**MEMORANDUM OF UNDERSTANDING**

This MOU is between Foundation For Youth (FFY) and Partnering Agency (Name)

This Memorandum of Understanding (MOU) is entered into on [Effective Date], by and between Foundation For Youth, referred to as the "FFY," and [Partnering Agency], referred to as the "Partnering Agency."

**REFERRAL PROCESS**

1.1 Referring Agencies, seeking to refer families to Foundation For Hope (FFH) Camp, must establish direct contact with Lori Meyers or Andrew Young to be added to an approved list.

1.2 Foundation For Hope Camp slots are limited and assessed by FFH staff in cooperation with referring agencies. Approval is not guaranteed until the final approval is granted.

1.3 Referring Agencies have access to FFH forms, including a secure online application and hard copy. The required documents include Referral, Application, Informational Flier, and a Signed MOU.

1.4 The referring Agency is responsible for meeting with FFH Camp referred Caregivers, in person, to provide an overview of camp, and assist in the application submission. A copy of the completed paperwork is to be retained by the referring agency, and a copy sent to FFH, Lori Meyers or Andy Young.

[lmeyers@co.johnson.in.us](mailto:lmeyers@co.johnson.in.us) or [andy@foundationforyouth.com](mailto:andy@foundationforyouth.com)

**INFORMATION AND CONTACT**

2.1 All the following steps are to be performed in collaboration with Families and Referring Agencies. The Referring Agency is expected to assist with the completion of all requirements.

2.2 FFH Staff, in cooperation with the Referring Agency, assesses received paperwork.

2.3 Camp Dates are assigned to Families, by FFH.

2.4 FFH Staff sends an Information Packet, including Maps of the area and Camp, What to Bring, What to Expect, Meal Plans, Support and Contact Information, online access to the required Connected Child book and Trust-Based Parenting video.

2.5 FFH Staff communicates with families to schedule dates for Hope Alight Consultation.

2.6 FFH Staff sends an online access link of the Attachment Assessment to the Family.

2.7 FFH Staff schedules dates for Hope Family Connection Follow-up.

2.8 FFH Staff follows up with the Family and Referring Agency 10 Days prior to the assigned FFH Camp.

**CAMP**

3.1 Fidelity Checklist is adhered to during the Camp.

3.2 Arrival and Greeting process is implemented.

3.3 Paired Staff meets with families.

3.4 SWAG kits are distributed to kids and families.

3.5 Roles, Guidelines, and Curriculum are covered over a Two-Day period.

3.6 Conduct Outcome Measures Pre-Questionnaire (CPRS-SF and IPPA-R).

**FOLLOW-UP**

4.1 Conduct Outcome Measures Post Questionnaire (CPRS-SF and IPPA-R).

4.2 FFH Staff follows up with the Family and Referring Agency 10 Days out from the Start of the one day Hope Family Connection.

4.3 Hope Family Connection is conducted via the Challenge Course, and other family based activities.

This MOU outlines the collaboration between FFY and the Partnering Agency to facilitate the referral, information, camp, and follow-up processes. Both parties agree to abide by the terms and conditions set forth in this MOU.

\*\*Effective Date:\*\* [Effective Date]

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\*\*Foundation For Youth (FFY)\*\*

[Authorized Signatory]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*\*Partnering Agency\*\*

[Authorized Signatory]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_