

MICHIGAN STATE UNIVERSITY

January 2009

MEMORANDUM

TO: Consumers of ASL Interpreting and Real-time Captioning Services

FROM: Michael J. Hudson, Director

RE: ASL Interpreting/Real-Time Captioning Rates & Authorization Form

The Resource Center for Persons with Disabilities employs staff Real-time Captioners and Interpreters enabling us to fulfill our obligations for student-related classroom accommodations. The nature of classroom Interpreting and Real-time services creates a dynamic schedule characterized by periods of high and low need for staff time. To balance staffing availability, RCPD shares extra service hours with departments and organizations subsequently making full use of available staff time on a cost-recovery basis. Beyond sharing our staff time, we also negotiate contract rates for both of these services and can often help provide needed services at RCPD contracted rates, in turn saving departments from higher agency charges.

As labor costs increase, we periodically increment our fees to reflect current service costs. Effective January 2009, rates for staff Real-time Captioners and ASL Interpreters are featured in the following table.

	<u>1st Hour</u>	<u>2nd Hour</u>	<u>Additional Hours</u>	<u>Off Hours</u> Mon-Fri after 5pm to 8am & weekends
	MSU/Non-MSU	MSU/Non-MSU	MSU/Non-MSU	MSU/Non-MSU
ASL Interpreters	*\$100/\$115	\$100/\$105	\$100/\$105	\$110/\$125
Real-time Captioners	\$140/\$150	\$20/\$30	\$70/\$75	\$15 extra per hour

- *Additional preparation time charges may be required for technical work (specialized vocabularies, scientific and mathematical content).*
- *Events lasting 4 hours or more involve unique staffing considerations which may require individually negotiated fee structures.*
- *Reduced rates may be available for faculty and staff conducting recurring instructional or departmental activities lasting less than two hours.*
- **\$100 minimum two-hour charge.*

Questions or concerns may be directed to Beverly Stehlik via stehlikb@msu.edu.
Again, I thank you for your continued use of our services.



Resource
Center for
Persons with
Disabilities
*Maximizing
Ability &
Opportunity*

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RESOURCE CENTER FOR PERSONS WITH DISABILITIES
Michigan State University

***Interpreter/Real-Time Captioning
Service Request Authorization Form***

The purpose of this form is to facilitate request and payment of ASL interpreter and real-time captioning services through the Resource Center for Persons with Disabilities (RCPD). Submission of this form, with authorized billing signature, initiates RCPD coordination of interpreting or Real-Time services as described below. This form also authorizes RCPD to collect funds for services rendered. For MSU departments, RCPD initiates a JVE transferring costs (object code 071) while non-MSU entities are invoiced.

Please complete the form below and fax to Virginia Martz at 432-3191; she may be reached for questions at 355-1293. Billing questions should be directed to Beverly Stehlik at 884-1903.

Department (MSU) Requesting Service / Name of Business (non-MSU)		Contact Person (for billing)	Phone
Name of Function or Event		Billing Address	
Location of Event		Account # (MSU) / Tax ID # (for non-MSU entities)	
Date(s) of Service			
Begin Time	End Time	Authorized Signature	Date

*Reference fee schedule from page 1 of this document

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(For RCPD Use)

Interpreter/Real-time Name	Hourly Rate	Hours Worked	Interpreter/Real-time Fees
Interpreter/Real-time Name	Hourly Rate	Hours Worked	Interpreter/Real-time Fees
Interpreter/Real-time Name	Hourly Rate	Hours Worked	Interpreter/Real-time Fees
Approval Signature	Date	Date JVE Prepared	Total Costs