

## North Carolina Department of Health and Human Services Division of Social Services

Economic Independence Section • 325 North Salisbury Street  
2420 Mail Service Center • Raleigh, North Carolina 27699-2408  
Courier # 56-20-25

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Pheon Beal, Director  
(919) 733-3055

November 15, 2004

### **Dear County Directors of Social Services Vocational Rehabilitation Assistant Directors Vocational Rehabilitation Regional Directors**

Attention: Child Welfare Program Managers, Supervisors, and Staff  
Work First Program Managers, Supervisors, and Staff  
Vocational Rehabilitation Unit Managers, and Staff

Subject: DSS/VR Memorandum of Agreement

We are pleased to announce that The Division of Social Services and The Division of Vocational Rehabilitation Services have completed the Memorandum of Agreement (MOA). This agreement provides a basic structure for the collaboration and evolution of a local Memorandum of Agreement. Additionally, the MOA delineates each agency's role in helping individuals with physical or mental disabilities in obtaining and maintaining competitive employment.

While many of the local agencies have partnered in serving mutual families and have similar agreements, the Division (s) encourages updating the agreement emphasizing interagency collaboration, the referral process, and joint case planning. The referral document and the process of referring individuals to the local Vocational Rehabilitation agency or the local Department of Social Services should be included in the development of the local Memorandum of Agreement. If staff suspects child abuse or neglect, a report shall be made to Child Protective Services (CPS). The referral process shall **not** supercede making a report to CPS.

Interagency collaboration is essential to case planning to ensure supportive services are not duplicated. The determination of which agency is fiscally responsible for providing services is a local decision and can vary based on the needs of the family and the status of each agency's funding at that time. In the event both agencies have available funding, a cooperative and collaborative effort should be made in deciding which agency is responsible for the provision of services.

Since many of you have established a partnership with the local agencies, no specific training has been designated on how to develop a local MOA. The Divisions have developed a model Memorandum of Agreement to use as a guide, which is attached to this letter. At this time, no new policy has been developed in connection with the MOA.

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Planning should occur between the local VR agency and the County DSS as soon as possible to enhance services delivery to families and facilitate more effective collaboration in working with families. January 31, 2005 is the deadline for completion of the local Memorandum of Agreement.

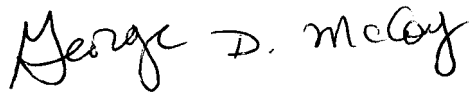
If you have further questions, contact your Work First Representative or the Family Support and Child Welfare Services Section, Work First/CPS Policy, at (919)-733-3360 or Terrye Fish, Program Specialist with the North Carolina Division of Vocational Rehabilitation Services at (919)-855-3585.

Sincerely,



**Pheon Beal, Director  
Division of Social Services**

Sincerely,



**George McCoy, Director  
Division of Vocational Rehabilitation Services**

PB:cem

**Attachment**

cc: **Sarah Barham  
Wilbert Morris  
Family Support and Child Welfare Team Leaders  
Children's Programs Representatives  
Work First Representatives  
VR Program Specialists  
IL Unit Managers  
VR Chiefs**

FSCWS-52-04