

Components of an Interagency Memorandum of Agreement (MOA) GUIDE

1. Purpose

- a. What outcomes do you wish to achieve as a result of this agreement?
- b. Who are the children and families?
- c. Who are the agencies?

2. Description of Involved Agencies

- a. Who are the agencies?
- b. What services do they provide?
- c. What geographic region do they cover?
- d. How do children qualify?

3. Requirements Impacting this Agreement

- a. Federal/State Legislation
- b. State Rule
- c. Program Operations Guidelines
- d. Other Individual Agency Requirements

4. Definition of Terms

- a. Sending Agency
- B. Receiving Agency
- c. IEP
- d. Case Conference Committee

5. Working Procedures and Timelines

- a. Referral to Receiving Agency from Sending Agency
- b. Transition Planning Meeting
- c. Child Evaluation
- d. Preparing Staff, Child and Family
- e. Transition Follow-Up

6. Implementation of Agreement

- a. How will it be disseminated?
- b. When will families and agency staff be informed and trained?
- c. What will make it a valid, functioning part of the transition system?

7. Monitoring and Evaluation of the Agreement

- a. Who monitors to make sure it is working?
- b. When is it evaluated?
- c. How can changes be made?

8. Interagency Dispute Process

- a. How will disputes/conflicts be resolved?

9. Duration

- a. What period of time does this agreement cover?

10. Signatures/Dates

- a. Who has the authority to sign?
- b. What is the process to obtain signatures?
- c. How will the agreement be disseminated?