the nature of court appearances, travel time, case review/preparation, and other necessary services, there is a MINIMUM of 3 hours, or \$1050 to be paid within 7 days PRIOR to the date of hearing. Due to the need to cancel other appointments on the day of the hearing, this fee is non-refundable.*
- *A retainer of \$1050 is due in advance. If a subpoena or notice to meet attorney(s) is received without a minimum of 48-hour notice, there will be an additional \$350 "express" charge. Also, if the case is reset with less than 72 business hours notice, then the client will be charged \$500 (in addition to the retainer of \$1050).*
- *All of the listed fees are DOUBLED if therapist Amanda had scheduled plans to be out of town, or is on vacation and must attend to these legal out of session requests.*
- *Mileage is an additional cost at .54.5 cents per mile (2018 IRS guidelines).*

### **Other Services: \$150/hr.**

- *Services including letters, phone calls/conferences, attendance at school meetings, coordination of care, IEP meetings, etc.*
- *For conferences, travel time, and services needed outside of the office, there is a minimum of 2 hours, or \$300 to be paid within 7 days prior to the date of conference/meeting. Due to the need to cancel other appointments and prepare, this fee is non-refundable.*

**Photocopy of records:** First 10 pages is \$20. Pages 11-50 are 50 cents per page. Pages 51 & higher are 25 cents per page. Labor fee is \$20. Mailing costs/Postage is additional. Additional charge of \$10 is collected if the request for copies is to be provided within 2 working days. *Photocopy fees are based on Indiana Code 760 IAC 1-71-3. For more information, go to <http://www.in.gov/pla/2482.htm>*

**NOTE:** *All of the above fees are based on attendance at locations held in Porter County, Indiana. Any attendance requested at locations outside the area will require additional fees as determined by Amanda M. Wyatt, LLC.*

***All clients and parents of minor clients (both active and previous) of Sankofa Counseling- Amanda M. Wyatt, LLC are expected to adhere to the above mentioned policy in order for me to provide a quality standard of care for each and every client of this practice.***