

**AGREEMENT BETWEEN THE COUNTY OF SHASTA
AND
THE SHASTA COUNTY OFFICE OF EDUCATION**

This agreement is entered into between the County of Shasta, through its Health and Human Services Agency a political subdivision of the State of California, (County), and Shasta County Office of Education (Consultant), (collectively, the “Parties” and individually a “Party”) for the provision of Foster Youth Education Coordinating Program to eligible youth of Shasta County in foster care, or in county-operated juvenile detention facilities.

Section 1. RESPONSIBILITIES OF CONSULTANT.

Pursuant to the terms and conditions of this agreement Consultant shall:

- A. Provide Foster Youth Services Coordinating Program (FYSCP), to pupils in foster care as defined in paragraph (b) of Education Code 42238.01.
- B. Provide educational support, as described in the California Department of Social Services All County Letter 16-91 and Education Code section 42921 to pupils in foster care. Consultant shall:
 - 1. Provide to County a Foster Youth Education Coordinator (Coordinator) possessing a practical, working knowledge of the school systems within Shasta County and the procedures that are required in order to access educational records from school districts throughout the State of California.
 - 2. Assure the Coordinator shall possess the skills necessary to, as directed by County, coordinate educational services, for Shasta County children who are delinquent children or dependent children under the jurisdiction of the juvenile court and who are in foster care (Foster Care Student(s)) as follows:
 - a. Deliver consultation services regarding educational issues, to Foster Care Students identified by County as having complex educational needs;
 - b. Refer Foster Care Students to local services designed to support and enhance the educational prospects which may include but is not limited to the following:
 - i. Mentoring;
 - ii. Counseling;
 - iii. Vocational Training;
 - iv. Transitioning Services; and
 - v. Emancipation Services.
 - c. Attend meetings of the County Placement Prevention Resource Team and Wraparound as an educational representative as requested

by County;

- d. Participate in County Children and Family Focused Meetings (CFFMs) related to Foster Care Students (including, but not limited to, issues pertaining to missing educational records, incorrect education information, and clarification of behavior reports);
 - e. Supervise and provide clerical support on an as-needed basis to support Foster Care Student educational needs;
 - f. Facilitate retrieval of each Foster Care Student's educational record and other documentation needed for foster care placement.
3. Collect and enter data, in cooperation with County, to complete the **HEALTH AND EDUCATION PASSPORT, ATTACHMENT A**, herein attached to and incorporated, for each Foster Care Student;
 4. Facilitate educational testing and/or assessment of Foster Care Students entering Shasta County schools.
 5. Develop and provide training and consultation to caregivers, County staff, and community partners relating to the California educational system, and the laws and regulations pertaining thereto, as requested by County.
 6. Develop and maintain collaboration with County programs to provide unified support to Foster Care Students, to minimize changes in school placement, ensure no duplication of activities and serve as a liaison with other school district foster youth liaisons.
 7. Find and evaluate funding sources that could expand educational services to benefit the educational success of Foster Care Students and administer any newly received educational grants that may apply to Foster Care Students.
 8. Support local education agencies in facilitating the prompt transfer of educational records between educational institutions when placement changes are necessary, ensure transfers are done at an educationally appropriate time, ensure appropriate partial credits are awarded and Foster Care Students are quickly enrolled in classes;
 9. Provide education related information to County to assist in delivering services to Foster Care Students, including, but not limited to, educational status and progress information required for inclusion in court reports by Welfare and Institutions Code (WIC) section 16010;
 10. Respond to requests from the juvenile court for information and work with the court to ensure the delivery or coordination of necessary educational services;

11. Facilitate communication between the educational rights holders, caregiver, the teacher, and any other staff or education service providers for the Foster Care Student;
 12. Share information with caregivers regarding available training programs that address education uses for Foster Care Students;
 13. Refer caregivers and educational rights holders of Foster Care Students who have special education needs to special education programs and services;
 14. Facilitate timely Individualized Education Programs, in accordance with the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 *et seq.*), and all special education services;
 15. Establish collaborative relationships and identify local services available to meet the needs of Foster Care Students;
 16. Establish a mechanism for the efficient and expeditious transfer of health and education records and the Health and Education Passport; and
 17. Track data and report on outcomes within the time schedule established in joint agreement with County.
 18. Utilize Foster Focus for education information on Foster Care Students and provide information to County upon request.
- B. Upon written consent of County, Consultant may utilize office equipment owned by Consultant in addition to, or in lieu of, equipment provided by the County; specifically: computers, monitors, telephones, printer/ copier/ fax machines. Consultant will be solely responsible for any cost of installation and maintenance of Consultant owned equipment. All installation or maintenance work to be performed at County facilities must be arranged for and approved in advance by County.
- C. Consultant acknowledges that all staff and volunteers working or providing services under this agreement are not to be considered employees of County and are not entitled to any wages or employee benefits from County.
- D. As required by Government Code section 7550, each document or report prepared by Consultant for or under the direction of County pursuant to this agreement shall contain the numbers and dollar amount of this agreement and all subcontracts under this agreement relating to the preparation of the document or written report. If multiple documents or written reports are prepared pursuant to this agreement or subcontracts, the disclosure section may also contain a statement indicating that the total agreement amount represents compensation for multiple documents or written reports. Consultant shall label the bottom of the last page of the document or report as follows: department name, agreement number, and dollar amount. If more than

one document or report is produced under this agreement, Consultant shall add: "This [document or report] is one of [number] produced under this agreement."

E. Record Keeping/Reporting.

1. Consultant shall maintain, in the State of California, and in a form acceptable to County: (i) all books, records, documents, and other evidence pertaining to the costs and expenses incurred by Consultant pursuant to this agreement; and (ii) records concerning the services provided pursuant to this agreement, including, but not limited to, a log of the dates and hours spent providing the services prescribed in Section 1.A of this agreement (collectively, the "Agreement Records"). All Agreement Records shall be open for audit and review by County, and by state and federal agencies, including the California Department of Social Services. Agreement Records shall be kept for a period of at least five years after termination, expiration, or cancellation of this agreement, or until all audits for compliance with the terms, conditions, and specifications of this agreement are completed, whichever is later. This provision shall survive the termination, expiration, or cancellation of this agreement.
2. Consultant shall provide all information pertaining to this agreement necessary for reports required by County, and by the state or federal government. Consultant shall fully cooperate with County in providing any information and/or records needed by any government entity concerning this agreement.
3. Consultant shall, during the term of this agreement, provide a Quarterly Report on October 15; January 15; April 15; and July 15, for the preceding calendar quarter (or portion of the calendar quarter should this agreement be terminated prior to the end of a calendar quarter). For the purposes of this agreement, the calendar quarters are July through September, October through December, January through March, and April through June. Each Quarterly Report shall consist of:
 - a. Statistical data including the number of:
 - i. Health and Education Passports completed (**Attachment A**);
 - ii. Changes in educational placements occurring for each Foster Care Student
 - iii. Foster Care Students who remain in their "School of origin";
 - iv. Foster Care Students who have current Individualized Education Programs and 504 Plans;
 - v. Foster Care Students who attend nonpublic schools;

- vi. Foster Care Students who graduated from high school with a high school diploma, passed the California High School Proficiency Exam, or passed the General Educational Development Test (GED);
 - vii. Foster Care Students entering higher education institutions or certified training programs upon completion of high school;
 - viii. Foster Care Students who received scholarships for continued education;
 - ix. Foster Care Students who receive suspensions and expulsions;
 - x. Foster Care Students participating in Tutoring Services and Mentoring Program, as contracted by Shasta County Office of Education; and
 - xi. The number of case planning and educational meetings attended in support of Foster Care Students, , on issues including, but not limited to: missing educational records, incorrect education information, and clarification of behavior reports.
- b. A budget summary that includes beginning and ending balances, monthly expenses, and identification of potential problem areas including under-spending and over-spending of specified agreement budgeted amounts.
- 4. Consultant shall deliver the Quarterly Reports to the Children's Services, Program Analyst, 1313 Yuba Street, Redding, CA 96001.
 - 5. Consultant shall submit the required Annual Report to the California Department of Education (CDE) as required by CDE, for each County Fiscal Year during the term of this agreement. For the purposes of this agreement, the County Fiscal Year commences on July 1 and ends on June 30 of the following calendar year.
 - 6. Consultant shall deliver a copy of each Annual Report submitted to CDE as required Section 1.F.5. of this agreement, to the Children's Services Program Analyst, 1313 Yuba Street, Redding, CA 96001 at least 10 days prior to submission to CDE.

F. Client Grievances.

Consultant shall promulgate and implement written procedures (Grievance Procedures) whereby recipients of services shall have the opportunity to express and have considered their views, grievances, and complaints regarding the delivery of services pursuant to this agreement. Consultant shall provide a copy of

Consultant's Grievance Procedures to County for review and approval prior to providing services pursuant to this agreement. Consultant shall report all client grievances, and the nature thereof, in writing to the County's Health and Human Services Agency (HHS), Children's Services Branch Director (Branch Director) within 10 business days of learning of the grievance. Upon resolution of a grievance or conclusion of the grievance process, Contractor shall, within 10 business days of the resolution or conclusion of the grievance process, report in writing to the Director how the grievance was resolved or concluded.

G. Investigation of Illegal Use of Agreement Funds.

1. Consultant shall take reasonable steps to prevent the illegal use of agreement funds. Consultant agrees to notify County of any suspected illegal use of agreement funds. Consultant shall meet with County or its delegate for consultation when there is suspected illegal use of funds. Consultant shall cooperate with County or its delegate in any way necessary in the investigation of potential illegal use of agreement funds.
2. Consultant shall provide County or its delegate with any relevant information requested and shall permit County or its delegate access to Consultant's premises, upon reasonable notice, during normal business hours for the purpose of conducting interviews and inspecting and copying books, records, accounts, and other materials that may be relevant to a matter under investigation for potential illegal use of agreement funds.

H. Staff and Volunteers.

Ensure and provide written verification thereof to County, that all staff and volunteers working or providing services under this agreement receive appropriate clearance following a federal and state criminal records check and a California Department of Motor Vehicles record check.

I. Acknowledgement.

Acknowledge the funding source of all activities undertaken pursuant to this agreement by including in any educational and training materials, audio visual aids, interviews with press, flyers, or publications the following statement: "This activity (or program) has been funded (or sponsored) by the County of Shasta through the California Department of Social Services."

Section 2. RESPONSIBILITIES OF COUNTY.

Pursuant to the terms and conditions of this agreement, County shall:

- A. Compensate Consultant as prescribed in Sections 3 and 4 of this agreement;
- B. Monitor Consultant's performance to assure compliance with the terms, conditions and specifications of the agreement.

- C. Inform Consultant, of all Foster Care Students detained by the juvenile court and of any changes to a Foster Care Student's placement.
- D. Inform Consultant of the status of the holder of a Foster Care Student's educational rights.
- E. Make County staff available to assist Consultant's staff in facilitating the exchange of information and records necessary to complete the Annual Report as prescribed in Section 1.F.5. of this agreement.
- F. Have the right, in its sole discretion, to refuse or terminate any placement of Consultant staff at County locations for the purpose of providing Services under the terms of the agreement who in County's judgment, is not providing satisfactory services under the agreement or for any reason deemed appropriate by County. Nothing in this Agreement obligates or requires County to accept any Consultant staff at any particular County site. County does not guarantee that it will accept or maintain any specific number of Consultant staff placed at any County site for the provision of Services under the agreement.
- G. Furnish and supply to Consultant the following resources – as approved by the County designated Program Manager (Program Manager), or his or her designee(s) to be used by Consultant for the services and responsibilities to be performed under the agreement:
 - 1. Non-exclusive workspace in Redding, California at locations as approved by, and in the sole discretion of, the Program Manager, or his or designee(s);
 - 2. Use of a computer, telephone, and photocopier; and
 - 3. General office supplies.
- H. Designate a Site Consultant to be available to Consultant's staff for daily oversight at the workspace assigned to Consultant pursuant to Section 2.F of this agreement. The Site Consultant's oversight responsibilities shall include, but are not limited to:
 - 1. Providing an orientation, with respect to the workspace, for Consultant's staff, including explaining safety policies and procedures;
 - 2. Providing instructions on the use of the resources provided pursuant to Section 2.G of this agreement.

Section 3. COMPENSATION.

- A. The maximum obligation of County under this agreement shall be \$39,268 per County Fiscal Year or the actual federal share of allowable costs, whichever is less. County shall submit a quarterly claim to California Department of Social Services (CDSS) for reimbursement from Title IV-E for allowable activities. Upon receipt

of the reimbursement, County will provide to Consultant at the conclusion of each quarter the calculated federal discount rate based on the number of foster care children not eligible for Title IV-E reimbursement.

	Fiscal Year	Maximum Total
Consultant Match	\$39,268	\$117,804
County Obligation	\$39,268	\$117,804
Total Program Cost	\$78,536	\$235,608

- B. Consultant is responsible for the match amount, which is estimated at 63% of the total program cost, representing the non-federal share of cost calculated at the federal discount rate. Consultant shall certify the expenditure of this share of cost, and that these funds were not used as a match to any other federal program. The match shall be documented on a quarterly invoice, and must be expended in order to claim Title IV-E reimbursement as prescribed in **ATTACHMENT B, BUDGET**, herein attached and incorporated.
- C. All invoices must be submitted to County no later than 15 days after the end of the quarter or after termination of this agreement
- D. Consultant shall be financially responsible for audit exceptions on disallowances by the State and Federal Government.
- E. Consultant shall provide audit records in compliance with 2 CFR Part 200 Subparts E and F (previously OMB Circular A-122) and provide a copy of the organizational wide audit annually. Failure to do so may end in the denial of payment under this or subsequent agreements.
- F. During the term of this agreement, the Health and Human Services Agency (HHS) Director or HHS Branch Director may approve, in writing and in advance, changes in any line item budgeted expenses in the Budget up to a maximum of 10 percent between categories within each line item budget expense or across budget categories provided the maximum compensation specified in Section 3.A. of this agreement is not exceeded.
- G. Consultant's violation or breach of agreement terms may result in fiscal penalties, withholding of compensation, or termination of this agreement.

Section 4. BILLING AND PAYMENT.

- A. Consultant shall submit to HHS Business and Support Services, Attn: Accounts Payable, P.O. Box 496005, Redding, CA 96049-6005, quarterly by October 15, January 15, April 15, and July 15, of each County Fiscal Year for services rendered in the preceding calendar quarter (or portion of the calendar quarter should this agreement be terminated prior to the end of a calendar quarter) in accordance with the Budget, an invoice regularly used in the conduct of business accompanied by an **INVOICE/EXPENDITURE REPORT, ATTACHMENT C**, attached and incorporated herein, and a statement of services rendered and costs incurred,

accompanied by original receipts. Notwithstanding the foregoing, Consultant shall submit for the final month of this agreement (i.e., June 2020) no later than July 15, 2020. County shall pay Consultant within 30 days of receipt of Consultant's correct and approved statement or invoice for services rendered and costs incurred. For the purposes of compensation in accordance with the Budget, the following shall apply:

1. **Direct Costs.**

- a. Wages and Benefits related to the program or services provided pursuant to this agreement shall be directly charged by itemizing name, title of staff, rate of pay per time period, number of time periods, and total for the month.
- b. Operating expenses and equipment that are directly attributable to the program or services provided pursuant to this agreement shall be directly charged at actual cost.

2. **Indirect Costs.**

Indirect costs related to the program or services provided pursuant to this agreement that cannot be specifically attributable to a particular aspect of the program or services provided pursuant to this agreement, shall be billed in accordance with OMB Circulars No. A-21, A-87, and A-122, as applicable, or pursuant to applicable provisions of the Code of Federal Regulations.

3. **Capital Assets.**

For the purposes of this agreement, a "Capital Asset" is property, other than real property, that is: (1) tangible in nature; (2) has an extended useful life of at least one year; (3) is not a repair part or supply; and (4) has, at the time of acquisition, a value of at least \$5,000. Capital Asset purchases or capital expenditures of \$5,000 or more to be made with agreement funds require the prior written approval of County. In addition, all Capital Assets, capital expenditures, and all other property and services purchased with agreement funds, shall be procured specifically for this agreement and shall benefit the Foster Youth Education Services exclusively. Consultant shall maintain, and submit to County every three months during the term of this agreement and upon termination, expiration, or cancellation of this agreement, a detailed list of Capital Assets purchased with agreement funds. All Capital Assets purchased with agreement funds, are the sole property of County. County may, in its sole discretion and upon the termination, expiration, or cancellation of this agreement, demand the return of any Capital Asset purchased with agreement funds. County shall, within 60 days of the termination, expiration, or cancellation of this agreement, exercise its option to demand return of any Capital Asset purchased with agreement funds. Consultant shall, at Consultant's sole expense, within 10 days of County's

demand, return all Capital Assets demanded by County.

4. Computers and Computer Related Equipment.

Pursuant to Federal and State Regulations, the State of California Health and Human Services Data Center (HHSDC) must pre-approve any computer(s) or computer-related equipment (including software) purchases. Consultant shall submit a written request to County before purchasing any computer(s) or computer-related equipment (including software) with agreement funds. County shall seek approval from the HHSDC and notify Consultant of the results in a timely manner. Consultant shall maintain, and submit to County every three months during the term of this agreement and upon termination, expiration, or cancellation of this agreement, a detailed list of any computer(s) or computer-related equipment (including software) purchased with agreement funds. Any computer(s) or computer-related equipment (including software) purchased with agreement funds are the sole property of County. County may, in its sole discretion and upon the termination, expiration, or cancellation of this agreement, demand the return of any computer(s) or computer-related equipment (including software), purchased with agreement funds. County shall, within 60 days of the termination, expiration, or cancellation of this agreement, exercise its option to demand return of any computer(s) or computer-related equipment (including software), purchased with agreement funds. Consultant shall, at Consultant's sole expense, within 10 days of County's demand, return any computer(s) or computer-related equipment (including software) demanded by County.

- B. Compensation under this agreement shall be reduced by Applicable Consultant Revenues. The term "Applicable Consultant Revenues" refers to those receipts or reductions in expenditures or costs which operate to offset or reduce expense or cost items that are allocable to Consultant's compensation under this agreement (such as, but not limited to: purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds and adjustments of overpayment, or other erroneous charges). To the extent that Applicable Consultant Revenues, accruing or received by Consultant relate to allowable costs, they shall be credited to County either as a reduction in compensation, a cost reduction, or a cash refund, as appropriate.
- C. County will not compensate Consultant for direct or indirect costs exceeding budget line items unless prior written permission from County to exceed the particular budget line item has been received by Consultant. Consultant may make line item shifts within a Budget Category without County approval as long as the adjustment, in aggregate, does not exceed 10 percent of the Budget Category total and does not increase total compensation payable under this agreement. The HHSA Director, or his/her designee, must provide prior written approval by way of an amendment to this agreement pursuant to Section 7.B for budget adjustments which are (1) in excess of 10 percent of the total Budget Category, or (2) across existing Budget Categories.

- D. Should County, or the state or federal government, disallow any cost claimed by Consultant, Consultant shall reimburse County, or the state or federal government, as directed by County, or the state or federal government, for such disallowed cost.

Section 5. TERM OF AGREEMENT.

- A. The initial term of this agreement shall begin July 1, 2017 and end June 30, 2020, except as to the final Annual Report as required by Section 1.F.5. of this agreement, which shall be due August 31, 2020, and the final Quarterly Report as required by Section 1.F.3. of this agreement and final invoice for services rendered County and costs incurred as required by Section 4.A. of this agreement, which shall both be due July 15, 2020.
- B. Notwithstanding the foregoing, County shall not be obligated for payments hereunder for any future County fiscal year unless or until County's Board of Supervisors appropriates funds for this agreement in County's budget for that County fiscal year. In the event that funds are not appropriated for this agreement, then this agreement shall end as of June 30 of the last County fiscal year for which funds for this agreement were appropriated. For the purposes of this agreement, the County fiscal year commences on July 1 and ends on June 30 of the following fiscal year. County shall notify Consultant in writing of such non-appropriation at the earliest possible date.

Section 6. TERMINATION OF AGREEMENT.

- A. If Consultant materially fails to perform Consultant's responsibilities under this agreement to the satisfaction of County, or if Consultant fails to fulfill in a timely and professional manner Consultant's responsibilities under this agreement, or if Consultant violates any of the terms or provisions of this agreement, then County shall have the right to terminate this agreement effective immediately upon the County giving written notice thereof to Consultant. If termination for cause is given by County to Consultant and it is later determined by County that Consultant was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph B of this Section.
- B. Either Party may terminate this agreement without cause on 30 days' written notice.
- C. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased during the term of this agreement.
- D. County or Consultant may terminate this agreement immediately upon oral notice should County or Consultant not be able to comply with the obligations of this agreement due to any material cause which is beyond the reasonable control of County or Consultant, including, but not limited to: fire, explosion, lightning, power surges or outages, strikes or labor disputes, acts of God, civil disturbances, acts of civil or military authorities, acts of terrorism, fuel or energy shortages, acts and/or omissions by third party communications carriers, or any other cause beyond

County's or Consultant's control.

- E. County's right to terminate this agreement may be exercised by the Shasta County Board of Supervisors, by County's Executive Officer or his/her designee, or by County's Director of Health and Human Services Agency or his/her designee.
- F. Should this agreement be terminated, Consultant shall promptly provide to County any and all finished and unfinished reports, data, studies, photographs, charts, and other documents prepared by Consultant pursuant to this agreement.
- G. If this agreement is terminated, Consultant shall only be paid for services satisfactorily completed and provided prior to the effective date of termination.

Section 7. ENTIRE AGREEMENT; AMENDMENTS; HEADINGS; ATTACHMENTS/EXHIBITS/APPENDICES.

- A. This agreement supersedes all previous agreements relating to the subject of this agreement and constitutes the entire understanding of the Parties hereto. Consultant shall be entitled to no other benefits other than those specified herein. Consultant specifically acknowledges that in entering into and executing this agreement, Consultant relies solely upon the provisions contained in this agreement and no others.
- B. No changes, amendments, or alterations to this agreement shall be effective unless in writing and signed by both Parties. In addition to the provision in Section 3.F., minor amendments that do not result in a substantial or functional change to the original intent of this agreement, and do not cause an increase to the maximum amount payable under this agreement may be agreed to in writing between Consultant and the HHSA Director or any HHSA Branch Director designated by the Director, provided that the amendment is in substantially the same format as the County's standard format amendment contained in the Shasta County Contracts Manual (Administrative Policy 6-101).
- C. The headings that appear in this agreement are for reference purposes only and shall not affect the meaning or construction of this agreement.
- D. If any ambiguity, inconsistency, or conflict exists or arises between the provisions of this agreement and the provisions of any of this agreement's attachments, exhibits or appendices, the provisions of this agreement shall govern.
- E. Notwithstanding the provisions of Section 7.B. of this agreement, total line item budgeted costs in the Budget may vary up to a maximum of 10 percent between categories within each budget line item or across budget categories with prior approval through amendment by the Director or his/her designee, and provided the maximum amount of compensation per County fiscal year of this agreement is not exceeded.

Section 8. NONASSIGNMENT OF AGREEMENT; NON-WAIVER.

Inasmuch as this agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of County. The waiver by County of any breach of any requirement of this agreement shall not be deemed to be a waiver of any other breach.

Section 9. EMPLOYMENT STATUS OF CONSULTANT.

Consultant shall, during the entire term of this agreement, be construed to be an independent contractor, and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Consultant performs the work or services that are the subject matter of this agreement; provided, however, that the work or services to be provided by Consultant shall be provided in a manner consistent with the professional standards applicable to such work or services. The sole interest of County is to ensure that the work or services shall be rendered and performed in a competent, efficient, and satisfactory manner. Consultant shall be fully responsible for payment of all taxes due to the State of California or the federal government that would be withheld from compensation if Consultant were a County employee. County shall not be liable for deductions for any amount for any purpose from Consultant's compensation. Consultant shall not be eligible for coverage under County's workers' compensation insurance plan nor shall Consultant be eligible for any other County benefit. Consultant must issue W-2 and 941 Forms for income and employment tax purposes, for all of Consultant's assigned personnel under the terms and conditions of this agreement.

Section 10. INDEMNIFICATION.

Each party shall defend, indemnify, and hold the other Party, its officials, officers, employees, agents, and volunteers, harmless from and against any and all liability, loss, expenses (including reasonable attorney's fees), or claims for injury or damage arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expenses (including reasonable attorney's fees), or claims for injury or damage are caused by or result from the negligent or intentional acts of omissions of the indemnifying Party, its officials, officers, employees, agents, subcontractors, or volunteers.

Section 11. INSURANCE COVERAGE.

Without limiting the indemnification of either Party to this agreement, each Party shall maintain or cause to be maintained the following insurance coverage: (1) a policy of Commercial General Liability with limits of liability of not less than \$1 million per occurrence; (2) a policy of Workers' Compensation providing statutory coverage; and (3) such other insurance or self-insurance as shall be necessary to insure it against any claim or claims for damages arising under the agreement. Insurance afforded by the commercial general liability policy shall be endorsed to provide coverage to the other Party of the agreement as an additional insured. Each Party to this agreement shall provide the other Party a Certificate of Insurance certifying that coverage as required herein has been obtained. The requirements of this section may be satisfied by the provision of similar

coverage through a self-insurance program.

Section 12. SUBCONTRACTORS.

Consultant shall not subcontract any services to be provided under this agreement without the prior written consent of County. Any subcontract entered into by Consultant in contravention of this provision without the prior written consent of County shall be void. Consultant and subcontractor who enter into a subcontract without such consent and approval waive any right to compensation for services provided pursuant to the void subcontract. Consultant and subcontractor shall defend, hold harmless, and indemnify County, its elected officials, officers, volunteers, and employees, against all claims, actions, costs, counsel fees, expenses, damages, judgments, or decrees by reason of any claim made by a subcontractor to enforce any provisions of a subcontract entered into without the prior written consent of County.

Section 13. NOTICE OF CLAIM; APPLICABLE LAW; VENUE.

- A. If any claim for damages is filed with Consultant or if any lawsuit is instituted concerning Consultant's performance under this agreement and that in any way, directly or indirectly, contingently or otherwise, affects or might reasonably affect County, Consultant shall give prompt and timely notice thereof to County. Notice shall be prompt and timely if given within 30 days following the date of receipt of a claim or 10 days following the date of service of process of a lawsuit. This provision shall survive the termination, expiration, or cancellation of this agreement.
- B. Consultant recognizes the mandatory standards and policies relating to energy efficiency in the state energy conservation plan (Title 24 of the California Code of Regulations).
- C. Consultant shall comply with mandatory standards and policies as required by Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 C.F.R., Part 60).
- D. Consultant shall ensure that all known or suspected instances of child abuse or neglect are reported as mandated by section 11166 of the Penal Code. In addition, Consultant shall:
 - 1. Require each of Consultant's employees, volunteers, Consultants, subcontractors, and agents performing services under this agreement mandated by section 11166 of the Penal Code to report child abuse or neglect, to sign a statement that he or she knows of the statutory mandated reporting requirements and will comply with them.
 - 2. Establish procedures to ensure reporting of child abuse or neglect even when Consultant's employees, volunteers, Consultants, subcontractors, or agents who are not mandated to report child abuse or neglect under section

11166 of the Penal Code, gain knowledge of, or reasonably suspect, that a child has been a victim of abuse or neglect.

- E. Any dispute between the Parties, and the interpretation of this agreement, shall be governed by the laws of the State of California. Any litigation shall be venued in Shasta County.

Section 14. COMPLIANCE WITH LAWS; NON-DISCRIMINATION.

- A. Consultant shall observe and comply with all applicable present and future federal laws, state laws, and local laws, codes, rules, regulations, and/or orders that relate to the work or services to be provided pursuant to this agreement.
- B. No funds or compensation received by Consultant under this agreement shall be used by Consultant for sectarian worship, instruction, or proselytization. No funds or compensation received by Consultant under this agreement shall be used to provide direct, immediate, or substantial support to any religious activity.
- C. In addition to any other provisions of this agreement, Consultant shall be solely responsible for any and all damages caused, and/or penalties levied, as the result of Consultant's noncompliance with the provisions of this section.

Section 15. ASSURANCE OF COMPLIANCE WITH COUNTY NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS.

- A. Consultant hereby agrees to comply with Titles VI and VII of the federal Civil Rights Act of 1964, as amended; Section 504 of the federal Rehabilitation Act of 1973, as amended; the federal Age Discrimination Act of 1975, as amended; the federal Food Stamp Act of 1977 as amended, and in particular section 272.6 thereof; Title II of the federal Americans with Disabilities Act of 1990, as amended; the Unruh Civil Rights Act, California Civil Code, section 51, as amended; California Government Code, sections 11135 - 11139.5, as amended; California Government Code, section 12940, as amended; Chapter 7, of Division 5, or Title 1 of the California Government Code, commencing with section 4450, as amended; Title 22, California Code of Regulations, sections 98000 – 98413; Title 24, California Code of Regulations, section 3105; the Dymally-Alatorre Bilingual Services Act (California Government Code, sections 7290 – 7299.8), as amended; section 1808 of the Interethnic Adoption Provisions of the Small Business Job Protection Act of 1996, as amended; and all other applicable federal and state laws, as well as their implementing regulations (including title 45 of the Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR, Part 15; and 28 CFR, Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall, because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, sexual orientation, marital status, religion, religious creed or political belief, be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under, any program or activity

receiving federal or state financial assistance; and hereby gives assurance to immediately take any measures necessary to effectuate this Assurance of Compliance.

- B. This Assurance of Compliance is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and Consultant hereby gives assurance that administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of Chapter 21-100 of the California Department of Social Services (CDSS) Manual of Policies and Procedures will be prohibited.
- C. By giving this Assurance of Compliance, Consultant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the aforementioned laws, rules, and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books, and accounts as needed to ascertain compliance. If there are any violations of this Assurance of Compliance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with California Welfare and Institutions Code section 10605, or California Government Code sections 11135 – 11139.5, as amended, or any other laws or regulations, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this Assurance of Compliance.
- D. This Assurance of Compliance is binding on Consultant as long as Consultant is receiving federal or state funding pursuant to the agreement in which this Assurance of Compliance is included.

Section 16. ACCESS TO RECORDS; RECORDS RETENTION.

- A. County, federal, and state officials shall have access to any books, documents, papers, and records of Consultant that are directly pertinent to the subject matter of this agreement for the purpose of auditing or examining the activities of Consultant or County. Except where longer retention is required by federal or state law, Consultant shall maintain all records for five years after County makes final payment hereunder. This provision shall survive the termination, expiration, or cancellation of this agreement.
- B. Consultant shall maintain appropriate records to insure a proper accounting of all funds and expenditures pertaining to the work performed or the services provided pursuant to this agreement. Consultant shall maintain records providing information that account for all funds and expenses related to the provision of services provided pursuant to this agreement. Access to these records shall be provided to County during working days, 8:00 a.m. to 5:00 p.m. and at other times upon reasonable notice by County, and upon request of state and federal agencies charged with the administration of programs related to the work or services to be provided pursuant to this agreement.
- C. Consultant agrees to accept responsibility for receiving, replying to, and/or

complying with any audit exception by appropriate federal, state, or County audit directly related to the provisions of this agreement. Consultant agrees to repay County the full amount of payment received for duplicate billings, erroneous billings, audit exceptions, or false or deceptive claims. Consultant agrees that County may withhold any money due and recover through any appropriate method any money erroneously paid under this agreement if evidence exists of less than full compliance with this agreement including, but not limited to, exercising a right of set-off against any compensation payable to Consultant.

Section 17. COMPLIANCE WITH CHILD, FAMILY, AND SPOUSAL SUPPORT REPORTING OBLIGATIONS.

Consultant's failure to comply with state and federal child, family, and spousal support reporting requirements regarding Consultant's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family, and spousal support obligations shall constitute a default under this agreement. Consultant's failure to cure such default within 90 days of notice by County shall be grounds for termination of this agreement.

Section 18. LICENSES AND PERMITS.

Consultant, and Consultant's officers, employees, agents performing the work or services required by this agreement, shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, the County of Shasta, and all other appropriate governmental agencies, including any certification and credentials required by County. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this agreement and constitutes grounds for the termination of this agreement by County.

Section 19. PERFORMANCE STANDARDS.

Consultant shall perform the work or services required by this agreement in accordance with the industry and/or professional standards applicable to Consultant's work or services.

Section 20. CONFLICTS OF INTEREST.

Consultant and Consultant's officers, employees, and agents shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property, or source of income that could be financially affected by or otherwise conflict in any manner or degree with the performance of the work or services required under this agreement.

Section 21. NOTICES.

A. Except as provided in Section 6.C or 6.D of this agreement (oral notice of termination), any notices required or permitted pursuant to the terms and provisions of this agreement shall be given to the appropriate Party at the address specified below or at such other address as the Party shall specify in writing. Such notice shall be deemed given: (1) upon personal delivery; or (2) if sent by first class mail,

postage prepaid, two days after the date of mailing.

If to County: Director of Children's Services
Attn: Contracts Unit
1313 Yuba Street
Redding, CA 96001
Phone: 530-225-5757
Fax: 530-225-5190

If to Consultant: Superintendent
Shasta County Office of Education
1644 Magnolia Avenue
Redding, CA 96001
Phone: 530-225-0227
Fax: 530-225-0329

- B. Any oral notice authorized by this agreement shall be given to the persons specified in Section 21.A and shall be deemed to be effective immediately.

Section 22. AGREEMENT PREPARATION.

It is agreed and understood by the Parties that this agreement has been arrived at through negotiation and that neither Party is to be deemed the Party which created any uncertainty in this agreement within the meaning of section 1654 of the Civil Code.

Section 23. COMPLIANCE WITH POLITICAL REFORM ACT.

Consultant shall comply with the California Political Reform Act (Government Code sections 81000, *et seq.*), with all regulations adopted by the Fair Political Practices Commission pursuant thereto, and with the County's Conflict of Interest Code, with regard to any obligation on the part of Consultant to disclose financial interests and to recuse from influencing any County decision which may affect Consultant's financial interests. If required by the County's Conflict of Interest Code, Consultant shall comply with the ethics training requirements of Government Code sections 53234, *et seq.*

Section 24. SEVERABILITY.

If any portion of this agreement or application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal or state statute or regulation or County ordinance, the remaining provisions of this agreement, or the application thereof, shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this agreement are severable.

Section 25. COUNTY'S RIGHT TO SETOFF.

To the fullest extent permitted by law, County shall have the right but not the obligation, to setoff, in whole or in part, against any compensation owed to Consultant or any of its subsidiaries under any contract with the County, any amount of any Federal or State audit

liability owed by or claimed or asserted against the County or any amounts owed to County by Consultant or its subsidiaries.

Section 26. CONFIDENTIALITY.

- A. All information and records obtained in the course of providing services under this agreement shall be confidential, and Consultant and all of Consultants employees, volunteers, agents, and officers shall comply with state and federal requirements regarding confidentiality of patient information (including, but not limited to, sections 827, 5328, 10850, and 14100.2 of the California Welfare and Institutions Code; Division 19 of the California Department of Social Services Manual of Policies and Procedures; Health and Safety sections 11845.5 and 11812, 22 California Code of Regulations section 51009; California Civil Code section 56.10; the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulations adopted pursuant thereto; Title 42, Code of Federal Regulations, Part 2; and Title 45, Code of Federal Regulations, section 205.50). All applicable regulations and statutes relating to patients' rights shall be adhered to. No list of services of persons receiving services under this Agreement shall be published, disclosed, or used for any other purpose except for the direct administration of the program or other uses authorized by law that are not in conflict with requirements of confidentiality. This provision shall survive the termination, expiration, or cancellation of this agreement.
- B. During the term of this agreement, both Parties may have access to information that is confidential or proprietary in nature. Both Parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of the other Party or as required by law. This provision shall survive the termination, expiration, or cancellation of this agreement.

Section 27. SCOPE AND OWNERSHIP OF WORK.

All research data, reports, and every other work product of any kind or character arising from or relating to this agreement shall become the property of the County and be delivered to the County upon completion of its authorized use pursuant to this agreement. County may use such work products for any purpose whatsoever. All works produced under this agreement shall be deemed works produced by a Consultant for hire, and all copyright with respect thereto shall vest in the County without payment of royalty or any other additional compensation. Notwithstanding anything to the contrary contained in this agreement, Consultant shall retain all of Consultant's rights in Consultant's own proprietary information, including, without limitation, Consultant's methodologies and methods of analysis, ideas, concepts, expressions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during the performance of this agreement and Consultant shall not be restricted in any way with respect thereto.

Section 28. USE OF COUNTY PROPERTY.

Consultant shall not use County premises, property (including equipment, instruments, and supplies), or personnel for any purpose other than in the performance of Consultant's obligations under this agreement.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, County and Consultant have executed this agreement on the dates set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

COUNTY OF SHASTA

Date: _____

LES BAUGH, CHAIRMAN
Board of Supervisors
County of Shasta
State of California


ATTEST
LAWRENCE G. LEES
Clerk of the Board of Supervisors

By: Deputy

Approved as to form:
RUBIN E. CRUSE, JR.
County Counsel



By: Alan Cox
Senior Deputy County Counsel

RISK MANAGEMENT APPROVAL


By: James Johnson
Risk Management Analyst

CONSULTANT

Date: 1-16-18


Judy Flores, Superintendent
Shasta County Office of Education

On-file
Federal Tax Identification Number

Confidential

**Health
and
Education
Passport**

Instructions to Foster Parents

Please keep this Health and Education Passport while this child is in your care. Please keep the child's Medi-Cal card, health eligibility identification cards, Medical Consent form, Birth Certificate and Immunization record with this Passport.

Take this Passport to all medical, dental, and educational visits pertaining to the child. Remind doctors, dentists, and teachers, mental health care providers, vision care providers, and other health care providers to add or correct information on the form after each visit. Please give the corrected Passport to the social worker at your next meeting. When the child leaves your care, the latest update of this Passport will go with the child to aid the next care provider.

If you have any questions, please speak with the child's social worker and/or Public Health Nurse.

Thank you.

**NAME OF
AGENCY:**STREET ADDRESS
CITY AND ZIP CODE:

NAME OF SOCIAL WORKER

CASELOAD ID

COUNT
Y

TELEPHONE

CHILD INFORMATION

CHILD'S NAME		BIRTH DATE	AGE	GENDER
NAME ALSO KNOWN BY		CHILD ID NUMBER		
COURT NUMBER				
CASE NUMBER	MEDI-CAL RECORD NUMBER	MEDICAL INSURANCE COMPANY NAME / HMO		POLICY NUMBER
ADDRESS		SOCIAL SECURITY NUMBER		
		PHONE		
ETHNICITY	RELIGION	ICWA ELIGIBILITY		
PRIMARY LANGUAGE		SECONDARY LANGUAGE		
NAME OF SUBSTITUTE CARE PROVIDER		RELATIONSHIP TO CHILD OR TYPE OF FACILITY		
SCHOOL NAME	SCHOOL ADDRESS		GRADE	
PHONE				

CURRENT HEALTH INFORMATION☐ SENSITIVE HEALTH & MEDICAL INFORMATION ON FILE☐ LIMITATION PUT ON SUBSTITUTE CARE PROVIDER'S ABILITY TO MAKE HEALTH DECISIONS☐ INDIVIDUAL HEALTH CARE PLAN ON FILE FOR SPECIAL NEEDS CHILD**** ALERTS ****

DESCRIPTION

ALLERGIES

DESCRIPTION

ONSET DATE/FIRST VISIT

DIAGNOSED BY

SUMMARY OF CHILD'S CURRENT HEALTH CONDITION**DEVELOPMENTAL / FUNCTIONAL LIMITATIONS**☐ VISUAL IMPAIRMENT☐ HEARING IMPAIRMENT☐ SPEECH IMPAIRMENT☐ SPECIAL DIET REQUIRED☐ NEUROLOGICAL IMPAIRMENT☐ MEDICAL EQUIPMENT REQUIRED☐ DEVELOPMENTALLY DISABLED☐ NON AMBULATORY☐ MEDICAL PROCEDURES REQUIRED☐ DEVELOPMENTALLY DELAYED☐ SPECIAL EDUCATION PUPIL,
CERTIFIED☐ EMOTIONAL DISORDER, DSM, CURNT REV☐ OTHER DESCRIPTION**CURRENT HEALTH ISSUES**

HEALTH PROBLEM

ONSET DATE/FIRST VISIT

NEXT SCHEDULED VISIT DATE

DIAGNOSED BY: NAME

DIAGNOSED BY: PHONE

COMMUNICABLE DISEASE?

☐ YES ☐ NO ☐ UNKNOWN

HEALTH PROBLEM DESCRIPTION

TREATMENT PLAN / INSTRUCTIONS

WELL CHILD EXAM

DATE

EXAM TYPE

SERVICE PROVIDER

AGE AT TIME OF EXAM

HEIGHT

HEIGHT %

WEIGHT

WEIGHT %

HEAD CIRCUMFERENCE

COMMENTS / OUTCOMES / REFERRALS

IMMUNIZATIONS

IMMUNIZATION TYPE	DATE GIVEN OR WAIVED	WAIVED	SOURCE OF INFORMATION / CLINIC / PHYSICIAN	NEXT DUE DATE
-------------------	----------------------	--------	--	---------------

CURRENT DEVELOPMENTAL AND MENTAL HEALTH SCREENINGS

DATE	TYPE	SCREENED BY	RESULTS
------	------	-------------	---------

COMMENTS

CURRENT DEVELOPMENTAL AND MENTAL HEALTH REFERRALS

REFERRAL TYPE	REFERRED TO	OUT OF COUNTY <input type="checkbox"/>
OUTCOME DATE	CONSENT TYPE	CONSENT ON FILE DATE

COMMENTS

CURRENT DEVELOPMENTAL AND MENTAL HEALTH DATA

PLAN TYPE	START DATE	COMMENTS
INTERVENTION CHOICE	START DATE END DATE	COMMENTS

CURRENT HEALTH SERVICE PROVIDERS

CURRENTLY RECEIVES SERVICES FROM:

☐ CA CHILDREN'S SERVICES ☐ REGIONAL CENTER ☐ OTHER
 START DATE START DATE START DATE DESCRIPTION (OTHER)

SERVICE PROVIDER NAME	SERVICE PROVIDER TYPE	DATE LAST SEEN
-----------------------	-----------------------	----------------

CLINIC/AGENCY NAME, IF ANY	ADDRESS
----------------------------	---------

PHONE

PAST HEALTH INFORMATION

BIRTH HISTORY

BIRTH PLACE / HOSPITAL NAME		BIRTH LOCATION (CITY COUNTY STATE AND COUNTRY)		
WEIGHT	LENGTH	HEAD CIRCUMFERENCE	APGAR	GESTATION AGE
TOXICOLOGY SCREENING		NEWBORN SCREENING RESULTS		
PRENATAL / PERINATAL COMMENTS				

PAST HEALTH ISSUES

HEALTH PROBLEM	ONSET DATE/FIRST VISIT	END DATE
DIAGNOSED BY: NAME	DIAGNOSED BY: PHONE	COMMUNICABLE DISEASE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN
HEALTH PROBLEM DESCRIPTION		
TREATMENT		

DATE	TYPE	SCREENED BY	RESULTS
COMMENTS			

PAST DEVELOPMENTAL AND MENTAL HEALTH SCREENINGS

DATE	TYPE	SCREENED BY	RESULTS
COMMENTS			

PAST DEVELOPMENTAL AND MENTAL HEALTH REFERRALS

REFERRAL DATE	REFERRAL TYPE	REFERRED TO	OUT OF COUNTY <input type="checkbox"/>
OUTCOME OF REFERRAL	OUTCOME DATE	CONSENT TYPE	CONSENT ON FILE DATE
COMMENTS			

PAST DEVELOPMENTAL AND MENTAL HEALTH DATA

PLAN TYPE	START DATE	END DATE	END REASON
COMMENTS			
INTERVENTION CHOICE	START DATE	END DATE	COMMENTS

PAST HEALTH SERVICE PROVIDERS**PREVIOUSLY RECEIVED SERVICES FROM:**

<input type="checkbox"/> CA CHILDREN'S SERVICES DATES	<input type="checkbox"/> REGIONAL CENTER DATES	<input type="checkbox"/> OTHER DATES	DESCRIPTION (OTHER)
---	---	---	---------------------

SERVICE PROVIDER NAME	SERVICE PROVIDER TYPE	DATE LAST SEEN
CLINIC/AGENCY NAME, IF ANY	ADDRESS	
PHONE		

FAMILY MEDICAL HISTORY**MATERNAL - SIGNIFICANT HEALTH PROBLEMS****PATERNAL - SIGNIFICANT HEALTH PROBLEMS**

EDUCATION INFORMATION

PARENT(S) / GUARDIANS EDUCATIONAL RIGHTS LIMITED?

☐ YES ☐ NO

COURT APPOINTED EDUCATION REPRESENTATIVE

PHONE NUMBER

DOES THE CHILD HAVE AN INDIVIDUALIZED EDUCATION PROGRAM (IEP/IIFSP)?

☐ YES ☐ NO MOST RECENT IEP DATE:

IS IT IN THE BEST INTEREST OF THE CHILD TO REMAIN IN THE SCHOOL OF ORIGIN?

☐ YES ☐ NO ☐ NOT APPLICABLE DECISION DATE:

LOCATION OF EDUCATIONAL RECORDS / ATTEMPTS TO ACQUIRE

ARE TRANSITIONAL INDEPENDENT LIVING SERVICES BEING PROVIDED?

☐ YES ☐ NO

HAS THE CLIENT COMPLETED AT LEAST ONE SEMESTER OF COLLEGE?

☐ YES ☐ NO

HAS THE CLIENT ATTENDED POSTSECONDARY/VOCATIONAL TRAINING?

☐ YES ☐ NO

CLIENT SPECIAL EDUCATION

INSTRUCTION RECEIVED?

☐ YES ☐ NO

START DATE

END DATE

CURRENT

SCHOOL NAME

PHONE

SCHOOL ADDRESS:

CONTACT NAME

START DATE

SCHOOL OF ORIGIN?

☐ YES ☐ NO

EXPLANATION IF CHILD WAS NOT PLACED IN PROXIMITY OF PREVIOUS SCHOOL ENROLLMENT

SPECIAL EDUCATION NEEDS OF THIS CHILD

GRADE

GRADE LEVEL PERFORMANCE

TEACHER / COUNSELOR NAME

START DATE

EDUCATIONAL NEEDS / SCHOOL PERFORMANCE / STRENGTHS / INTERESTS

PREVIOUS

SCHOOL NAME

PHONE

SCHOOL ADDRESS:

CONTACT NAME

START DATE

END DATE

REASON CHILD LEFT SCHOOL

SPECIAL EDUCATION NEEDS OF THIS CHILD

GRADE	GRADE LEVEL PERFORMANCE	TEACHER / COUNSELOR NAME	START DATE	END DATE
EDUCATIONAL NEEDS / SCHOOL PERFORMANCE / STRENGTHS / INTERESTS				

PLACE

CHILD'S PICTURE

HERE

SHASTA COUNTY OFFICE OF EDUCATION BUDGET

Shasta County Health & Human Services Agency
1810 Market Street
Redding, CA 96001

Shasta County Office of Education
1644 Magnolia Avenue
Redding, CA 96001

Multi-Year Service Budgets

Budget Category	Budget Period	Budget Period	Budget Period	Total Budgeted Costs
	07/17 - 06/18	07/18 - 06/19	07/19 - 06/20	
Personnel/Position	FTE			
Foster Youth Services Coordinator	.24	43,231	43,231	129,693
Foster Youth Services Specialist	.54	28,820	28,820	86,460
				0
Fringe Benefits				0
Total Salary and Benefits	72,051	72,051	72,051	216,153
Operating Expenses				
Office Expenses/Supplies				0
Equipment				0
Rents/Leases				0
Utilities/Communications				0
Travel				0
Software				0
(OTHER - Please Specify)				0
(OTHER - Please Specify)				0
(OTHER - Please Specify)				0
(OTHER - Please Specify)				0
Total Operating Expenses	0	0	0	0
Other Expenses				
Capital Assets				0
(OTHER - Please Specify)				0
(OTHER - Please Specify)				0
Total Other Expenses	0	0	0	0
Total Expenses	72,051	72,051	72,051	72,051
Administrative Cost - 9%	6,485	6,485	6,485	19,455
Totals	\$78,536	\$78,536	\$78,536	\$235,608

FOR COUNTY USE ONLY:

Cost Center

Account Code

Project Code

Activity Code

QUARTERLY BUDGET & INVOICE

FOR THE QUARTER OF:

Category	Budget			INVOICE AMOUNT				
	Program Budget	Contract Budget	Match	Total Program Costs	Quarterly Contract Costs	Match	YTD Contract	YTD Match
TITLE IV-E FOSTER YOUTH SERVICES								
TOTAL PROGRAM COST								

Verification of sufficient match reported/claimed on the monthly invoice:

I hereby certify that this report is correct and complete to the best of my knowledge and that the costs are eligible pursuant to the terms of the contract. In addition I certify that the funds used as the county share meet all requirements for matching federal Title IV-E and are not used as match for any other funding source.

Authorized Signature

Print Name / Title

Date _____

Approved for Payment:

Authorize County Representative

Date _____

**Title IV-E MOU
Exhibit A and B**

**INSERT MONTH YEAR-INSERT
MONTH YEAR**