

**Memorandum of Agreement  
Between  
The Early Learning Coalition of Lake herein referred to as the “ELCLC”  
And  
Mid Florida Homeless Coalition herein referred to as “MFHC”**

**Purpose:**

This Memorandum of Agreement outlines a working agreement reached between the two organizations listed above for the purpose of ensuring coordinated efforts to plan, provide, and support activities that ensure priority families of an “at risk child” (as defined in s. 1002.81 (1)(f), F.S.) are allowed timely access to childcare. It is the understanding of all parties that timely execution of childcare services and placement into an appropriate childcare facility can provide further protections for children at risk of abuse and/or neglect while decreasing the risk of future school failure.

**Agreement to Responsibilities:**

ELCLC and MFHC mutually desire and agree to cooperate, plan, coordinate, and support each other in order to maximize the limited resources available to families, specifically designated homeless program participants herein referred to as ‘at risk’ in Lake County, and process and place these children in safe and appropriate childcare environment. We agree to carry out the responsibilities outlined in this agreement in accordance with applicable Federal, State and Local rules, policy and guidelines.


We further agree to carry out the applicable responsibilities detailed below.

- ELCLC is required to follow the law implemented in Chapter 1002.81, Florida Statute, which outlines through the School Readiness program that ELCLC will collaborate with the Department of Children and Families (DCF) to serve homeless families who reside in Lake County.
- In the event of funding limits ELCLC and MFHC, or their designee as certified by their continuum of care plan, will work together to ensure that children with the highest priority remain in care as funding will allow. ELCLC and MFHC, or their designee as certified by their continuum of care plan, recognizes that early learning programs are critical elements in ensuring child safety.
- The request for services from MFHC, or their designee as certified by their continuum of care plan, begins with a valid and complete case management referral submitted to ELCLC in person or by email or fax. A referral cannot be requested for childcare services extending more than six (6) months for homeless families. When a valid and complete referral is received, the ELCLC will contact the family and provide the opportunity for the family to schedule an office interview to complete the required eligibility determination process within 10 days of the receipt of initial referral. Once the family’s eligibility determination has been satisfactorily completed, ELCLC will authorize School Readiness child care services via the School Readiness Eligibility and Enrollment Form effective as of the date of completion.
- ELCLC will encourage parents/guardians to utilize the following free services of the ELCLC: Voluntary Prekindergarten (VPK) program available to qualified four year old children and Child Care Resource and Referral to locate quality child care whenever applicable.
- Parents will be offered the opportunity to place their child(ren) in any School Readiness approved childcare setting of their choice.
- MFHC, or their designee as certified by their continuum of care plan, will inform families that a copayment or “parent fee” will be assessed based on the family’s household income, including earned and non-earned income (dependent on the placement category) and this amount must be paid by the family to the School Readiness Provider weekly in order to maintain the child’s participation in the School Readiness program. The ELCLC may temporarily reduce or waive parent fees on a case-by-case basis.
- MFHC, or their designee as certified by their continuum of care plan, will inform at risk families that upon case closure the family will be required to meet all requirements of the School Readiness program. ELCLC will determine if the participation in the School Readiness program can continue or if the family must be placed on the waitlist if the family does not meet a funding priority. There is no guarantee that ELCLC will be able to provide continuous financial assistance under other funding categories.
- MFHC, or their designee as certified by their continuum of care plan, will inform ELCLC of case updates, including case closures, guardianship changes, and children moving out of service areas within 10 days of the date of the change. MFHC will complete/update current information in HMIS and case status for redetermination of the child care services and provide that information to ELCLC within the agreed upon timeframes.


- ELCLC and MFHC, or their designee as certified by their continuum of care plan, will establish and maintain an open line of communication related to information shared by parents/guardians that may affect child safety or the child care arrangement.
- ELCLC will offer MFHC, or their designee as certified by their continuum of care plan, staff at least 3 hours of in-service training annually on Early Learning programs, the School Readiness (subsidized childcare) Program, and/or any other relevant processes affecting at risk families.
- ELCLC and MFHC, or their designee as certified by their continuum of care plan, agree to form a collaboration team with representatives from each organization which will meet at least once per quarter to discuss common trends, collaboration challenges, policy updates, procedural changes, and future goals.
- ELCLC and MFHC, or their designee as certified by their continuum of care plan, will provide each other with current staff directories including contact names, email addresses, and telephone numbers at least annually.
- Pursuant to section 1002.97 (1)-(2), F.S., the individual records, held by the Early Learning Coalition or the Office of Early Learning, of children enrolled in the school readiness program are confidential and are exempt from public records statutes (section 119.17 (1) and 24(a), Article 1 of the State Constitution). Records include assessment data, health data, records of teacher observations and personal identifying information. A parent has the right to inspect and review the individual school readiness program record of his or her child and to obtain a copy of the record.

Upon signature of this Memorandum of Agreement, MFHC will provide the ELCLC with a list of designated organization who have been certified, by their continuum of care plan, to serve homeless families in Lake County.

This Memorandum of Agreement has an effective date of **August 1, 2013**. The agreement will renew annually on **July 1, 2014**, and on **July 1<sup>st</sup>** of each year thereafter unless otherwise terminated. Parties herein may terminate this Memorandum of Agreement for any reason with thirty (30) days written notice. Modifications to this Memorandum of Agreement must be in writing and agreed to by all parties.

  
 \_\_\_\_\_  
 ELCLC Executive Director or Designated Authority

12-4-13  
 Date

  
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 MFHC Executive Director or Designated Authority

12-5-13  
 Date