**Southern Indiana Pre- Employment Transition Collaborative**

**Memorandum of Understanding**

This Memorandum of Understanding (MOU) is between Southern Indiana Pre-Employment Transition Collaborative (Sycamore Services, The Arc of Gibson County, Southern IN Resource Solutions, Blue River Services, Inc., Rauch Inc. and New Hope Services, Inc. ) and (School). Its purpose is to outline the roles of each participating partner in order to better serve the needs of transition age students, age 14-22, who are presumed eligible for Vocational Rehabilitation services based on receiving IEP or 504 services

as related to coordinating efforts for improved transition services and outcomes for students with disabilities.

1. Joint functions and responsibilities of participants of this understanding:
   1. We agree this agreement is not a contract but an understanding to assure the clarity of roles of both agencies.
   2. All agencies will endeavor to provide services that are within the Federal and State legal requirements for services to students with disabilities.
   3. All agencies will abide by the basic principles of confidentiality and exchange of information of clients/students.
   4. This agreement will be reviewed annually.
   5. Staff from all agencies who are involved in this agreement will receive a copy.
2. Responsibilities of School Corporation
   1. The Director of Special Services for School will identify the key individual with whom the Collaborative partners will work.
   2. Collaborative and work with Career Coach and Project Manager to identify appropriate referrals and needs of the students.
   3. Obtain parent permission for their student to participate in services provided by the Career Coach and the project.
   4. School personnel will assist Career Coach in scheduling and working with students.
   5. Meet regularly to discuss progress of students and grant
3. Responsibilities of Southern Indiana Pre-Employment Transition Collaborative
   1. Identify a key individual with whom the School will work with and identify a Career Coach for each school district
   2. Participate in Training for the Career Coach as needed
   3. Track data as required by the grant
   4. Follow Department of Labor regulations for internships and work experiences
   5. Follow a Code of Professionalism which includes: Using person first language, maintaining confidentiality, respecting school policies, and displaying ethical conduct.
   6. Career Coach will ensure appropriate parent permission prior to working with students.
   7. Career Coaches will provide services to enhance existing school transition services.
   8. Provide services to include:
      1. Job Exploration Counseling
      2. Work Based learning experiences
      3. Counseling regarding opportunities for enrollment in post-secondary education or training
      4. Workplace readiness training
      5. Instruction in self-advocacy
      6. Individual approach and group interaction
      7. Resource development including Mental Health Services
   9. Provide regular updates to the School on students referred to the project and progress of the grant.

**Signatures:**

**We, below, have read and approved this letter of agreement.**

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Agency School Corporation

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Date Date