

**Area:** Management Systems

**Subject:** MS32 – Memorandums of Understanding

**Reference:** 1304.51 (a)(2)

**Policy:** Grantee and delegate agencies must take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services.

**Procedure:**

1. New Memorandums of Understanding (MOU) will be developed based on program needs for child and family services.
  - a. To assist staff in MOU development, a tutorial is located in the MOU binder on the community shelf or can be found on the network.
  - b. Pertinent SCOE staff will identify needed services that may be offered through a community agency.
  - c. Identified staff will contact community agency representatives to determine available services and their desire to form a collaborative partnership.
  - d. Staff will initiate and develop a viable MOU that clearly articulates collaborative services that will be exchanged between the SCOE program and community agency.
  - e. Staff will use the approved MOU template and adjust as necessary to best reflect program and agency needs.
  - f. Once MOU content has been completed and reviewed by pertinent SCOE and agency partners, the MOU is given to the H Street Office Supervisor for processing.

**Office Supervisor (OS):**

- a. Office Supervisor will log the MOU and route as necessary for SCOE Executive Director and agency representative signatures.
- b. Once signatures have been secured and the MOU returned, the OS will add the newly approved MOU to the network and move the previous version into the archived MOU network file.
- c. MOU's, along with the MOU Template, MOU Sample and MOU Tutorial can be found on the network and in the community shelf MOU binder.

**Memorandum of Understanding Revisions and Annual Review**

- d. No less than once a year, identified staff will review MOU's that fall within their scope of work to determine if the MOU reflects the current needs of SCOE programs.
  - a. Identified staff will contact community agencies with whom SCOE has an MOU to assess whether or not the MOU reflects their currently available services and their continued intent to provide such services to SCOE Head Start and State funded programs.
  - b. Identified staff will coordinate MOU review and/or revisions with the community agency, then follow the same procedure identified under, "Office Supervisor" section above.

Once the MOU has been signed and processed, identified staff will communicate the MOU partnership with pertinent SCOE staff to facilitate access to needed child and family services.

**Supervised by:** SCOE CFS Directors

**Performed by:** Identified Staff, Office Supervisor

**Forms needed:** MOU Template, MOU Tutorial, Sample MOU

**Frequency:** Yearly review and/or more often as needed to maintain viable Memorandums of Understanding