

## **Procedures for Obtaining a Signer for the Client who is Hearing Impaired**

We will pay the cost of the interpreter centrally – so it would not come out of your budget. Here is the procedure to follow:

1. To protect all parties involved ask for a written request (could be email) indicating all the sessions that the person would be attending for which they want an interpreter (we wouldn't want to schedule and pay for an interpreter for a class that the person might not plan to attend)
2. Obtain a written agreement (can be in a letter) from the interpreter indicating price, dates, and commitment. In the past, staff has obtained good interpreters for \$30-\$100/hour. If you don't know what the going rate is in your area, use common sense. If you get a quote you are unsure about, you are welcome to call Mike Manning at 765-496-6515.
3. Have the interpreter fill out both a [Form 21](#) and [Form 22](#) (fill out part A of Form 21 and all of Form 22).
4. The vendor may be paid directly out of your county Ed fund if they desire immediate payment. Attach an invoice along with copies of the written request, agreement, and the original Form 21 and Form 22 (keep copies in your files) to the Ag Business Office at Purdue. Or, if they don't need immediate payment you can send all the information to Abby Snodgrass in the Ag Business Office and request payment be made directly to the vendor.
5. Interpreters don't have to be from any certain list ... if you can't locate an interpreter we have a [list of contacts](#).