## MEMORANDUM OF UNDERSTANDING

**Purpose:** To facilitate the exchange of information between the Vermont Department for Children & Families and the Vermont Student Assistance Corporation for the purpose of promoting post-secondary educational/vocational planning for youth in foster care.

**Parties:** The Vermont Department for Children & Families (DCF) and the Vermont Student Assistance Corporation (VSAC).

## Each party agrees to:

- 1. Promote a coordinated effort among agencies and staff to achieve appropriate information sharing on at least an annual basis. DCF will provide information to VSAC about youth in foster care ages 11 and older to enable VSAC to engage in outreach activities related to post-secondary educational/vocational planning for these youth. VSAC will provide DCF with the names of the youth they are working with and information related to the youth's post-secondary educational/vocational planning.
- 2. Participate in periodic interagency meetings to review activities and procedures affecting this Agreement and implement changes as needed.
- 3. Develop internal policies and cooperative procedures, as needed, to implement the purposes of this Agreement.
- 4. Develop and disseminate an internal written policy related to the use, maintenance, retention and destruction of information exchanged under this Agreement. Such policy shall ensure that confidential information is disseminated only to authorized personnel and as permitted by applicable law.
- 5. DCF represents that as legal custodian of the youth covered by this Agreement, it has authority to enter into this Agreement on their behalf, and agrees that VSAC may rely on this authority.

Stephen R. Dale, Commissioner

Date  $\frac{5/3/0>}{5-9-07}$ 

Vermont Department for Children & Families

Bonald Vickers, President

Date

Vermont Student Assistance Corporation