

MEMORANDUM OF UNDERSTANDING

DEPARTMENT OF SOCIAL SERVICES

AND

SCHOOL DISTRICT

This is a Memorandum of Understanding between the Director of the Department of Social Services and the School District.

It is expressly understood and agreed by both the Department of Social Services and the School District as follows:

- I. **Purpose:** The Purpose of this Memorandum of Understanding is to establish and maintain an effective working relationship between the parties. The purpose is also to provide the means by which the Department of Social Services and the School District will maintain an effective referral process and coordinate services to the high-risk children and families to be served by the Department of Social Services staff through the Project.
- II. **Term:** The term of the Memorandum of Understanding shall commence DATE and shall extend through DATE, but it is renewable thereafter from year to year unless either party gives notice of termination as provided herein.
- III. **Description of Services:** The Department of Social Services will provide early intervention, protective services, and family support services for such clients as are referred by School District staff, and who have been determined to meet Project criteria. The School District will work with the Department of Social Services and the child/family in the Project to ensure the well being of the child and/or family, to improve the quality of life, and to prevent family break up. It is agreed that the population herein designated describes persons who are at risk of family break up.
 - A. It is agreed that referrals between the Department of Social Services and the School District will be handled expeditiously, will be given a high priority, and will be responded to on an emergency basis or within three (3) working days whenever possible.
 - B. It is agreed that the School District will do the following:
 - 1) Notify eligible families of the Project and services available on the site.
 - 2) Provide sufficient space to house the Department of Social Services staff, Project staff, and graduate students from _____ University. Provide

telephone and office equipment when necessary for the Department of Social Services staff, Project staff, and graduate students.

- 3) Contact Children's Protective Service Intake for clearly designated CPS referrals, emergency or routine in nature.
- 4) Participate in annual joint training for staff from the Department of Social Services, Project staff, and the graduate students, and faculty.
- 5) Share client information pertinent to the determination and delivery of specified services within the guidelines set forth that meet the requirements of the State Administration Code, Stated Education Code and Welfare Institutions Code.
- 6) Develop common confidentiality guidelines that adhere to both the State Education code and the Welfare and Institution Code governing client confidentiality.
- 7) Agree to participate in the Project-School District multidisciplinary team to improve interagency service delivery to the high-risk children and families.
- 8) Participate in the annual joint evaluation of the Project's programs serving the School District.

C. It is agreed that the Department of Social Services will:

- 1) Provide a minimum of one of the Department of Social Services staff and four master of social work _____ University graduate students at the School District site. The graduate students' assignment is contingent upon _____ University, Graduate School of Social Work.
 - a) The person will report directly to the Department of Social Services Administration and coordinate with appropriate School District personnel.
- 2) Accept referrals from the following sources:
 - a) The Department of Social Services.
 - b) The Project.
 - c) School District Staff.
 - d) Self-referral by families in the target schools.
- 3) Provide training and/or technical assistance regarding child protective services and high-risk children/families on an annual basis.
- 4) Respond in a timely manner to the School District referrals and/or concerns.
- 5) Send a social worker or graduate student to the residence of the child/family referred by the School District, when appropriate.

- 6) Contact the School District referral source with the general outcome of the client contact made by the Department of Social Services.
- 7) Develop common confidentiality guidelines that adhere both to the State Education Code and the Welfare and Institution Code governing client confidentiality.
- 8) Agree to participate in the Project-School District multidisciplinary team to improve interagency service delivery to high-risk children and families.
- 9) Provide appropriate services to the designated population to prevent a recurrence of the situation regarding the possible break up of these high-risk children/families.
- 10) Participate in annual joint training for staff from the Department of Social Services, the graduate students, and appropriate School District staff.
- 11) Participate in annual joint evaluation of the Project programs serving the School District.

IV. Termination: This Memorandum of Understanding may be terminated by either party in sixty (60) days of giving written notice of the intention to terminate the agreement.

NAME, Director
Department of Social Services
County of _____

NAME
Superintendent of Schools
School District

(Date)

(Date)