



DATA AND EVALUATION REQUIREMENTS

Memoranda of Understanding (MOU) between DCYF-Funded Agencies and the San Francisco Unified School District (SFUSD)

Which DCYF-funded agencies need an MOU with SFUSD?

Beginning with fiscal year 2018-19 grants, all DCYF-funded agencies must have an MOU with SFUSD.

Why do agencies need MOUs?

ACCESSING DATA

The DCYF Contract Management System (CMS) is pre-populated with participant records for SFUSD students. DCYF grantees will enroll SFUSD students into their programs from a list of all school district youth. As a result, the Federal Education Rights and Privacy Act (FERPA) protects participant and activity data in the DCYF CMS. To access FERPA-protected data in the CMS, all DCYF-funded agencies must have a formal MOU with SFUSD

DESCRIBING SERVICES

All agencies operating programs at SFUSD school site(s) must have an approved MOU with SFUSD for the services they will provide. Before the start of programming or any contact with students, each program operating at school site(s) must have an executed MOU describing the services that will be provided and identifying which school sites will host each program. More information on this process is included below.

SFUSD FACILITIES USE

If your agency runs program(s) at a school site outside of the regular school day you will also need to complete a Facilities Use Permit. This is a separate process; you can find detailed information about facility use permits and fees at www.sfusd.edu/rentingfacilities

What is the process for putting an MOU in place?

Below is a step-by-step process for obtaining a MOU with SFUSD. For more information on any step of this process, please visit <http://www.sfusd.edu/mou> or [contact partnerships@sfusd.edu](mailto:partnerships@sfusd.edu).

1. If your agency does not already have an account in the online SFUSD MOU database, you can create an account by calling (866) 469-6884 (Monday-Friday, 8am-5pm). Once your account is established you will be sent your login credentials. Please note that the agency name on the MOU account must be your agency's formal, legal name, and must match the organization name on your Certificate of Insurance.

2. Log in to the online SFUSD MOU database at <https://www.youthservices.net/sfusdforms/index.asp>.

4. Submit the signed hard copy of the MOU—and the required certificate of insurance—to the appropriate SFUSD administrator for signature and approval. To determine who should sign your MOU, please refer to page 9 of the SFUSD MOU FAQ document.

3. Fill out your MOU online, then print a hard copy of the completed forms.

5. Answer any follow-up questions from SFUSD staff as your MOU is being reviewed and approved.

6. After your MOU is approved, your agency will receive an email with a PDF of the final, signed MOU. Your agency's designated contact at SFUSD will also receive a PDF copy of the final agreement.



7. Upload a PDF copy of the signed agreement to the CMS Resources area and indicate that you have an active MOU on the CMS Program Contact and Information page for each DCYF-funded program at your agency.

How many MOUs will each DCYF-funded agency need?

To maximize efficiency, each agency should apply for a single MOU with SFUSD. SFUSD staff may decide that the services covered in your proposed MOU require more than one MOU. If this is the case, district staff will make this clear and offer guidance on next steps.

All MOUs must contain the following:

- A detailed description of services that will be provided for SFUSD students, specifying which services will be provided at school sites and which services will be provided at community-based sites.
- A list of all SFUSD school sites where the agency intends to provide services (if applicable)
- A clear description of any special roles or responsibilities being requested of school or district staff, beyond those named as part of the standard MOU form (if applicable)

How long does it take to fully execute an MOU?

Review and approval of MOUs typically takes 3-4 weeks. Please note that if MOUs are missing information (including insurance certificates) or signatures, or are filled out incorrectly, the approval process can take significantly longer.

SFUSD cites five common reasons for MOU delays:

1. The program description is inadequate (too vague, focused on goals instead of actions, or doesn't clearly state services the organization will provide through this program)
2. Insurance certificates are not submitted, or are incorrect
3. The MOU is missing the signatures of the agency's authorized signer or SFUSD administrator
4. The agency name on the MOU doesn't match the agency name on the insurance certificates
5. Tuberculosis clearance for staff or volunteers has expired

**If you have questions on the status of your MOU,
please contact SFUSD at partnerships@sfusd.edu.**