

**Interagency Agreement**  
**The Learning Center for Families, DBA Root for Kids and**  
**San Juan Public Health**

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**RECITALS**

Root for Kids is a not-for-profit 501(C) (3) corporation authorized to conduct its programs and to enter into this Agreement by its bylaws and controlling documentation.

**Purpose:** This Memorandum of Understanding (MOU) establishes a partnership between San Juan Public Health (SJPH) and Root for Kids (RFK) in relation to an identified, mutually beneficial relationship due to the services provided by each entity. Responsibilities related to this partnership between the agencies are outlined below.

**AGREEMENT**

**NOW, THEREFORE,** in exchange for the promises and services to be rendered as described herein, the parties agree as follows:

**Root for Kids Obligations:**

1. When a family enrolled in RFK services is identified as needing additional support related to child development, nutrition, education, pregnancy, or other areas, and with the parent's consent, RFK will initiate a referral to SJPH. Referrals may be submitted using the completed paper referral form or the online provider referral form. Applicable circumstances may include, but are not limited to, situations where a family requires support from SJPH in the following areas:
  - WIC program
  - Immunizations
  - Children with Special Healthcare Needs Itinerate Clinic for neonatal follow up clinic
  - University Developmental Assessment Clinic and other diagnostic services.
2. When a family enrolled in RFK services has other children who need additional support for any of the above-mentioned services.
3. The provider referral form includes consent for sharing basic demographic and contact information for the family that is involved in this shared referral process between RFK and SJPH to coordinate appropriate services. Accept children who are referred to RFK by SJPH for an initial eligibility assessment.
4. Arrange applicable training for RFK staff on at least an annual basis that relates to SJPH services and other requested topics.
5. Encourage full enrollment in SJPH services
6. Include SJPH in appropriate community outreach efforts, especially promotion of services.
7. Keep SJPH apprised of changes in services and events that can be promoted to the community.

**San Juan Public Health** shall:

8. Refer infants and toddlers with suspected developmental delays to Root for Kids
9. Assist families with applications and eligibility determination for Public Health services
10. SJPH will refer families to Early Intervention at RFK through fax or RFK online referral form.
11. Provide RFK with up-to-date information on how to refer families to SJPH services.
12. Initiate first contact with families referred to SJPH by RFK within 5 business days after receiving the completed provider referral form.
13. Provide annual training to RFK staff on SJPH services and other relevant topics as requested. Additional training will be provided as needed, or in response to staff turnover.
14. Include RFK in appropriate community outreach efforts, especially promotion of services.
15. Include information about RFK services in the lobby of San Juan Public Health.

**Release of information:**

Root for Kids will obtain written permission to release records to SJPH should there be a need.

**Confidentiality:**

Root for Kids will adhere to Federal law regarding the confidentiality of client records and/or identifiable information about a student and will share such information only as allowed by such policy and/or applicable law.

**Duration:**

This agreement shall commence upon execution and shall terminate on May 31st, 2026. The parties may agree to renew this Agreement for four additional one-year terms. Together we acknowledge the importance for interagency communication and collaboration to ensure young children receive timely developmental screenings and are connected early to appropriate resources, supporting their optimal growth and development. It is our hope that by combining our efforts through the shared responsibilities listed above, we can accomplish this goal for the betterment of our children's future. All segments of this MOU are subject to negotiation based upon lessons learned during implementation. Terms of the MOU relationship will be reviewed annually.

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Crystal Ghica, COO Root for Kids

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San Juan Public Health

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San Juan County, Commission Chair