

Memorandum of Understanding

Centralized Eligibility List (CEL) for Santa Clara County Fiscal Year 2006-2007

This Cooperative Agreement defines the collaborative role among the Community Child Care Council of Santa Clara County, hereinafter referred to as CEL Administrator, and participating child development programs (hereinafter referred to as agencies).

Goals of the Centralized Eligibility List in Santa Clara County (SCC CEL):

- Increase service delivery to children through the utilization of public child care funding in an expedient manner
- Ensure that children from income-eligible families have equal access to care and early education
- Establish one county-wide Centralized Eligibility List (CEL) by eliminating duplication of eligibility lists from all funded subsidized child care programs
- Establish an unduplicated count of eligible children and families throughout the county
- Improve communication and collaboration between subsidized child care programs, providers, and families.

Relationship of Participants:

It is understood the CEL Administration and Agencies operate independently and that this Agreement establishes no dual employee relationship.

Terms:

This term of Agreement will be effective on the date of signature and renewable on June 30, 2007.

- Agencies agree that Family and Child information will be maintained confidentially in accord with confidentiality statements signed by Agency CEL users.
- Agencies agree to participate in accordance with SCC CEL guidelines **(Attachment A)**.
- Each party to this Agreement agrees to indemnify, defend and hold harmless each of the other Parties, their respective officers, employees, volunteers, sub-contractors, agents and representatives, form and against any and all claims, losses, liabilities, or damages, demands and actions arising out of or resulting from the performance of this Agreement, caused by any negligent or willful act or omission by the

indemnifying Party, its respective officers, employees, volunteers, sub-contractors, agents or representatives, or anyone directly or indirectly acting on behalf of the indemnifying Party.

CEL Administrator Responsibilities:

- Provide and maintain the CEL database for Santa Clara County in accord with State Centralized Eligibility List Program requirements.
- Populate the CEL database with information about eligible families needing child care services.
- Update family information contained in the CEL database quarterly
- Maintain original, signed documentation of all designated users, their password and user name.
- Protect client confidentiality and to restrict use and disclosure to purposes directly connected to the administration of the SCC CEL as specified by California Code of Regulations, Title 5, "The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program."
- Provide CEL user agencies with training and technical assistance.
- Maintain on-going communications with agencies CEL users
- Provide CEL data reports to agencies quarterly.
- Conduct outreach to solicit community involvement and awareness
- Conduct ongoing evaluation of CEL operations
- Provide consumer education to parents
- Provide countywide CEL data reports to State Department of Education

Participating Agencies' Responsibilities:

- Protect client and database confidentiality and to restrict use and disclosure to purposes directly connected to the administration of the SCC CEL as specified by California Code of Regulations, Title 5, "The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program."
- Insure a minimum of one staff person to a maximum of three are trained on the CEL operating procedures.
- **Complete SCC CEL Confidentiality Forms (CEL 1A and CEL 1B) for each staff person designated as a User of the SCC CEL.**
- **Comply with the SCC CEL User Responsibility Statement as set forth in SCC CEL 1B form. (See Appendix B).**
- **Immediately notify the CEL Administrator of resignation or termination of a designated CEL User from the employment of the participating agency.**
- Participate in CEL user meetings, training and technical assistance as recommended and/or requested.

- Strictly adhere to policies outlined in Santa Clara County Centralized eligibility list Guidelines
- Immediately refer eligible families, within one day, who wish to be on the SCC CEL using the **CEL Referral Form. (See Attachment C).**
- Inform the CEL Administrator of Enrolled Children using the **Enrollment Notification Form** or a mutually agreed upon format **(See Attachment E)** within 1 day of enrollment.
- Inform the CEL Administrator of updates/changes to Family/Child information using the **CEL Update Form, (See Attachment F),** within 1 day of discovering update/changes.
- Maintain on-going communications with CEL administrator such as, but not limited to, difficulties or suggestions using CEL system, questions and concerns about the CEL.

Changes/Modifications

This MOU may be changed and/or modified at any time with written agreement of all parties in this specific signed agreement.

The person signing this Agreement for the Participating Agency hereby represents and warrants that he/she is fully authorized to sign this Agreement on behalf of the Participating Agency.

Authorized Signatures:

Participating Agency: _____

By: _____

Title: _____

Date: _____

CEL Administrator: Community Child Care Council of Santa Clara County Inc. (4C Council)

By: _____

Title: Executive Director

Date: _____

