



MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF FORT WORTH PARKS AND COMMUNITY SERVICES,
COMMUNITY ACTION PARTNERS
AND
Fort Worth Housing Authority

This Memorandum of Understanding (MOU) is entered between the City of Fort Worth Parks and Community Services Department, Community Action Partners and Fort Worth Housing Authority.

Purpose of the Memorandum of Understanding

The purpose of this Memorandum of Understanding is to outline the mutual responsibilities of the Fort Worth Housing Authority and the Community Action Partners (CAP) to provide services to clients in Tarrant County who are working towards self sufficiency.

Agreement for Services

1. Fort Worth Housing Authority will refer clients to Community Action Partners through a caseworker to caseworker referral process using a Referral for Services form.
2. Community Action Partners will refer clients to Fort Worth Housing Authority through a caseworker to caseworker referral process using the same Referral for Services form.
3. The Referral for Services form will be filled out completely, by a caseworker, before sending out.
4. The Referral for Services form will clearly state what services are already being provided by referring agency and what services are being requested for the client.
5. If a service requested cannot be provided, the agency will notify the referring agency within 48 hours of receipt of referral via email.

6. Fort Worth Housing Authority staff and Community Action Partners staff will communicate client status each week, via email, to ensure that the client remains on track with both agencies.
7. Community Action Partners and Fort Worth Housing Authority will co-manage the clients to ensure that a complete continuum of services is available to the client.

Term and Termination

This Memorandum of Understanding will be in effect beginning April 1, 2014.

Either party may terminate this agreement upon 60 days written notice.

Services shall be provided under this MOU agreement without regard to race, color, national origin, religion, gender, age, sexual orientation, disability, or political affiliation of participants.

Executed this _____ day of _____, 2014

Marie Francis
Marie Francis, Human Services Coordinator

5-16-14
Date

Barbara Holston
Barbara Holston, President and CEO

04-01-14
Date