

Parents as Teachers Administrative Services Agreement

Early Childhood Development Act (ECDA) Administrative Manual Section 1 and 2.1

Contracted Services:

If a school district is unable to offer an approved program with services as authorized in the ECDA Administrative Manual as required by the Missouri Department of Elementary and Secondary Education (DESE) Early Learning Section, the district must seek to contract for the services with another district, public agency or state approved not-for-profit agency.

The contract must ensure that services will be provided as outlined in the ECDA Administrative Manual and as stated in the district's Compliance Plan. Each district is responsible and accountable for services provided through the contract.

It is the Contracting District's responsibility to:

- Enter into a valid contract with such school district or agency;
- Monitor the service provisions under the contract to assure program guidelines are being met;
- Ensure adequate record keeping, as required by DESE to justify reimbursements;
- Provide space for program records at the school district;
- Submit to DESE a program Compliance Plan including the name of the contractor;
- Submit to DESE any information which may be required to enable DESE to fulfill its responsibilities; and
- Pay the contractor the amount due for the services rendered under the contract.

The Parents as Teachers Administrative Services Agreement is a sample list of the minimum roles and responsibilities of the contracting parties. It is not intended to be all inclusive. Districts may choose to adjust the roles and responsibilities between the Lead and Contracting district. For example, the Contracting district may decide to appoint the PAT Supervisor rather than the Lead district. It is recommended that each district utilize their legal counsel, school board and stakeholders to establish a complete document and include appropriate signatures to show an agreement between all parties.

Parents as Teachers Administrative Services Agreement

This Administrative Services Agreement (hereinafter, the “Agreement”) is entered into this ____ day of _____, 2019, between the _____ (Lead District) and the _____ (Contracting District). The Lead District and the Contracting District are both school districts organized and existing under the laws of the State of Missouri.

WHEREAS, the District has a parent education home visiting program called “Parents as Teachers” (hereinafter the “Program”) wherein parent educators provide home visits, group connections, developmental screenings for eligible children, and provide access to a resource network. These services are provided in an effort to increase parenting knowledge of early childhood development, provide early detection of developmental delays and health issues, prevent child abuse and neglect, and increase school readiness.

WHEREAS, the Lead District and the Contracting District wish to enter into an agreement regarding the administration of the Contracting District’s Parents as Teachers Program, the parties hereby agree as follows:

A. Responsibilities of the Lead District Providing Services:

1. The Lead District will appoint a PAT Supervisor who is responsible for providing leadership and direction of the Contracting District’s Parents as Teachers Program. Duties will include (but are not limited to) the following: making hiring recommendations; directing, coordinating, supporting and evaluating the job performance of the parent educator(s); maintaining and preparing operational and compliance documentation for the Program; and executing the fiscal obligations set forth.
2. The appointed PAT Supervisor should be knowledgeable of the available funding, reporting requirements and reimbursement rates for services. The supervisor must participate in training outlined by the Early Learning Section of the Missouri Department of Elementary and Secondary Education (DESE).
3. The Lead District will provide the Contracting District with the required information for submitting to DESE monthly invoices, the final report, the compliance plan, and any other required records, as agreed upon by the Parties
4. The Lead District is responsible for the Program’s operational expenses and compensation of all employees of the Contracting District’s Parents as Teachers Program, including but not necessarily limited to the PAT Supervisor and parent educator(s).
5. The Lead District is responsible for negotiating with the Contracting District to determine how services performed pursuant to this Agreement will be invoiced based

at the reimbursement rate designated by DESE, plus out-of-pocket expenses incurred by the Lead District, which shall be separately identified. Each invoice should include a reasonable explanation of the services rendered during the invoice period and, if requested by the Contracting District, supporting documentation.

6. The Lead District will submit information to the Contracting District required to obtain MOSIS numbers for children served in the district.

B. Responsibilities of the Contracting District Receiving Services:

1. The Contracting District will compensate the Lead District for its respective portion of the Program's operational expenses and payroll costs. The District's percentage of payment for total operations of the Program budget will be determined by both parties based upon the DESE allocation for the District's fiscal year. The total amount due will be reflected in invoices issued by the Lead District, as set forth herein.
2. The Contracting District is responsible for paying invoices issued by the Lead District within forty-five (45) days of the date of the invoice.
3. The Contracting District is responsible for submitting to DESE monthly invoices, the final report, the compliance plan and other required records, as agreed upon by the Parties.
4. The Contracting District will actively participate in developing a plan to recruit families within the district and inform the Lead District of families interested in the PAT program.
5. The Contracting District will ensure that participating children are assigned MOSIS numbers based on the information provided by the Lead District.

C. Shared Responsibilities of the Lead District and Contracting District:

1. Both Districts agree to comply with the standards set forth in DESE's Early Childhood Development Act (ECDA) Administrative Manual and if deemed a Parents as Teachers National Center Affiliate program, the Affiliate Implementation Manual (AIM).
2. The Lead District or Contracting District will provide space for program records and ensure adequate record keeping and management of files whether through an electronic data management system or paper files, as required by DESE, to justify reimbursements and make available to the Contracting District.

3. Each District will enter the PAT Supervisor and parent educator(s) into Core Data August Cycle Screen 3 and October Cycle Screen 18 and 20. Referencing DESE's Core Data Manual Exhibit 17B for appropriate contracting codes.
4. The Districts' Superintendents are responsible for evaluating the job performance of the PAT Supervisor.
5. The Lead District and Contracting District must establish a Community Advisory Committee. The Lead and Contracting District will determine to work collaboratively and form a joint Community Advisory Committee or develop a separate district Community Advisory Committee.

D. Additional Responsibilities of All Parties:

1. Fully cooperate with all requests for assistance;
2. Designate key individuals to perform their obligations hereunder;
3. Develop a written plan outlining the number and frequency of families served, the group connections offered, and developmental screenings that will be offered;
4. Develop a written recruitment plan, identifying effective approaches and settings in which to recruit the population(s) they serve, as well as clearly defined eligibility criteria;
5. Arrange for and conduct periodic meetings of all such key individuals as necessary;
6. Make a diligent effort to identify any problems arising under this Agreement and resolve any such issues in a reasonable fashion.

E. Signature Line for Contracting Parties:

1. Lead and Contracting Districts can include appropriate signatures to show an agreement between all parties.