



The Best Parent is Both Parents®

Safe Haven Child Access Services

SCHEDULE OF FEES & REQUEST FOR SERVICE

Client Name: _____ Date: _____

Access Service Period Requested: Last 30 days Last 90 days Last 180 days

Other (specify): _____

Document Request	\$ Per Req.	# Pages	Total \$
A. Access Log-In Sheet	\$1.00		
B. Access Services Intake	\$2.00		
C. Child Profile	\$1.00		
D. Statement of Assurance	\$1.00		
E. Supervised Visitation Service Narrative	\$2.00		
F. Parental Information Request	\$1.00		
G. Access Services & Parent Commentary	\$1.00		
H. Services Termination Summary	\$1.00		
I. Major Unusual Incident (MUI) Report	\$2.00		
J. Telephone Log	\$1.00		
K. Complete Record (<i>allowing for twice yearly CRC minimization of files</i>)	N/A	N/A	\$25.00

Document Subtotal: _____

All parental/child contact information will be sanitized prior to release of document(s).

Records Processing Fee	Fee \$
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L. Standard (14 or MORE days advance notice for request given)	\$10.00
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TOTAL AMOUNT DUE (*Document Subtotal + Processing Fee*):

The Children's Rights Council shall collect the charge, cost, or fee for a service in accordance with this Schedule before the Agency performs the service.

Exceptions:

- Prince George's County Circuit Court, Family Division expressly waives payment of a charge, cost, or fee in request for administrative service;
- Prince George's County Circuit Court issues a court order expressly waiving payment of a charge, cost, or fee in request for administrative service;
- The parent requesting administrative service is represented by counsel retained through a pro bono or legal services program that is recognized by Maryland Legal Services Corporation, and the program provides the parent with a memorandum or other notice that names the program, attorney(s), and client(s), that specifies that representation is being provided for client(s) meeting the financial eligibility criteria of the Corporation; or
- The parent requesting administrative services is provided representation by the Maryland Legal Aid Bureau, Inc. and the program provides the parent with an agreement, memorandum or other notice that names the program and client(s).