

Sample
Service Area – Partnership Agreement

NAME OF AGENCY and **NAME OF AGENCY**

Purpose and Scope

The purpose of this agreement is to establish policies and working procedures to guide AGENCY NAME and AGENCY NAME. Both agencies recognize the importance of a collaborative working relationship and share the common goals of service to income eligible children and families in COUNTY/COMMUNITY. This Agreement shall be continuously in effect unless changes are recommended at the annual agreement review.

This agreement provides guidance in the following areas:

1. Assessment of the needs and strengths of the population in COUNTY/COMMUNITY.
2. Enrollment and service area boundaries and agreements.
3. A process of referral of families between agencies.
4. Joint staff and parent training opportunities.
5. A commitment to communication and problem resolution.

Community Assessment

Recognizing that both agencies must conduct community assessments for COUNTY/COMMUNITY, every XX years, and update these annually, the agencies will coordinate community assessment efforts alternately the lead role.

Service Area Boundaries

It is agreed that enrollment boundaries will be determined by DESCRIBE (i.e. school district, city limits, county lines, school catchment areas, major thoroughfares, census tracts, etc.). Boundary areas may be revised, by mutual agreement, as needed when determined necessary by the community assessment, changes in available classroom sites, or other special reasons.

Process for Cross-Referrals

While each agency will actively recruit from their agreed service area, staff from each agency will engage in collaborative recruitment when possible. This ensures that all eligible children and families in COUNTY/COMMUNITY have the benefit of an early learning experience.

Adapted 9/24/08 from the “Kitsap Interagency Coordinating Council Head Start/ECEAP/Early Head Start Partnership Agreement.”

Joint Parent and Staff Training Opportunities

Recognizing that staff training needs may differ, we will coordinate training flexibly. When a joint training opportunity is identified, the agencies will plan the event together. In addition, each agency will notify the other of relevant training when space and time permit.

Communication and Problem Solving

AGENCY NAME and AGENCY NAME desire to provide services to eligible families to the full extent possible and, therefore, agree to provide support and assistance for the other where appropriate.

The agencies will seek to avoid duplication, to promote good communication between agencies and staff, and to promote positive community relations. If there is a disagreement, the directors of each program will meet to discuss possible solutions and sign agreements. If it is not resolved, a neutral third party agreed to by both directors will be invited to mediate an agreement.

AGENCY NAME

Date

AGENCY NAME

Date