DEAFund Quick Reference Guide
Deaf Equal Access Fund of the Monroe County Bar Association

Step # 1: Schedule an interpreter for your client meeting.

Call: Lifespan Interpreting Services
Contact: Interpreting Services
Phone: 244-8400, Ext. 175
Email: interpreting@lifespan-roch.org
Cost: $55 per hour (2 hour minimum)

Parameters:

a. The MCBA will reimburse any member attorney the total amount of the interpreter for the first client meeting, not to exceed two hours, only when the attorney has secured the interpreter from the Lifespan Interpreting Services.

b. The MCBA will reimburse any member attorney for 50% on the cost of an interpreter, only when the interpreter has been secured through Lifespan Interpreting Services, for up to a total of $150.00 per client. Any remaining balance owed to Lifespan is the responsibility of the attorney.

c. There is no cap for individual attorneys; the only cap is on the amount of reimbursement for the individual client.

d. Special requests for additional reimbursement will be considered upon receipt of a request in writing.

Step # 2: Submit paperwork for reimbursement.

Form: The DEAFund Interpreter Reimbursement Form
(form located at www.mcba.org)
Include: Receipt from Lifespan Interpreting Services
Send to: Monroe County Bar Association
Attn: Kathy Fico
One West Main St., 10th Floor
Rochester, NY 14614
or FAX to:
585-546-1807
(You must send both the reimbursement form and interpreter receipt together.)

Step # 3: Guidelines to receive reimbursement

Approval: Upon receipt of the reimbursement form and the receipt from Lifespan Interpreting Services, the Executive Director must review and approve the request.

Payment: Once approved, reimbursement will be sent (payments are processed every two weeks).*)