



DEAF SERVICES CENTER

Serving Ohio's Deaf, Hard of Hearing, and Hearing Communities
5830 N. High Street • Worthington, OH 43085

Thank you for inquiring with Deaf Services Center for your interpreting needs.

DSC is the only not-for-profit comprehensive services center of its kind in central Ohio and, by providing over 20,000 hours of interpreting services each year, is the largest provider of interpreting services in the entire state. The professional and highly qualified staff at DSC consists of eight full time interpreters and a "pool" of over 50 qualified contract interpreters. Therefore, we are able to meet individual needs by selecting the most qualified interpreter for each assignment, day or night.

In addition to the Interpreting Department, DSC has a Community Resource Department which consists of programs such as the Deaf Leadership Program, Deaf Kids Teens Club and Deaf Equipment Modification Program. Along with these programs we also provide Community Education regarding rights and responsibilities under the Americans with Disabilities Act.

Deaf Services Center Speakers Bureau can provide presentations for topics such as Deaf Community Culture and Awareness, American Sign Language, Interpreting as a career, and other topics related to deafness.

If you have any questions, or require additional information, please feel free to contact me at 614-841-1991.

Thank you again for choosing the professionals at Deaf Services Center

Sincerely,

Deb Brockman, NIC
Director of Interpreting Services

Deaf Services Center
 5830 N. High Street
 Worthington, Ohio 43085
 614-841-1991 V/TTY
 614-841-4909 FAX

Interpreting Services Information
 &
 Fee Schedule

Basic Instructions for Requesting an Interpreter:

1. For regular requests, please call the Interpreting Department at 614-841-1991 during regular business hours, 8 a.m. to 5 p.m.
 - a. Please do not leave interpreting requests or cancellations on any DSC voice mail.
2. The following information will be needed when giving the interpreter request:
 - a. Name of the deaf or hard-of-hearing consumer
 - b. Date and time of the assignment
 - c. Estimated length of the assignment
 - d. Address of the assignment (include ALL relevant information, such as suite number)
 - e. Contact name and number for the assignment
 - f. Your name and phone number
 - g. Billing address, phone number and authorizing person's name and phone number

<i>Interpreting Fee Schedule</i>		
Regular Assignment	\$52.00 / hour	Assignment begins during regular business hours - 8 a.m. to 5 p.m.
After-hours Assignment	\$62.00 / hour	Assignment begins after regular business hours - 8 a.m. to 5 p.m. This includes all weekend, evening and DSC holiday hours.
Legal Assignment	\$58.00 / hour	Assignments include but are not limited to mediation, lawyers' consultations, court appearances and hearings. DSC reserves the right to determine legal aspect of assignment.
Last-Minute Assignment	\$62.00 / hour	Assignment is given to DSC with less than 48 business hours notice.


- All rates are quoted as per hour per interpreter.
- Please note that any assignment that is two (2) hours or longer in duration may require two interpreters.
- For assignments lasting longer than one (1) hour, DSC will bill at thirty (30) minute increments.
- All assignments will be billed at 100% of the total requested time.

Cancellation Policy - To avoid a cancellation fee, 48 business hours notice is required for all assignments 2.0 or more hours in length. Assignments scheduled for less than 2.0 hours require 24 business hours notice. The cancellation fee for any assignment that is not properly cancelled is 100% of the total requested time.

Failure of the customer or the customer's client to show up for the scheduled appointment will be billed at the same rate as a cancellation.

Travel Policy - DSC is happy to serve the interpreting needs that are outside Franklin County; however, for all assignments that are outside the county line, driving time and round-trip mileage (50.5¢ per mile) will be added to the actual hours of interpreting. The driving time and mileage will be determined from 5830 N. High Street, Worthington to the address of the assignment. Additionally, all assignments requested through our on-call interpreter will be charged a one hour travel time fee for after hour assignments.

I have reviewed the rates and policies and agree to the terms, as stated:



 Signature of Authorizing Personnel and Date

 Printed Name