

MEMORANDUM

TO: All Fourth Department Panel Attorneys for Children
FROM: Tracy M. Hamilton, Attorneys for Children (AFC) Program Director
RE: Program Issues
DATE: January 10, 2018

We hope you had a wonderful holiday season and we thank you for all your efforts on behalf of children in 2017.

Mileage Rate Increase: Effective January 1, 2018, the mileage rate is **\$.545** per mile.

New Expert Rates: The hourly rates of compensation for experts have been raised by order of the Administrative Board of the Courts. The hourly rates, effective January 1, 2018, are as follows: **Psychiatrist/Physician/\$250; Certified Psychologist/\$150; Certified Social Worker/\$75; Licensed Investigator/\$55.**

Training Expiration Date: If you need to check whether your training status will expire on April 1, 2018, go to the AFC website at <http://nycourts.gov/ad4>, then click on "Offices," then "Attorneys For Children," then "Panel List." Your name and training due date appear by the county where you are designated. You may satisfy your AFC Program training requirement for recertification by watching at least 5.5 hours of CLE video training on the AFC website at <http://nycourts.gov/ad4> and submitting all required paperwork before **March 1, 2018**. User ID is AFC4, password DVtraining (both case-sensitive). Video viewing is limited to AFC only. **If your training requirement lapses, you will be off the panel until July 1, 2018 at the earliest.**

Appeals: (1) AFC must "cc" counsel for parties, and any pro se parties, on letters requesting substitution of another AFC on appeal. The notice(s) of appeal, the order appealed from, and the decision (if any) must be enclosed with the letter. There can be no substitution until these requirements are met. (2) Please consult AFCIV Reimbursement Guidelines, and Appeals Voucher Q & A for compliance with audit standards for appeals vouchers in order to facilitate the processing of vouchers without return for revisions, e.g., because the proceeding code was incorrect, the required attachments were not submitted, overnight postage was billed, topics of legal research were not specified, etc.

Voucher Reminders: All receipts must be attached to your voucher. Receipts required for parking over \$5.00. You must attach your order of appointment for Supreme Court cases. Please denote zip code or address for mileage other than to and from Court.