

MOUving Toward Success



JoAnn Williams
SCSEP State Director
850 414-2065

MOUving Toward Success

MOU Top Ten List



- The 10 most important MOU components.
- Common inclusions for each section discussed.

MOUving Toward Success



Question: # of MOUs?

MOUving Toward Success



2 minute Exercise: Components

The Top Ten List

10. PURPOSE

- The reason you are entering into the agreement.
- What you will gain as a result of the agreement.



The Top Ten List

9. PARTNERS

- Official name of agencies that will be included in the agreement
- Funding source and/or funding entity



The Top Ten List

8. RESPONSIBILITIES

- Your primary duties
- The person responsible for performing those duties.



The Top Ten List

7. SERVICES

- What services will be provided
- Who will be the recipient of those services



The Top Ten List

6. CONFIDENTIALITY

- Who will have access to participant information
- Require written request for access to information.



The Top Ten List

5. FINANCIAL OBLIGATION

- Negotiate no cost agreements.
- Clearly identify shared costs.
- Include the cost methodology and billing cycle.



The Top Ten List

4. DURATION

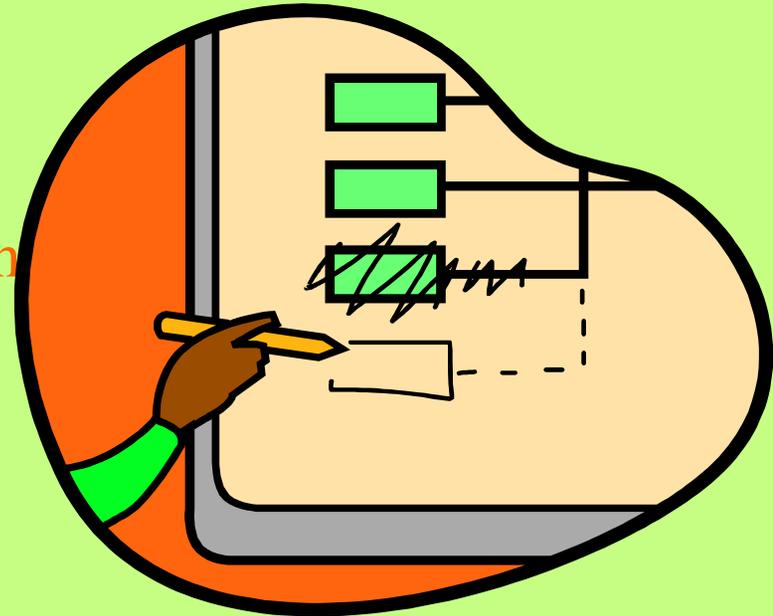
- Effective date of the agreement
- Period of operation
- Automatic renewals



The Top Ten List

3. MODIFICATION

- Who can request a modification
- Process: written, oral or both
- Approval of changes
- Length of time



The Top Ten List

2. TERMINATION and CANCELLATION

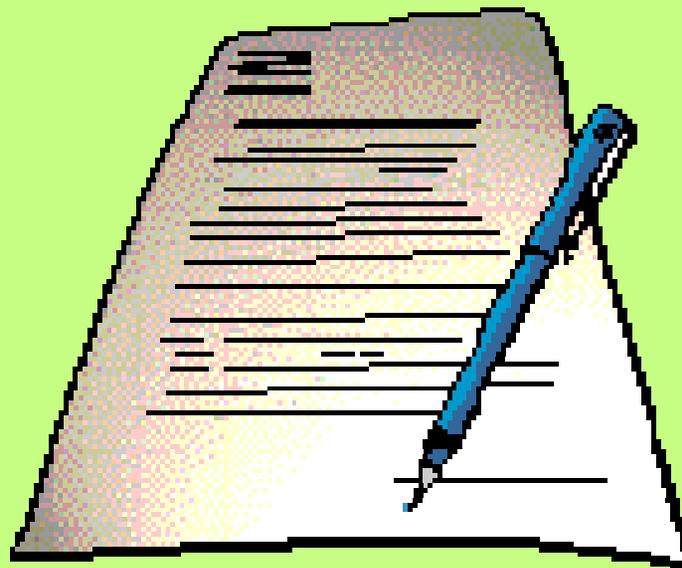
- Who can terminate the MOU
- How much notice must be given
- Penalties, fines, fees



The Top Ten List

1. SIGNATURE/DATE

- Who is duly authorized to sign/Delegated Authority
- Does it require board approval
- How much advance notice is required



QUESTIONS???



The End