

AOC-G-200

IDS Hourly Rate Information and Fee Application Guidance

This document provides basic guidance on completing the fee application, including a link to the [current hourly rates](#).

For comprehensive information visit <https://www.ncids.org/get-paid/fees-payments/>.

1. Enter correct information in all boxes in the Heading and Section I. Applications missing disposition information, dates, and signatures must be returned and corrected prior to payment.
2. IDS is only authorized to pay for GAL in certain circumstances, [this chart](#) provides a summary of GAL appointments and the agencies or persons responsible for payment.
 - a. Required Attachment: If you are a GAL for a respondent parent, [attach documentation](#) of the court's findings for substitutive GAL.
3. If "JA" case (Abuse Neglect Dependency) check "Yes" or "No" to both "child in DSS custody" questions.
4. If "JT" case (Termination of Parental Rights) check the box that affirms whether or not the case is a "TPR" or "Private TPR".
5. Ensure that the correct [hourly rate](#) is used.
6. The fee application section must be signed by the attorney (this is the legal request for payment for the work performed) and the order to pay or fix value of services must be signed by the judge (this creates the court order for payment).
7. The completed form must be submitted within one (1) year of the case disposition date.
 - a. If you anticipate not being able to meet the 1-year deadline, a [30-day extension request](#) can be submitted prior to the deadline.
 - b. If the 1-year deadline has passed a [deadline extension waiver request](#) must be submitted.