

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
GLENN COUNTY HUMAN RESOURCE AGENCY
AND THE
GLENN COUNTY OFFICE OF EDUCATION
FOR
FOSTER YOUTH SERVICES**

This Memorandum of Understanding (MOU) is entered into by and between the Glenn County Human Resource Agency (HRA) and the Glenn County Office of Education (GCOE) for the provision staff support to the Foster Youth Services program (FYS).

This MOU is effective from July 1, 2013 through June 30, 2014 and the total amount of this MOU shall not exceed \$7,500. This MOU may be terminated in writing with 30 days prior notice should funding cease or be materially decreased.

HRA Responsibilities:

1. Provide access to the CWS/CMS database for the input of educational data on children in foster care.
2. Provide training on the CWS/CMS database, as needed, to facilitate access to the Health and Educational profiles (HEP) of children.
3. Provide training on confidentiality.
4. Provide an HRA partner badge to allow GCOE staff access to HRA facilities.
5. Invite Foster Youth Services staff to meetings (including Team Decision-Making [TDM] meetings), trainings and conferences as appropriate.
6. Complete HRA activities in relation to this MOU and as stated on the attached Scope of Work.
7. Pay GCOE upon receipt and approval of submitted, itemized invoices.

GCOE Responsibilities:

1. Invoice HRA quarterly for services provided under this MOU. Invoices shall be submitted to: HRA, SSD Fiscal, P.O. Box 611, Willows, CA 95988, Attn: Teresa Emery. Invoices are to be submitted each quarter on the following dates: October 10th, January 10th, April 10th and June 10th.
2. All invoices for services rendered through May 31, 2014 must be received no later than June 10, 2014.

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3. Ensure the provision of support as outlined in the Job Duties sections of this MOU.
4. Comply with the Vendor Assurance of Compliance as required by the California Department of Social Services and which is attached to and made part of this agreement (Exhibit A).
5. Complete GCOE activities in relation to this MOU and as stated on the attached Scope of Work.

EXECUTED at Willows, California on _____.

HUMAN RESOURCE AGENCY:

Scott Gruendl, Director

Date

OFFICE OF EDUCATION:

Robin Smith, Foster Youth Services Coordinator

Date

Tracey Quarne, Superintendent

Date

APPROVED AS TO FORM:

HUSTON T. CARLYLE, JR., County Counsel
County of Glenn, California

- Approved by Fiscal Manager _____
- Approved by Program Manager _____

MOU for Foster Youth Services Program

Scope of Work

The activities listed below constitute the Scope of Work to support the Memorandum of Understanding (MOU) between the Human Resource Agency (HRA) and the Glenn County Office of Education (GCOE) for the provision of staff support to the Foster Youth Services program (FYS). This Scope of Work shall be effective from 7/1/13 through 6/30/14.

FYS provides these services to HRA:

1. Request grades quarterly for all school-aged children shown on the Out of Home Placement list, provide copies of grades to the case-carrying social worker, provide copies of grades for children aged 15 and older to the Independent Living Plan (ILP) case worker, enter grades and attendance records into CWS/CMS and keep detailed case files on each child.
2. Attend various meetings as requested by the social worker. (Out of office.)
3. Attend Team Decision-Making (TDM) meetings and provide educational advocacy on behalf of the child at meetings as appropriate, sharing all relevant information and any concerns of the school. (Out of office.)
4. Attend Blue Ribbon Commission (BRC) quarterly meetings, bringing current foster youth when able to provide updates on the California Youth Connection (CYC) and advocacy information on relevant legislation. Provide youth perspective on county- and state-based policies and practices to help improve the Child Welfare System. (Out of office.)
5. Attend AB12 planning meetings and take an active role in finalizing and implementing plans for extended foster care in Glenn County. (Out of office.)
6. Attend monthly Children's Services unit meetings, providing CYC updates and educational success stories, as relevant.
7. Attend emancipation conferences and provide necessary additions to the case plan and educational advocacy and support to the youth. Additions to the case plan shall include grade reports, attendance records, educational planning efforts and proof of progress made towards post-secondary educational goals. (Out of office.)
8. When youth transfer schools, assist in conveying relevant information and the assumption of credits obtained from the previous school.
9. Provide social workers with copies of Individualized Education Plans (IEP) and 504 plans when requested.

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10. Check-in frequently with social workers to ensure strong communication and collaboration to facilitate educational success for all youth. Provide any insight in regard to education, extra-curricular activities and goals for use in court reports.
11. Assist in the transportation of youth as needed.
12. Review grade reports and work with the social worker to make referrals to tutoring services for youth who need additional help in core subjects.
13. Attend any disciplinary action meetings at school to provide advocacy for school stability and student rights. Notify social worker of any disciplinary action meetings in advance of attendance at such. (Out of office.)
14. Visit and support foster youth who enter juvenile hall during their time in foster care. (Out of office.)

GCOE FYS Responsibilities

1. Provide GCOE staff supervisor with a weekly update of activities performed in relation to this MOU.
2. Provide educational planning meetings every six months to youth who are aged 13 and older. Provide copies of all IEPs to social workers and provide copies to the ILP case worker for those youth aged 15 and up.
3. Meet individually with youth transitioning to college and help them complete their FAFSA and CHAFEE applications correctly. Follow-up with youth to ensure their acceptance to post-secondary education and provide the youth's class schedule to the social worker.
4. Attend the annual *Cradle to College and Career* conference to ensure that youth are provided with the best educational support possible. (Out of office.)
5. Attend the College Pathways workshops and trainings sponsored by CSU, Chico as part of the Glenn County team. (Out of office.)
6. Conduct presentations to counselors at high schools and junior high (intermediate) schools about FYS and relevant issues. (Out of office.)
7. Provide referrals to AVID College Referral System (ACARS).