



## Massachusetts Legal Assistance for Self-Sufficiency Program 2011 AmeriCorps Partner Application



The Legal Assistance for Self-Sufficiency Program is a project of South Coastal Counties Legal Services, Inc., a private non-profit law firm providing legal assistance in civil matters at no charge to eligible low-income clients. The program is funded through the Corporation for National and Community Service and administered by the Massachusetts Service Alliance. All placements are contingent on the approval of grant funding from the Corporation for National and Community Service.

**Member Benefits:** Members make a firm one-year service commitment and those who complete 1700 hours of community service will receive the following:

- A \$17,000 taxable living allowance, paid bi-weekly
- Health benefits
- An educational award in the amount of \$5,350
- Day care assistance, if eligible
- Hands-on, supervised exposure to the practice of law

**Partner obligations include the following:**

- \$12,100 cash contribution
- \$4,950 in-kind match
- Suitable space and equipment for the member's use
- Member supervision by a legal professional
- Member training to supplement MLASSP training
- Fiscal and programmatic reports

**Expectations:** Each member is expected to meet the following objectives based on MLASSP's accomplishments reported in the first five years of funding:

- matters screened: 110
- advice/brief service cases: 100
- extended representation cases: 25
- housing assistance: 2
  
- attend MLASSP training and events
- undergo 90 hours of supervision by a legal professional
  
- engage in 60 hours of volunteer activities
- recruit 5 volunteers
- each volunteer donates a minimum of 20 hours of service.

We have found that most projects can meet these objectives handily and have time for other important activities. Members in the first five classes have accomplished extraordinary things with appropriate supervision, and we hope that all members will experience both direct client activities, as well as participation in impact activities. We are seeking to locate AmeriCorps members in those projects having an affirmative impact for clients.

## **APPLICATION INSTRUCTIONS:**

***All placements are contingent on funding from the Corporation for National and Community Service.***

- 1) **Application Forms:** Please complete the attached forms, one for the site administrator responsible for signing the partner contract, the other for the supervising attorney. If you are applying for more than one member, please complete a supervisor form for each placement slot you request. Electronic applications are available on our website at [www.mlassp.org](http://www.mlassp.org) on the partner page.
- 2) **Member Service Plan:** Past members suggest that the interview and placement process is more welcoming if the service plan is outlined at the time of the interview so that applicants are clear on exactly what their role will be. With this in mind, we are asking partner sites to include a sample copy of the service plan, which will assist us in deciding upon the allocation of slots. If you previously had a member and the service plan is the same it can be noted on the application.
- 3) **Submit** to Kathy Marx, AmeriCorps Program Director, at [kmarx@sccls.org](mailto:kmarx@sccls.org) so that we can begin to move the recruitment process forward. Completed applications received by **March 30, 2010** will receive priority consideration.

Mailing address:

Legal Assistance for Self-Sufficiency  
South Coastal Counties Legal Services, Inc.  
P.O. Box 2507, 22 Bedford St.  
Fall River, MA 02722-2507  
Phone: 508-676-5022 Ext. 2019  
Fax: 508-676-8657

**Note:** Partners may not make offers of employment to AmeriCorps applicants during the application period, or after the applicant becomes a member, until the member has completed a term of service with MLASSP.

**FOR COMPLETION BY THE SUPERVISING ATTORNEY**  
**Please complete an application form for each position requested.**

1. Name and contact information for proposed supervisor:
  
2. For each AmeriCorps slot you are requesting, please provide a brief description of the nature of the project on which the member will focus, including goals for case work, volunteerism, and impact work as outlined in the attached service plan form. If member assignment will be based on a previous service plan, please note.
  
3. Has your organization previously hosted an AmeriCorps member and, if so, did you supervise the member?
  
4. If you would like to bring a current AmeriCorps member back for a second year of service, please indicate what training you will provide. MLASSP requires a structured training program for all members that encompasses AmeriCorps as well as legal issues. The program for 2011 will not vary widely from the 2010 program, so partners will be expected to provide additional training activities specific to their second year member. Please provide suggestions.
  
5. MLASSP depends on our site partners to provide the most effective legal training possible. Is there a particular focus area that you would like to see incorporated into our training? If so, would you be willing to assist with this training or recommend someone?
  
6. We are seeking your input on the statewide volunteer project that we initiated in 2008 in an effort to develop team camaraderie while furthering a statewide legal services initiative. What suggestions can you offer for a 2011 statewide project?

**MLASSP 2011 SITE PARTNER APPLICATION  
FOR COMPLETION BY SITE ADMINISTRATOR**

1. Please provide legal services organization name, name and title of person completing this form, mailing address, telephone number, and email address.
  
2. If you are not the person who will be the primary contact for arranging candidate interviews, please provide contact information for that person, including name and title, mailing address, telephone number, and email address.
  
3. Please indicate the number of AmeriCorps members you are requesting for the 2010 - 2011 program year. State the number of positions you would use, even if it is higher than what you might expect to receive.
  
4. Please provide contact information for each person who you propose to directly supervise AmeriCorps members in your organization, including name and title, mailing address, telephone number, and email address.
  
5. Please describe any guidelines and eligibility requirements you will utilize for accepting clients, including the screening process and formula used.
  
6. Does your office have a space to accommodate 28 members plus trainers that MLASSP could utilize for one of the rotational trainings?
  
7. MLASSP will post notices of the availability of AmeriCorps positions on national and local web sites. We ask that our partners assist in recruitment by placing advertisements in their local newspapers and their website. Please indicate which local advertising you will provide.
  
8. Please indicate if you can meet the financial contribution requirements for MLASSP, or not. In the past MLASSP has had scholarship positions via support from the Mass Bar Foundation and has applied for similar support for the coming year. An announcement is not expected until mid-summer making it unclear at this time whether scholarship assistance will be available for the incoming class.