

# Memorandum

Zion-Benton Township High School District  
126

**DATE:** June 17, 2025

**TO:** Board of Education & Dr. Jesse J. Rodriguez, Superintendent

**FROM:** Ms. Jennifer Lang Director of Specialized Services

**RE:** Approval of Service Agreement for Psychological Services

Attached for your consideration is a Services Agreement for Psychological Services with the Center For Special Educational Services for the 2025-26 school year. Due to the nationwide shortage of School Psychologists, District 126 has been unable to secure the number of psychologists that are necessary to complete the required special education re-evaluations.

**Recommendation:**

The Board of Education accepts the Superintendent's recommendation to approve this Service Agreement with the Center For Special Education Services as presented.

JL

Attachment

\*Assignment specifics, including, but not limited to, location, work hours, supervisors, caseload or duties are subject to change in the discretion of the District. An assignment may be canceled or individual staff members replaced before the end date on this Form in accordance with the terms of the Agreement as amended



CENTER FOR SPECIAL EDUCATION SERVICES

400 Skokie Blvd., Suite #245  
Northbrook, IL 60062  
www.csesgroup.com

**SERVICES AGREEMENT**

THIS SERVICES AGREEMENT ("Agreement") is made on **August 1, 2025** ("Effective Date") by and between Center for Psychological Services, LLC d/b/a *Center for Special Education Services*, an Illinois limited liability company ("CSES") and *Zion-Benton Township High School District 126*, an Illinois school district ("CLIENT") (CSES and CLIENT are jointly sometimes hereinafter referred to as "Parties" and each, individually, sometimes hereinafter referred to as a "Party") is premised upon the following circumstances:

- A. CSES is in the business of providing school related professional services (the "Services") and is willing to provide some or all of the Services to CLIENT;
- B. CLIENT desires to retain CSES to provide some or all of the Services;

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CSES and CLIENT, intending to be legally bound, hereby agree as follows:

**1. DESCRIPTION OF SERVICES.** Beginning on August 1, 2025 **June 5, 2025** ("Effective Date") by and between Center for Psychological Services, LLC d/b/a *Center for S*, to the extent requested by CLIENT and agreed by CSES in writing, CSES shall provide CLIENT with certain of the Services as set forth on Appendix A.

**2. PERFORMANCE OF SERVICES.** The Services to be performed pursuant to this Agreement will be provided by an independent contractor ("Contractor") designated by CSES unless specifically disapproved by CLIENT in writing stating the reasonable cause for such disapproval. The assignment and review of work performed pursuant to this Agreement shall be completed at CLIENT'S premises. The assigned Contractor or Contractors shall work as many hours as shall be agreed between the Parties from time to time. It is understood and agreed that the Contractor has full dominion and control over the means by which services are to be performed on behalf of CSES in connection with this Agreement and that any approval by CLIENT or CSES of reports, methods, or techniques or evaluation of the quality of Services being provided shall not be construed to alter the independent contractor status of the CSES Contractor. It is further understood and agreed that the Contractors may not serve in the capacity of an LEA representative at CLIENT IEP meetings, unless CLIENT executes Appendix B to this Agreement, entitled "Waiver for IEP Meetings."

### **3. MATERIALS.**

3.1 Evaluation materials, such as testing kits and protocols will be provided by CSES. In the event that CLIENT has available evaluation kits, CSES will only provide protocols.

3.2 CLIENT will adhere to the processes and procedures outlined within the onboarding documents shared during the onboarding meeting with CSES & CLIENT. An onboarding must be attended by CLIENT staff before services can proceed.

3.3 CLIENT will reimburse CSES for any damages of CSES and/or Independent Contractor property and/or testing materials (i.e. students damaging devices, testing kits, etc.).

### **4. PAYMENT.**

4.1 *Quote for Services.* An initial quote for requested services will be issued to CLIENT from CSES. Please refer to Appendix A of this Agreement, entitled "Scope of Service" for services included in purchase agreement. We may revise our rates annually which will be notified in an updated contract.

4.2 *Invoices.* CSES will bill CLIENT by issuing invoices on a bi-weekly basis for the Services performed incurred over the course of each applicable billing period. In accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., all fees due CSES shall be paid within sixty (60) calendar days from the date of receipt of the invoice.

4.3 *Late Payments.* Any fees remaining unpaid after the expiration of the sixty-day calendar period referred to above shall bear interest after the due date at the rate of one and one-half (1.5%) per month. CLIENT shall reimburse CSES for all costs incurred in collecting any late payments, including, without limitation, attorneys' fees. In addition to all other remedies available under this Agreement or at law (which CSES does not waive by the exercise of any rights hereunder), CSES shall be entitled to suspend the provision of any Services if the CLIENT fails to pay any amounts when due hereunder.

4.4 *Payment Obligations.* CLIENT'S obligation to pay CSES fees for Services rendered shall be unconditional and not subject to offset.

4.5 *Payment Options:* CLIENT is able to make payments through direct deposit (ACH) or physical check. All checks payable to: "Center for Psychological Services, LLC".

### **5. TERM/TERMINATION.**

5.1 This Agreement will commence on the Effective Date and shall continue in full force and effect through the entirety of the current school year ("Initial Term"). This Agreement may be renewed by written agreement of the Parties. This Agreement may be terminated by either Party at any time and without cause by giving thirty (30) calendar days' prior written

notice to the other Party. In the event of termination of this Agreement, CLIENT will pay CSES for all Services rendered through the date of termination. If subsequent Services are requested by CLIENT and Agreed to by CSES, such subsequent Services will be paid for by CLIENT in accordance with Section 4 of this Agreement regardless of any prior termination.

5.2 In the event that performance of Services is rendered impracticable as a result of an event outside of the control of either Party such as a government mandated extended school closure, the Parties agree that CLIENT will utilize its best efforts to continue to provide the Contractor with billable activities in connection with the Services otherwise to have been rendered. If CLIENT is unable to provide Contractor with sufficient billable activities, CSES may elect to provide CLIENT with ten (10) days written notice that CSES will remove a CLIENT's Contractor and assign that individual to another client. In this event, CLIENT will pay CSES for all Services rendered through the date of reassignment, and subsequent to the extent Services are rendered. Payment shall be made to CSES in accordance with Section 4 of this Agreement.

**6. RELATIONSHIP OF PARTIES.** It is understood by the parties that CSES is not an employee or agent of the CLIENT for any purpose whatsoever, but is an independent contractor. CLIENT will not provide fringe benefits, including health insurance benefits, paid vacation, nor any other employee benefit, for the benefit of CSES. The CLIENT shall not hold itself out as having any right, power or authority to create any contract or obligation, either express or implied, on behalf of, in the name of or binding upon CSES. As a result of the independent contractor relationship between CLIENT and CSES, CLIENT is bound by I.R.S. statutes to issue 1099 forms for services paid. CSES shall provide CLIENT with its federal tax identification number (F.E.I.N.).

**7. EMPLOYEES AND SUBCONTRACTORS.** CSES's Contractors shall meet all applicable professional licensing requirements and mandatory job qualification criteria, including those set forth by Executive Order of the Governor (e.g., vaccination/COVID-19 testing mandates) to perform the Services. All CSES Contractors are supervised by a licensed professional in their field of endeavor. CSES shall provide CLIENT with legally required professional references and comprehensive background checks, including fingerprints if requested at the CLIENT's expense (See Appendix G), for all Contractors who perform work pursuant to this Agreement.

**8. INSURANCE.** CSES acknowledges CSES's obligation to obtain appropriate insurance coverage, including professional liability insurance, for the benefit of CSES (and CSES's employees, independent contractors, and doctoral students, if any). CSES agrees to maintain in full force and effect liability insurance covering the Services with limits of not less than One Million Dollars (\$1,000,000.00). CSES shall list CLIENT as a named insured on a primary basis under the CSES's insurance policy to the extent applicable to the specific Services to be performed. Upon request from CLIENT, CSES will provide CLIENT with a certificate of insurance complying with the foregoing.

**9. INDEMNIFICATION.** Parties agree to indemnify, defend and hold harmless each other, and each other's officers, principals, employees, and agents, from and against any and all

liability, claims, losses, expenses, fees, including, but not limited to, attorneys' fees, and judgments that may arise out of any lawsuit or proceeding by or against either party for any acts, omissions, or breach of covenants under this Agreement, including alleged negligence or professional malpractice, and for the acts or omissions of either party's employees and/or agents, if any.

#### **10. LIMITED WARRANTY.**

10.1 CSES warrants that it shall perform the Services using personnel of industry standard skill, experience, and qualifications and in a timely, workmanlike, and professional manner in accordance with generally recognized industry standards for similar services.

10.2 CSES MAKES NO WARRANTIES REGARDING THE SERVICES AND ALL WARRANTIES, EXPRESS AND IMPLIED, ARE EXPRESSLY DISCLAIMED.

#### **11. LIMITATION OF LIABILITY.**

11.1 IN NO EVENT SHALL CSES BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE, OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT CSES HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

11.2 IN NO EVENT SHALL CSES'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID OR PAYABLE TO CSES PURSUANT TO THIS AGREEMENT.

11.3 CLIENT shall have six (6) months from the date of any breach of this Agreement or of the relationship to bring a cause of action against CSES.

#### **12. CONFIDENTIALITY.**

12.1 CSES acknowledges and agrees that CLIENT is the owner of its students' records, and all records assigned to CSES are the property of CLIENT. However, during the term of this Agreement, and any renewal thereof, the Parties acknowledge and agree that CSES is responsible for maintaining, disclosing, storing, and retaining student records under their control in compliance with applicable federal and state law and the relevant code of conduct of the profession. CSES may remove records of only those students assigned to CSES from the premises of CLIENT for the sole purposes of conducting Services. CSES shall store physical information pursuant to its current practices and applicable law.

12.2 During the term of this Agreement, any renewal thereof, and even after the termination or expiration of this Agreement, CSES will uphold and abide by the federal and state

confidentiality laws, including the provisions of the Federal Family Educational Rights and Privacy Act ("FERPA"), the Illinois School Student Records Act ("ISSRA"), and the Illinois Mental Health and Developmental Disabilities Confidentiality Act ("IMHDDCA") as related to rendering Services under this Agreement and the use and disclosure of student records. CSES agrees herein that it has no proprietary interest in any of the confidential information concerning CLIENT's students.

**13. RETURN OF RECORDS.** Upon the expiration or termination of this Agreement, CSES shall return provide digital copies of all confidential information and records pertaining to CLIENT students, if not already done so, including all records, notes, documentation and other items that were used, created, or controlled by CSES during the term of this Agreement except for the personal notes of the CSES Contractor, to the Client. Any physical information stored by CSES pursuant to its current practices shall only be released pursuant to a court order and CSES shall immediately provide written notice to Client of such court order.

**14. NON-CIRCUMVENTION AGREEMENT.** Recognizing that CSES has a legitimate business interest in preventing unfair competition from its Contractors, CLIENT agrees and covenants that during the period of this Agreement and for a period of one year following the termination of this Agreement, whether such termination is by expiration or otherwise voluntary or involuntary, CLIENT shall not contract with any of Contractor heretofore assigned to provide Services for CLIENT without the prior written consent of CSES. In the event that CLIENT hires a CSES contractor as an employee or contractor during this exclusionary period of one year, it shall pay a finder's fee of \$10,000.00 to CSES. Further, in the event of a breach or threatened breach by CLIENT of the provisions of this Section, CSES shall be entitled to an injunction, without bond, restraining the CLIENT from further violating this Section 14. CLIENT shall reimburse the CSES for all costs, including reasonable attorneys' fees, related to or arising out of the enforcement of this Section. Nothing herein shall be construed as prohibiting CSES from pursuing any other remedies available to CSES for such breach or threatened breach, including the recovery of damages. The provisions of this Section shall survive any termination of this Agreement for any reason whatsoever.

**15. INTELLECTUAL PROPERTY.** All intellectual property rights, including copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how and other confidential information, trade dress, trade names, logos, corporate names and domain names, together with all of the goodwill associated therewith, derivative works and all other rights in and to all documents, work product and other materials that are delivered to CLIENT under this Agreement or prepared by or on behalf of the CSES in the course of performing the Services, including any items identified as such in the Statement of Work, shall be owned by CSES.

**16. ASSIGNMENT.** Neither this Agreement nor any interest in this Agreement nor any claim arising under or in connection with or relating to this Agreement may be assigned by either Party without the other Party's prior written consent, and any attempted assignment without such consent will be void and may be cause for termination of this Agreement.

**17. NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, certified with postage prepaid, addressed as follows:

IF for CSES:

*Center for Special Education Services, LLC*  
Adam Kredow  
Chief Executive Officer  
400 Skokie Boulevard, Suite 245  
Northbrook, IL 60062

IF for CLIENT:

*Zion-Benton Township H.S. District. 126*  
*Jenn Lang*  
*Director of Specialized Services*  
*3901 W. 21st Street*  
*Zion, IL 60099*

Such names and addresses may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

**18. ENTIRE AGREEMENT.** This Agreement, including and together with any related Statements of Work, exhibits, schedules, attachments, and appendices, constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, regarding such subject matter.

**19. AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

**20. SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**21. WAIVER OF CONTRACTUAL RIGHT.** The failure of either Party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that Party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**22. APPLICABLE LAW.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes shall be the Circuit Court located in Cook County, Illinois, or the federal district court for the Northern District of Illinois.

**23. LITIGATION.** Subject to Sections 4, 9, 11, 12 and 14, in the event of any litigation between the Parties hereto relative to the interpretation and/or enforcement of any of the provisions of this Agreement, the prevailing party shall be entitled to recover all costs thereof including, without limitation, reasonable attorneys' fees.

24. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

[Signature Page to Follow]

**IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the day and year first above written.**

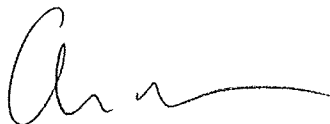
CENTER FOR SPECIAL EDUCATION  
SERVICES, an Illinois Limited Liability  
Corporation

ZION-BENTON TOWNSHIP HIGH SCHOOL 1  
DISTRICT 126, an Illinois School District

Adam Z. Kredow

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Chief Executive Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

06/05/2025

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Appendix A – Scope of Service

### **CSES Scope of Services 25/26**

Below outlines the scope of work provided by CSES personnel. Please disseminate this document to all district staff working with CSES personnel.

#### **Comprehensive Evaluation Package**

##### **Psych, SLP, PT or OT**

- Pre Evaluation Meeting Attendance\*
- Documentation and Data Entry\*
- Psych, SLP, PT or OT Assessment\*
- Post Evaluation Meeting Attendance\*

#### **Individual Services**

##### **Psych, SLP, PT or OT Monolingual English Assessment: Referral required a minimum of 30 days prior to due date**

- Brief check in with district prior to evaluation
  - Confirm testing date/time
  - Email addresses/contacts for rating scales
  - Clarify domain requirements as needed
- Evaluation Components
  - Electronic record review of documents provided at referral
  - Completion of testing domains specific to area of practice
    - Cognitive Domain (Psychological Evaluation)
    - Academic Domain (Psychological Evaluation)
    - Functional Domain (Psychological Evaluation)
      - Behavior, executive functioning or adaptive rating scales
      - Either a 15 minute anecdotal or a 15 minute time on task observation
    - Social Emotional Domain (Psychological Evaluation)
    - Communication Domain (Speech Language Assessment)
    - Motor Domain (Occupational Therapy Assessment/Physical Therapy)
  - Specific instruments selected at the discretion of practitioner
- Rating Scales
  - 3 Rating Scale Instruments per CSES assigned domains;

**Psych, SLP, PT or OT Monolingual English Assessment:** Referral required a minimum of 30 days prior to due date

- Up to 4 raters per survey
- Report
  - Brief file review of electronic documents if provided at referral
    - Initial evaluation: Outside evaluation reports
    - Reevaluation: Previous evaluation(s), Outside evaluation reports
  - Interpretation of evaluation components
  - Interpretation of rating scales when returned to CSES staff within 3-5 business days
- Up to 15 minute consult w/ school at clinician's convenience
  - Phone/email review of preliminary findings with one district contact without predetermination
- Student Absences
  - After 3 attempts to test, contractor will proceed with file review with district approval (see below)
- This Service Does *Not* Include
  - Participation in FBA's (see below)
  - Scheduling District meetings
  - Scheduling Testing with Parents
  - Reviewing, Scanning, and Collecting Paper Files including but not limited to Medical Documentation, Progress Monitoring, or Rating Scales
  - Enforcing or Following District Policies not listed within the scope of service
  - Bilingual or alternative language evaluation

**Pre-Evaluation Meeting Attendance:** Referral a minimum of 14 days prior to meeting date

- Electronic record review
  - Accessing electronic IEP system
  - Reviewing previous evaluation and annual review documentation within the electronic system
- Virtual Attendance at pre-evaluation meeting
  - Facilitation of meeting or discussion of relevant domains of testing
  - Calendar invite and video conference link should be provided to CSES assigned contact.
- This Service Does *Not* Include
  - Conducting parent interviews for Social Developmental History (SDS)
  - Collecting consent signatures from parents and district staff
  - In-person meeting attendance

**Pre-Evaluation Meeting Attendance:** Referral a minimum of 14 days prior to meeting date

- Scheduling of district meeting
- Collect and/or document evaluation domains for other providers
- Reviewing, Scanning, and Collecting Paper Files including but not limited to Medical Documentation, Progress Monitoring, or Rating Scales

**Eligibility Meeting Attendance (Includes 2 hours of attendance):** Referral required 14 days prior to meeting date

- Virtual Attendance at meeting
  - Facilitation of meeting or discussion of evaluation results only
  - Calendar invite and video conference link should be provided to CSES assigned contact.
- This Service Does *Not* Include
  - Collecting consent signatures from parents and district staff
  - In-person meeting attendance
  - Scheduling of district meeting
  - Collect and/or documentation of evaluation results for other providers/specialists (e.g., SLPs, OTs, ec)
  - Reviewing, Scanning, and Collecting Paper Files including but not limited to Medical Documentation, Progress Monitoring, or Rating Scales

**File Review:** Requested via initial meeting or after 3 unsuccessful testing attempts

- Review of electronic documents accessible via electronic record system.
  - Initial evaluation: Outside evaluation reports
  - Reevaluation: Previous evaluation(s), Outside evaluation reports
- Completion of report summarizing findings listed above.
- Up to 15 minutes consult w/ school at clinician's convenience post-testing.
  - Phone/email review of preliminary findings with one district contact without predetermination

**Bilingual Assessment**

- Includes all services listed under assessment with a bilingual evaluator
- Assessments completed in one or both languages based on clinician judgement

### Documentation & Data Entry

- Completion of the documentation within the electronic data management system, including:
  - Documentation of Results for evaluation components completed by CSES contractor
  - *Draft of Inclusionary and Exclusionary criteria with information garnered by CSES evaluation*
    - Data Sources: Record Review, Current CSES Evaluation Components
  - *Draft of Adverse Impact Statement for Evaluation Components Completed by CSES*
    - Data Source: Current CSES Evaluation Components
    - Final Statement is created after all domain areas have reported findings
  - Documentation of Evaluation Results for LD
    - Problem ID Statement
    - Plan Development (Problem Solving Method) for *Re-evaluations only*
    - Plan Development (Intervention) for *Re-evaluations only*
    - Plan Evaluation (Educational Progress) *Re-evaluations only*
    - Plan Evaluation (Discrepancy)
    - Plan Evaluation (Instructional Needs)
    - General statement imputed by CSES as this is a Team Discussion

### Social Work Assessment Only

- Observations
  - Student and parent interview
  - Rating scales
  - Scoring, Interpretation and Report Write Up
- 15 minute consult w/ school at clinician's convenience

### ECAT Team Evaluation

- Play-based evaluation completed by
  - School Psychologist
  - Occupational Therapist
  - Speech Language Pathologist
- Combined and integrated report
- Interpretation of evaluation components

### **ADOS-2 Team Evaluation**

- ADOS-2 evaluation completed by:
  - School Psychologist
  - Speech Language Pathologist
- Combined and integrated Report
- Interpretation of evaluation results
- Up to 15 minute consult w/ school at clinician's convenience
  - Phone/email review of preliminary findings with one district contact without predetermination

### **ADOS-2 Group Professional Development/Training**

- 2 Day Group training led by ADOS-2 certified clinical instructor
- Review of skills required to administer ADOS-2 Modules
- Training materials and protocols for each participant
- Certificate of completion

### **FBA/BIP Services**

All observations, meetings, documentation, and consultation for FBAs/BIPs will be billed at an hourly rate.

\*If *additional services* are required outside the scope of service, additional charges may apply. This includes all meetings, documentation, and consultation outside the scope of service(s).

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix B – LEA Waiver for IEP Meetings**

Pursuant to the Individuals with Disabilities Education Improvement Act (“IDEIA”), 20 U.S. Code, Section 1414(d)(1)(B)(iv), and conforming Illinois law, school districts are responsible for ensuring that a representative from the local education agency (“LEA”) is present at all IEP meetings. That section reads in pertinent part:

*(B) Individualized education program team. The term “individualized education program team” or “IEP Team” means a group of individuals composed of—*

*(iv) a representative of the local educational agency who—*

*(I) is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;*

*(II) is knowledgeable about the general education curriculum; and*

*(III) is knowledgeable about the availability of resources of the local educational agency;*

CSES recognizes that there may exist circumstances where CLIENT may request a CSES Contractor to serve in the capacity as an LEA representative.

CLIENT, by signing below, agrees to assume any risk associated with assigning a CSES Contractor to serve as an LEA representative at an IEP meeting and releases CSES from any and all causes of actions, claims and damages, including attorney’s fees, whether known or unknown, that may arise from this circumstance; but this assumption of risk and release shall not extend to any liability pertaining to Contractor’s performance of the services separate from IEP meeting representation.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

### **Appendix C – No Show Policy and Unexpected Closure Policy**

*Testing Cancellation by CLIENT:* At CSES, we value the time and expertise of both CSES and CLIENT staff, and last-minute cancellations limit our ability to allocate resources effectively. If a CLIENT needs to reschedule a students' evaluation, **a minimum of at least 48 hours' notice is required** prior to the scheduled evaluation date and time. If the CLIENT does not meet these requirements, **a fee of \$200 will be charged**. This policy ensures that resources are allocated efficiently while maintaining our commitment to providing timely and effective services.

*Student No Show for Testing:* On the day of testing, if the CLIENT'S student(s) are not in attendance resulting in no students available for testing on a scheduled day (due to a CLIENT cancellation or no-show), **a fee of \$200 per day will be charged**. If a minimum of one (1) scheduled student is tested on any given workday, this fee will be waived. This policy is not meant as punitive to the CLIENT but rather ensures CSES contract staff are compensated fairly for days reserved by the CLIENT.

*Student Not Made Available For Testing:* On the day of testing, if the CLIENT prohibits or otherwise prevents an evaluation for a student who is present, **a fee of \$200 per student will be charged**. If a minimum of one (1) scheduled student is tested on any given workday, this fee will be waived. This policy is not meant as punitive to the CLIENT but rather ensures CSES contract staff are compensated fairly for days reserved by the CLIENT.

*CLIENT Cancellation or Family No Show for IEP Meetings:* CSES requires any IEP meeting cancellation be within 48 hours of the scheduled time. In the event that an IEP meeting is cancelled by the CLIENT outside of the 48 hour window, **the CLIENT will be charged the full amount of the meeting cost**. In the event the family does not show up to the IEP meeting, **the CLIENT will be charged the full amount of the meeting cost**.

*Emergency School Closure:* In the event that the CLIENT must close on a scheduled calendar day, CSES must be notified within 48 hours when scheduled for assignment. In the event that a service is cancelled by the CLIENT outside of the 48 hour window, the CLIENT will be charged **a fee of \$200 per tester scheduled on that day and \$150 per meeting cancelled**.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

### **Appendix D - File Review**

**When time allows**, CSES will make three (3) attempts at in-person testing a student before writing a file review. These attempts will be made within a reasonable time frame. There may be circumstances when a file review must be done when there is insufficient time for rescheduling to meet CLIENT deadlines. *For information on what constitutes a File Review, please see "Scope of Services" in Appendix A.*

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix E - Rush Charge Fees - (Late Testings/Meetings)**

*Rushed Evaluation:* If the CLIENT uploads student information for testing with less than fourteen (14) calendar days from the due date, **there will be a \$200 fee** applied to the CLIENT.

*Late Meeting Invite:* CSES requires advanced notice for a meeting invite at forty eight (48) hours prior to said meeting. When a CLIENT does not meet the forty eight (48) hour window to send a meeting invite, scheduling issues may arise. If the CLIENT sends a late invite outside the window, **there will be a \$100 fee** applied to the CLIENT.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

### **Appendix G - Background Checks**

If the background checks conducted by CSES for its independent contractors do not meet the CLIENT'S specific compliance requirements, the CLIENT shall be responsible for any additional costs associated with further onboarding, screening, or compliance measures.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_