

**New Life Counseling Center**  
**14578 W. Main Street**  
**Cut Off, LA 70345**  
**(985) 632-7797**

**COURT ORDERD FEE POLICY – STEP 2**

---

This program is for the following: (1) Clients with a felony charge (2) Clients who have already completed step one (3) Clients mandated to complete the more extensive program. In order to complete the *Substance Abuse Program – Step 2*, clients must earn a total of 35 points. Points are obtained at the following rate: Individual Counseling = 1 point, Family Counseling = 2 points, Group Counseling = 1 point. The *Substance Abuse Program – Step 2* consists of at least eight random drug screens, a minimum of ten (10) individual counseling sessions, and ten (10) groups. The remainder of the 35 points can be earned through individual, group, and family counseling.

Clients have **9 months** from the date they sign up to complete the program. After 9 months, the client must re-enroll and start the program over from the beginning. This means the client forfeits his/her program fee and does not receive credit or reimbursement for any of the sessions or classes previously attended. In addition, if the counselor or group leader suspects the client is under the influence of a controlled substance, the client will be charged for the session, asked to leave, and will not receive credit for the scheduled class or session.

Every court ordered client is required to participate in some type of treatment a minimum of once every other week. If a client fails to attend at least once every other week, the following penalties will be incurred:

- First Offense = Warning
- Second Offense = Required points increased by 5 points (new required total is 40) & notification is sent to judge, probation, and/or parole officer
- Third Offense = Client fails the program and forfeits all credit and fees.

If a client is required by work to be out for 14 days or longer, that client may have the employer fax proof of the client's schedule on company letterhead to New Life Counseling Center.

***Substance Abuse Program – Step 2***

1. Substance abuse screening and assessment
2. A Minimum of 10 individual sessions to address needs, issues, and concerns identified in the assessment
3. A Minimum of 10 group sessions to address recovery skills and relapse prevention.
4. At least 8 random drug screens – if a client fails the drug screen or the counselor has reason to suspect substance use, the client will be responsible for another \$20.00 fee for each additional drug screen at New Life Counseling Center deemed necessary by the counselor, judge, or probation officer. New Life Counseling Center reserves the right to require counselees to receive drug screening at off site drug screening facilities – at the expense of the client. Results of the screens are submitted to the appropriate legal authorities.
5. Progress reports and/or failed drug screen notifications as requested or deemed necessary by the counselor.

A \$200.00 program fee is required upon sign up and is **non-refundable**. Thereafter, there will be a \$30 charge for each counseling appointment or group at New Life. The \$30 fee is **due when services are rendered**. Clients who fail to provide 24-hour notice of appointment cancellation will be required to pay the \$30.00 fee for the missed appointment. This payment will not be counted toward the cost of the program.

I, \_\_\_\_\_ have read and understand the above stated requirements for the Substance Abuse Program and agree to abide by these requirements.

\_\_\_\_\_  
Signature of client

\_\_\_\_\_  
Date