Memorandum

To: Area Program Directors
From: Richard J. Visingardi, Ph.D.
Date: July 7, 2003
Re: Signing Local Memorandum of Agreement Regarding Comprehensive Treatment Services Program, 2003-2004

The Local Memorandum of Agreement entitled “Regarding Comprehensive Treatment Services Program for Children At Risk for Institutionalization or Other Out of Home Placement” is completed and ready to be signed. This Memorandum of Agreement is between the following local entities: Area Authority/County Program, County Department of Social Services, The Department of Juvenile Justice and Delinquency Prevention, the Judicial District Court, and The Local Education Agency.

Attached is a copy of the Local MOA. Soft copies of the Local MOA and the State MOA can be found on the DHHS web site, Child and Family Services page, under the Comprehensive Treatment Services Program:
http://www.dhhs.state.nc.us/mhdsas/childandfamily/index.htm

The MOA has been revised and updated, to include the additional stakeholders listed above. The Area Authority/County Program is responsible for obtaining signatures. Below is an outline of the signature protocol. This is taken from page 6 of the MOA.

Signature Process

1. MOA sent to Area Authority Directors via e-mail and posted on the web.
2. Area Authority Directors ensure that additional signatories & districts, counties or catchment areas are added to the signature page as needed (for example, some catchment areas have more than one court counselor or DSS person).
3. Area Authority ensures that all relevant stakeholders sign the MOA. All stakeholders do not have to sign the same signature page.
4. Area Authority sends finished signature page(s) to: Chief of Community Policy Implementation & Management, 3007 MSC, Raleigh, NC 27699-3007.
5. Area Authority has 8 weeks from receipt of the MOA to collect signatures and send the signature page(s) to the Chief of Community Policy Implementation and Management. This will constitute compliance with the Performance Agreement.

Please contact Stephanie Alexander in the Division Affairs Team, Administrative Support Section, if you have any questions. (e-mail: Stephanie.Alexander@ncmail.net, Phone: 919-733-7011).

Attachment: Local MOA

cc: Secretary Carmen Hooker Odom
    Secretary George Sweat
    Lanier Cansler
    James Bernstein
    DMH/DD/SAS Executive Leadership Team
    Carol Duncan-Clayton
    Robin Huffman
    Fred Waddle
    Patrice Roesler
    Chief Court Counselors
    Youth Detention Center Directors
    County Dept. of Social Services Directors
    Chief District Court Judges
    Local Education Agencies