

MONROE COUNTY SENIOR LEGAL SERVICES (MCSLS)

NOTIFICATION OF RIGHTS AND POLICIES

1. RELEASE OF INFORMATION

Monroe County Senior Legal Services is funded by the Monroe County Commission on Aging, the Area Agency on Aging and United Way. These agencies pay a portion of the cost of the program and have a right to ensure that this program complies with funding agency policy. They reserve the right to audit files and have a right to ensure that Monroe County Legal Services is not discriminating against potential clients based upon any protected class or other prohibited bases. These agencies may obtain statistics and information from Monroe County Senior Legal Services as a condition of the funding and may report these statistics to the Basic National Aging Program Information System (NAPIS). All information is kept confidential by the funding agencies but your file may be included in these requests.

By accepting services from Monroe County Senior Legal Services you acknowledge and consent to a release of this information to these agencies.

2. RECORDS RETENTION POLICY

Monroe County Senior Legal Services, Inc. shall retain your file until a minimum of seven (7) years has elapsed since the last activity on that legal matter. All files shall be disposed of in a safe and convenient manner which preserves client confidentiality.

3. CONSULTATION POLICY

Your first meeting with the attorney is a consultation-only visit. In order to determine if we are able to offer additional services, we will need to obtain financial information about you and the details about your case.

Monroe County Senior Legal Services maximizes its available financial resources by serving the senior population of Monroe County who are in the greatest social and economic need. Therefore, the type of matter and your financial resources are important for that decision. You may be asked to contribute to the cost of our services for certain types of matters.

You should not assume Monroe County Senior Legal Services is representing you unless we have specifically notified you of that fact in writing.

(see other side)

4. APPEAL PROCEDURE

If we have declined to provide you with further services and you do not agree with the decision, you may submit a written dispute to the Program Director at:

*Monroe County Senior Legal Services
1126 South Telegraph Road
Monroe, MI 48161
Attention: Director*

If you do not agree with the Director's decision then you may appeal that decision to our Board of Directors in accordance with our posted appeal procedure.

You also have the right to file complaints of discrimination with the US Department of Health and Human Services, Office of Civil Rights, or the Michigan Department of Civil Rights.

I hereby acknowledge receipt of Monroe County Senior Legal Services Policies described above.

Dated: _____

Client

Dated: _____

Client

Supported by grants from: Monroe County Commission on Aging; Area Agency on Aging; United Way of Monroe County; Individual Donations

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