

COUNTDOWN TO KINDERGARTEN
MEMORANDUM OF AGREEMENT

Between _____ **County First Steps**

and _____ **(Disabilities Specialist's name)**

The above parties agree upon the following terms:

1. EFFECTIVE DATES OF AGREEMENT:

From _____ until October 31, 2021.

2. COMPENSATION:

- a. Stipend: _____. Disabilities Specialist will be paid \$32.00 per child per home visit, \$32.00 per child for the final classroom visit, and \$16 per follow-up family phone call. For example: \$32.00 x 6 visits + \$16.00 x 2 phone calls = \$224 (per child)
- b. Mileage: Up to _____
- c. The total amount of this agreement must not exceed: _____

3. DUTIES OF DISABILITIES SPECIALIST:

- a. Coordinate with the _____ County First Steps Executive Director to participate in all required online trainings and/or updated supplements to online training.
- b. Number of children: _____
- c. Prior to, during, or immediately following the initial home visit, the Kindergarten Teacher and Disabilities Specialist determine needs of each child/family and how best to support them with subsequent visits. The Disabilities Specialist and/or the Kindergarten Teacher schedule and complete the 5 one-hour home visits and 1 one-hour classroom visit for each participating family for a total of 6 visits within the time period of _____ to _____.
- d. Schedule and conduct 2 thirty-minute follow-up phone calls with each participating family within the first 6 weeks of the start of school. The purpose of the calls is to assure that family needs are met and the transition to kindergarten has been smooth.
- e. Adhere to the *Countdown to Kindergarten Curriculum* (updated 2021) when conducting home visits.
- f. Comply with all reporting requirements as determined by _____ County First Steps.
- g. Submit all required program paperwork on all families to the _____ County First Steps Executive Director by August 19, 2021. Please note that failure to adhere to this policy could result in delayed payment or no payment.
- h. Comply with all training requirements: 1) participate in required online training; 2) read and adhere to home visit safety information provided; and 3) participate in training provided by _____ County First Steps on documenting and reporting expectations.

- i. As applicable, follow specific instructions of _____ County First Steps on collecting and entering family surveys. If your partnership is administering paper and pencil family surveys, they are to be provided to First Steps Executive Director before August 19, 2021. Instructions on survey submission (if applicable), including online website address, will be provided. Again, follow specific instructions of _____ County First Steps.
- j. Disabilities Specialists are paid in two payments (one at the midpoint as of June 30th and one at the end). **Visits performed before July 1, 2021 must be invoiced prior to July 15, 2021. Visits performed on or after July 1, 2021 must be invoiced by August 14, 2021.** In order to receive payment, Disabilities Specialists must submit all paperwork required by the _____ County First Steps Executive Director by August 19, 2021 and have completed the number of home visits and follow-up phone calls required by the Executive Director. The Executive Director must clearly mark the last invoice as "FINAL". Payments will be made within 30 days after the Executive Director approves invoices.

Countdown to Kindergarten Disabilities Specialist	Date
County First Steps Board Chair	Date

DISABILITIES SPECIALIST CONTACT AND OTHER REQUIRED INFORMATION

NAME: _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

DISABILITIES SPECIALIST'S RACE (check all that apply):

- American Indian/Alaskan Native
- Asian
- Black/African American
- White
- Hawaiian/Other Pacific Islander

Is the Disabilities Specialist Hispanic or Latino? Yes No

Home Address: _____

Phone Number: _____

Preferred Email for CTK Communications: _____

Name of School: _____

School Address: _____

School Phone Number: _____