

UPPER CIRCLE INC.
SUPERVISED VISITATION PROGRAM
 1300 BOONE RD SE, SALEM, OR 97306
 503.391.1300 phone 503.391.0476 fax
(Review Before Referring)

CRITERIA, SCHEDULE & FEES

<p>Client Restrictions:</p>	<ul style="list-style-type: none"> A. UCI will supervise parenting time or exchanges for children 17 years of age or younger. B. All involved parties must participate in individual intake sessions before services begin. C. Participants will be allowed to enroll if there are convictions or investigations of sexual abuse or child abuse. UCI reserves the right to deny enrollment if there is a pending criminal charge or if there is an outstanding arrest warrant. D. Before services can begin, UCI must have all court orders including FAPA Restraining Orders, Judgments, Threat Assessments, and Parenting Time Orders. UCI will only accept completed referrals from Circuit Courts, Mediators, Attorneys, Parenting Time Coordinators and self-referral to begin the Intake Process with parents. 																
<p>When referring a case to UCI, please include:</p>	<ul style="list-style-type: none"> A. Names of the parents or guardians and full and complete contact information. B. Completed copy of UCI Visitation Referral with payment information. C. A copy of the court order referring the family for supervised services. D. A copy of the Restraining Order(s) and Petition (if applicable). E. A copy of the Threat Assessment evaluation completed by law enforcement agencies on any participant referred to supervised services. F. Any additional information the agency or client deems relevant to the case. 																
<p>UCI fees and services include:</p> <p>*Payment for services will be paid directly to UCI. UCI accepts cash, money orders and credit cards, but will not accept personal checks.</p> <p><u>Without payment in advance, appointment will be cancelled.</u></p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">Intake Interview (<i>and child orientation if necessary</i>)</td> <td style="text-align: right;">\$100 60 minutes for each parent</td> </tr> <tr> <td>Supervised Exchanges (Neutral pick-up/drop off)</td> <td style="text-align: right;">\$35/day</td> </tr> <tr> <td>Supervised Parenting (Per attendant)</td> <td style="text-align: right;">\$75 for a one-hour visit; \$125 for a two-hour visit; \$165 for a three-hour visit</td> </tr> <tr> <td>Other languages</td> <td style="text-align: right;">Cost of interpreter + cost of attendant</td> </tr> <tr> <td>No show parenting time (charged to the parent that did not show)</td> <td style="text-align: right;">Full Fee for Scheduled time</td> </tr> </table>	Intake Interview (<i>and child orientation if necessary</i>)	\$100 60 minutes for each parent	Supervised Exchanges (Neutral pick-up/drop off)	\$35/day	Supervised Parenting (Per attendant)	\$75 for a one-hour visit; \$125 for a two-hour visit; \$165 for a three-hour visit	Other languages	Cost of interpreter + cost of attendant	No show parenting time (charged to the parent that did not show)	Full Fee for Scheduled time						
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UPPER CIRCLE INC.

1300 Boone Rd SE. • Salem, Oregon 97306

Phone: 503.391.1300 Fax: 503.391.0476

REFERRAL

The individuals listed below must schedule separate appointments with the Upper Circle Inc. (UCI) Program, located at 1300 Boone Rd SE, Salem, Oregon. The listed individuals shall participate in the UCI Program outlined as follows:

(Complete and fax to UCI)

CONTACT INFORMATION

Referral Date: _____ **County:** _____ **Restraining Order:** Yes ___ No ___

Custodial Parent

Name: _____ Case No. _____
Mailing Address: _____
Day Phone: _____ Evening Phone: _____ Email Address: _____
Attorney Name: _____ Telephone: _____

Non-Custodial Parent

Name: _____ Case No. _____
Mailing Address: _____
Day Phone: _____ Evening Phone: _____ Email Address: _____
Attorney Name: _____ Telephone: _____

Minor Children(s) Name(s)

Date of Birth

TYPE OF REFERRAL

Supervised Parenting Time

Supervised Exchanges

Parenting Time/Exchanges will occur _____/per _____ for _____ hours.
(how often will they occur) (Parenting time maximum of 4 hours/day)

REFERRAL REQUIREMENTS

Traditional Option: The custodial non-custodial both parent(s) will pay for the cost of all services provided by UCI.

Payment for Services

The custodial non-custodial both parent(s) will pay for the cost of services provided by UCI.

Please Note any payment instructions: (Example: custodial parent pays intake fee and non-custodial parent pays for all other fees.) _____

Note: All visitation fees must be paid in advance of UCI visitation/exchange services for ALL payment options.

Notes of visitation can be provided for attorneys and judges as requested.

Copies of notes from UCI:

are requested Hearing date: _____ at _____ o'clock.

Please fax notes to the following: _____ attn: _____

are not requested

Reports

If you prefer a report, one may be requested and charged to the clients at \$5.00 per report.

I would prefer a report for the above hearing date.

The custodial non-custodial both parent(s) will pay for the requested report from UCI.

Judge/Mediator/Parenting Time Coordinator Signature

Print, or Type Name

Date

CONTACT PERSON IN REFERRING OFFICE

NAME: _____ PHONE: _____

E-MAIL: _____

FAMILY INFORMATION AND HISTORY

(Complete and fax to UCI 503.391.0476)

What are the reasons for the referral to supervised visitation?

Are there any past convictions of either party?

Yes

No

Please indicate who and what type of convictions (you may use the abbreviations)

Other than this case, are there any court proceedings in progress, upcoming court dates, or criminal actions pending against either parent?

Yes

No

Please describe

Does either parent have a probation officer?

Yes

No

If yes, please provide name and contact information

Is there current DHS involvement?

Yes

No

If yes, please provide name and contact information of case worker

**UPPER CIRCLE INC.
PARENT INFORMATION**

Supervised Parenting Time and Exchanges
1300 Boone Rd SE, Salem, Oregon
503-391-0476

- After you have been referred, Upper Circle Inc. (UCI) will contact you to discuss scheduling an Intake Appointment. You may also contact them. Please go to the UCI website and download the paperwork at www.uppercircle.com find the tab for supervised visitation and download all the forms and collect all your documents. You may submit the documents along with your payment in order to be scheduled for the first available appointment.
- Parents will be interviewed at separate times. After meeting with both parents, UCI will set up the visitation or exchange schedule, taking into account the information provided by the court or referring agency, the schedule of both parents and children, and the availability of staff and facilities.
- The first visit will always be 1 hour in length as an agency policy.
- Services are for the period ordered by the court or they may be on-going at the request of the Court or the parties.
- After two uncompleted visits/exchanges, the family's case will be returned to the courts. This includes failure to show by either party, or refusal of child to enter or complete the visit.
- You are required to pay for the services offered through UCI. How much you will owe depends on the type of appointment and payment option in your referral. Talk with the Supervised Visitation Coordinator at UCI to discuss your payment requirements.
- UCI will report to the court or referring agency any non-compliance. If a notice of non-compliance is issued, the judge/referring agency may review the case and make any changes he/she feels are appropriate. Non-compliance includes:
 1. Repeated or substantial violations of UCI's rules or policies.
 2. Canceling Visitation without 48 hours' notice.
 3. Arriving late or missing appointments.
 4. Behavior that causes UCI to refuse to continue serving your family.
 5. Termination of Supervised Visitation because a parent (or other person) is behaving in such a way as to place a child or staff at risk, or the child refuses the visit.

<u>Appointment Type</u>	<u>Fee</u>
Exchanges	\$35 per exchange day
Supervised Parenting	\$75 for a one-hour visit; \$125 for a two-hour visit; \$165 for a three-hour visit
Missed Appointments/Late	Full Fee for Scheduled Visit

<u>Visitation Days</u>	<u>Hours of Operation</u>
Wednesday - Thursday	9:00 am – 8:00 pm
Friday - Monday	9:00 am – 8:00 pm
Tuesday Intake	9:00 am – 8:00 pm