

DELAWARE COUNTY



DEPARTMENT OF SOCIAL SERVICES

111 Main Street Delhi, New York 13753

Sylvia Armanno
Commissioner

(607) 832-5300

LETTER OF INTENT:

Preventive Services

This letter of intent to purchase and provide Preventive Services is between the Delaware County Department of Social Services and the Charlotte Valley Central School District.

This letter is consistent with the plans and goals of the Department's local consolidated services plan as well as the educational plans and goals of the District.

The Department and District agree to provide each other coordinating and supportive services as follows:

1. DEFINITIONS

a. Preventive Services shall mean services for children and their families which are supportive and rehabilitative and are provided to: (1) avert an impairment or disruption of a family which will or could result in the placement of a child in foster care; (2) enable a child who has been placed in foster care to return to his family at an earlier time than would otherwise be possible; or (3) reduce the likelihood that a child who has been discharged from foster care would return to such care.

b. Case Management Services shall mean assessing the need for, providing and arranging for preventive services for children and coordinating and evaluating the provision of these preventive services and assessing the need for, providing, arranging for, coordinating and evaluating such services.

c. Staff shall mean the personnel made available by the Department.

2. DEPARTMENT RESPONSIBILITIES

The Department shall provide on-site preventive services by location of 1 preventive services caseworker in the District. The presence of the worker shall average not less than 4 days per week.

Services shall be provided in the following manner:

a. Referral - The District may refer students who are at-risk of school dropout, evidencing severe behavioural and/or management problems or are presenting symptoms consistent with regard to abuse or neglect. All District referrals shall be accepted by the Department and processed in accordance with intake and assessment guidelines. The Department shall develop a plan for each referral and authorize services consistent with each assessment and plan. The preventive services provided pursuant to this Agreement shall be in accordance with Part 423 of 18 NYCRR and shall be with the knowledge and consent of a student's parent or legal guardian.

b. Extent of Services - The Department shall provide such services as the Department may deem reasonable to be required in accordance with the case management services. These services shall include but not be limited to the following: counselling (alcohol, substance abuse, family/individual and/or group therapy), in-home services (crisis management, day care, homemaker, parent aide, parent training), independent living skills training, employment training (job skills development, work search supervision, work experience), comprehensive intake and assessment function for children and families, foster care, community supervision and related special services determined to be appropriate for an individual case based upon its comprehensive assessment plan.

c. Reporting of Services - The Department shall provide a written case summary for each student upon the request of the District. All reports shall be in writing and include a signed release for the information from a person authorized and required by law to provide such a release.

d. Maintenance of Records - Services shall be provided in accordance with the initial and/or comprehensive service plan of the uniform case record for each individual case. The Department will provide the District with appropriate and necessary background information. The Department will further transmit on a Department form the specific reasons for providing services, the services to be provided and the time frames for delivery of such services. The Department shall maintain program and statistical records and produce program narrative and statistical data at various times to be available to the District.

3. DISTRICT RESPONSIBILITIES

a. Office Space/Support - The District agrees to provide the Department's staff with reasonable access to District office space in order to fulfill their duties when on-site. This includes office support such as access to a phone and use of District equipment needed to facilitate on-site case management activities.

b. Service Coordination - The District will designate a staff member with appropriate credentials to offer on-site supervision and contact for coordination of referrals, access to District resources and participation in progress and review meetings to keep Department and District staff informed of all case management services.

4. TERM

a. The initial term of this agreement shall be from July 1, 2022 to June 30, 2023 and may be extended by written agreement of both parties.

5. TERMINATION

Both parties reserve the right to terminate this agreement upon the failure of either party to fulfill in timely and proper manner its obligations. Either party may terminate the Agreement without cause 60 days prior written notice and the payments herein described shall be prorated accordingly from July 1 to the effective date of the notice.

6. PAYMENTS

The District in consideration of the services herein provided agrees to pay a total of \$16,185 to the Department, of which \$5,000 shall be in the form of direct fiscal support, and \$11,185 shall be in the form of in-kind goods and services described below.

In-kind services:

a.	On-Site training, coordination	\$5,657.00
b.	Office space/Utilities, Clerical.....	\$2,739.00
c.	Supplies/materials, equipment.....	\$ 1,719.00
TOTAL IN-KIND		\$10,115.00

7. ACKNOWLEDGEMENT

Both parties have read and reviewed this letter and are in agreement with its contents. In signing this letter below the parties acknowledge their respective intent to implement and follow the provisions thereof.

8. INDEMNIFICATION

The Department indemnifies and agrees to hold the District harmless from and against all claims, damages, liabilities or losses suffered or incurred by the District that arise out of the Department's performance of its responsibilities under this Agreement.

DELAWARE COUNTY
DEPARTMENT OF SOCIAL SERVICES

DATE:

By _____
Sylvia Armanno
Commissioner

CHARLOTTE VALLEY CENTRAL SCHOOL

DATE:

By _____
Eric Whipple, Superintendent