MEMORANDUM OF AGREEMENT BETWEEN

SAN LUIS OBISPO COUNTY DEPARTMENT OF SOCIAL SERVICES

AND

FAMILY CARE NETWORK INC.

This Memorandum of Agreement (MOA) is entered into between the San Luis Obispo County Department of Social Services, hereafter referred to as DSS, and Family Care Network Inc., hereafter referred to as FCNI, to collaborate on joint recruitment, retention and support activities for Resource Families to support the care, well-being and placement stability of children and youth in our County and to develop Resource Family homes community wide to serve the children of San Luis Obispo County

DSS and FCNI agree to collaboratively recruit, retain and support Resource Family homes in accordance with the Quality Parenting Initiative (QPI) and the Continuum of Care Reform (CCR) Act of 2016. The joint goal is to strengthen recruitment and retention activities to more effectively meet the needs of foster children and the resource families who provide their care and supervision.

For the purposes of this MOA - Foster Parents, Resource Families, and Conversion Families will be referred to as Resource Families under Resource Family Approval (RFA) Written Directives

Version 4.0 effective February 6, 2017.

**DSS and FCNI agree that goals include the following:**

1. Eliminate redundant recruitment processes and extend outreach to a broader audience.
2. Multiply collaborative participation by including service providers, foster youth, resource families, agency staff, event participants, etc. in recruitment activities.
3. Increase the total number of approved Resource Families.
4. Focus recruitment efforts on homes that will serve populations identified as traditionally hard to serve. For example, homes that will serve children with high-level needs, Wraparound Program homes, emergency shelter homes, TFC homes, homes that will accept sibling groups, homes that will accept teens and other needs as identified.
5. Inform, prepare and support Resource Families to extend retention and improve quality of care

**Both Agencies will work collaboratively and strength based to recruit Resource Family homes and develop marketing materials and will:**

* Collaboratively identify recruitment event opportunities
* Identify which agency will take the lead in scheduling and coordinating recruitment events and opportunities identified
* Identify which agency will be the lead agency and primary contact to work with identified faith or community based organizations.
* Work collaboratively to resolve concerns and address problems that may arise. Follow chain of command within mutual agencies for any unresolved conflicts or concerns.
* Treat other members of the joint recruitment efforts as partners, not as competition.
* Include identifying information about each other in advertising and at recruitment events unless otherwise agreed.
* Provide advance copy of materials to agency contact for input whenever possible.
* Participate in developing a joint marketing plan that identifies each member’s role and responsibility
* Place events on a shared calendar.
* Staff events jointly if a need for coverage is identified
* Develop a coordinated message to the community of joint recruitment.

**Referral Process**

* The lead agency for each recruitment event will be responsible for maintaining contact with leads attained from that event.
* The lead agency for each recruitment event will refer candidates to the other agency under guidelines established in this document.
* Once the lead has been contacted and it is determined that a referral will be made to the other agency, a referral form (attachment A) will be sent to the other agency as soon as possible, preferably within two business days.
* If at any time the receiving agency determines the referred family is not appropriate to be served by their agency, the receiving agency will give the referral back to the referring agency.

**Assessment of Candidates**

* Each prospective candidate should be engaged in a discussion about the different types of foster care available and provided the opportunity to choose which type of foster care services best fit their willingness and ability to provide.
* If through the course of the discussion, it is determined that a candidate is equipped with the knowledge, skills, and resources to serve as a higher level program the candidate will be encouraged to consider working with FCNI to become a Resource Family home that serves higher level of needs children.
* Within the first 48 business hours of contact with the candidate, the candidate will either be referred to FCNI or DSS (attachment A) or will be engaged in a discussion of the next steps to become a Resource Family home with the agency working with the candidate
* Within 48 business hours of receiving a referral, the receiving agency will make contact with the referred candidate and continue the conversation about becoming a Resource Family.

**Funding and Resources**

DSS and FCNI agree to maximize and streamline the use of resources to aid in recruitment, retention, and support efforts for resource families. Joint brochures, mention in various forms of advertising and social networking, shared events, recording techniques/tools, and training are all examples of possible resource sharing ideas.

**Training and Services**

* Training and services will be available to families associated with either agency, giving initial priority to the host agency’s families.
* Available space (minimums and maximums) will be communicated, reservations secured, waiting lists compiled, and warnings/notifications provided for cancellations.
* Training and services availability will be shared between the groups through a variety of means including bringing information to the collaborative meeting, sharing by email, etc.

**Outcomes**

* Agencies will recruit a combined minimum amount of 15 new resource homes per year that are unmatched, of which at least 5 will serve foster youth who have been identified as traditionally hard to serve as outlined in item 4 above.
* DSS and FCNI will share their current baseline of Resource Home bed capacities and share quarterly the progress made as to whether an increase or decrease in capacity was achieved. If capacity decreased, the reason why should be included.
* Successes and challenges will be discussed for strategy adjustment.

**General Terms**

* This MOA shall take effect upon signing of both parties contingent upon allocation of funds and subject to any additional restrictions or conditions enacted by congressional or legislative process, which may affect the provisions, terms or findings of this MOA in any manner.
* This MOA may be amended by written consent of both parties.
* This MOA may be terminated by either party with 30 days’ notice.
* This MOA is not in effect nor enforceable until signed by both parties.

IN WITNESS WHEREOF, the parties have caused their duly authorized representative to execute this MOA.

Tracy Schiro, Assistant Director Date

County Department of Social Services

### Jim Roberts, CEO Date

Family Care Network Inc.