

MEMORANDUM OF UNDERSTANDING  
Between  
(LEA) CENTRAL SCHOOL DISTRICT  
And  
Facility  
And  
Agency

CLARIFICATION OF TITLE I SERVICES

(Date)

(Name)  
(Title)  
(LEA)  
(Address)

(Name)  
(Title)  
(Facility)  
(Address)

(Name)  
(Title)  
(Agency)  
(Address)

Dear:

The purpose of this letter is to formally describe the agreement between, LEA Central School District (“District”), (Facility), and (Agency) regarding the provision of Title I, Part D services to children residing at (Facility).

The parties hereto wish to clarify the roles of each in a collaborative effort to efficiently serve youth within the care of all three agencies. Therefore, the parties acknowledge as follows:

1. The District will perform the following tasks:
  - a. Act as the Local Educational Agency (LEA) for Title I Neglected/Delinquent Funding.

- b. Upon receiving its Title I, Part D allocation, the District will calculate a per pupil allocation. This number will be used to calculate the allocation for the neglected facility (Facility providing services). Currently, they can accommodate 18 students. (Number of students reported to NYSED for the Annual Child Count for (Facility) X the per pupil allotment for the District = (Facility).
  - c. The District will provide (Agency) with the completed neglected and delinquent section of the yearly consolidated application. An administrator from (Agency) will indicate acceptance or refusal of the allocation for (Facility).
  - d. The District will provide purchase requisition sheets to (Facility) for purchases of supplies and materials. Upon receiving completed requisitions, the Title I Coordinator for the District will sign and submit all orders. All supplies/materials will be shipped directly to (Facility). All equipment purchase with Title I, Part D funds, for use at (Facility) will remain the property and on the inventory of the District.
2. (Facility) will perform the following tasks:
- a. Provide the Title I Coordinator for the District with the current number of students in the (Facility) for the new school year.
  - b. Complete and submit purchase requisitions to the District before (Date) of each school year. All supplies and materials ordered must be in compliance with Title I, Part D allowable expenses and the total may not exceed the total (Facility) allocation.
  - c. Upon receiving supplies and materials, (Facility) will inventory all orders and notify the (LEA) of missing materials. All packing slips will be signed by a staff member from (Facility) indicating receipt of supplies. A copy of the signed packing slip will be sent to the business office at (LEA).
  - d. All supplies and materials purchased with Title I, Part D funds will be inventoried and accounted for by the (Agency), LEA, and (Facility). In the event that (Facility) ceases to operate, all supplies and materials purchased with Title I funds will be returned to the (LEA).
3. (Agency) will perform the following tasks:
- a. Will sign delinquent form by (Date) indicating acceptance or refusal of Title I allocation for (Facility).

- b. Complete the neglected and delinquent section of the yearly consolidated application and provide this information to the District at the time the delinquent form is signed.
- c. Agree that in the event that (Facility) ceases to operate, all supplies and materials purchased with Title I, Part D funds will be returned to the District.

The following parties agree to the terms of the agreement described above.

\_\_\_\_\_  
(Name)  
(Title)  
(LEA)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name)  
(Title)  
(Facility)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name)  
(Title)  
(Agency)

\_\_\_\_\_  
Date