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Betsy R. Ruslander  
Director

**MEMO**

To: All Third Department Attorneys for Children  
From: Betsy R. Ruslander  
Re: Newly Revised and Updated Administrative Handbook  
Date: July 15, 2016

Thank you for your continued service as an Attorney for the Child. Attached is a link to the June 2016 edition of the Administrative Handbook for the Office of Attorneys for Children. While there were significant changes made last year, especially with respect to the Compensation and Reimbursement Policies and Procedures, this version is largely the same as last year's edition with minor changes noted below:

- The mileage rate has been reduced to \$.54 per mile, effective January 1, 2016 (p. 27);
- Updated list of the Advisory Committee ( p. 17);
- Updated list of the county panel representatives to the Liaison Committee for each Judicial District (pp. 18-22);
- Updated Initial Panel Application and Panel Re-Designation Applications (Fig. 1 and 2).

Please remember to submit timely vouchers and interim vouchers annually, where necessary. Your cooperation is most appreciated.

Click here to access the revised [Administrative Handbook](#).

If you have questions about the Administrative Handbook or any aspect of the Office of Attorneys for Children, please feel free to contact me. Again, many thanks for your devoted service as a panel member.