

### **UNITED STATES CITIZENSHIP ATTESTATION**

I certify that I am a citizen of the United States of America.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If you are not a U.S. citizen, we have to determine if you are eligible for our help as a non-citizen. Appropriate documentation must be reviewed. To do this, our staff will help you fill out a Legal Aid of West Virginia ELIGIBILITY QUESTIONNAIRE-NON-CITIZEN STATUS form.

### **FAST Advocate Retainer Agreement**

I am seeking advocacy services for \_\_\_\_\_ (name of child/client), on behalf of myself, my minor child or a minor or adult child in my legal care and custody.

The advocate is agreeing to assist me with the following: (check all that apply)

- ☐ Provide advice and guidance so I can advocate for my child on my own.
- ☐ Review my child's records and provide advice so I can advocate for my child on my own.
- ☐ Review my child's records and assess for possible advocacy and/or complaints.
- ☐ Advocate on my child's behalf for Eligibility Determination to see if my child qualifies for special education services.
- ☐ Advocate on my child's behalf regarding my child's IEP or 504 plan.
- ☐ Advocate on my child's behalf regarding my child's behavior support plan.
- ☐ File a state complaint or Office of Civil Rights complaint on behalf of my child.
- ☐ Attend and advocate on my child's behalf at a manifestation meeting.
- ☐ Other: (clear description required)

Please initial each statement:

\_\_\_\_\_ I understand that this agreement is between myself and my advocate.

\_\_\_\_\_ I understand that my advocate is **NOT** and **ATTORNEY**.

\_\_\_\_\_ I understand that I can request my case be referred to an attorney if issues arise that would meet the level of need for an attorney.

- \_\_\_\_\_ I understand that if my case is referred to an attorney that I will only be provided an attorney if I meet program guidelines, and if the attorney agrees to take my case after I have a consultation with the attorney.
- \_\_\_\_\_ I understand that assistance will be provided to me for free by Legal Aid of West Virginia. If there are costs that cannot be waived, Legal Aid may ask me to pay them if I am able. If I am not able, Legal Aid might be able to pay these costs.
- \_\_\_\_\_ I understand that my information is confidential. Legal Aid of West Virginia will not disclose my confidential information without my permission, except as permitted or required by the legal ethical rules of West Virginia.
- \_\_\_\_\_ I understand it is my responsibility to keep Legal Aid and my advocate aware of any changes in my contact information.
- \_\_\_\_\_ I understand that I may discontinue services at any time. Discontinuing services does not affect my ability to request services in the future.
- \_\_\_\_\_ I understand that I have a right to file a complaint about the services I am receiving.
- \_\_\_\_\_ Legal Aid of West Virginia may discontinue advocacy services or stop representing me before the completion of my case, but only when there is a good reason for doing that. Good reason includes but is not limited to; if I do not provide complete or truthful information about my case, don't stay in touch with Legal Aid or if I do not report changes in my phone number, address or income, Legal Aid may have to stop helping me. Legal Aid will only stop representing me after telling me the reason and giving me a chance to explain why advocacy services should not be ended.
- \_\_\_\_\_ **(For parents/guardians of minor or dependent adult children only):**  
I have been counseled that my child/dependent is the client of FAST and as their parent/guardian I am authorized to make decisions on their behalf. However, if there comes a point in the process where the advocate determines that the decisions I am making are not in their client's best interest, the advocate may discontinue advocacy services, but only after discussing the issue with me.

Legal Aid of West Virginia will give me a copy of this Advocate Retainer Agreement after it has been signed by myself and the advocate, and at any future request.

By my signature below and my initials above, I am indicating that I have read, or have had read to me, and understand the Advocate Retainer Agreement.

\_\_\_\_\_  
Print Name of Client/Parent/Guardian

\_\_\_\_\_  
Signature of Client/Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Aid of West Virginia Advocate

\_\_\_\_\_  
Date