



Hillsdale Housing Commission

45 N. West Street Hillsdale, MI 49242

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Memorandum of Understanding Between the Family Independence Agency And the Hillsdale Housing Commission

This memorandum of understanding, dated below, is made by and between the Hillsdale County Family Independence Agency and the Hillsdale Housing Commission.

Agreement To Share General Program Information

A. The Hillsdale Housing Commission (HHC) agrees:

- (1) To provide one or more persons in the Family Independence Agency, who will be designated by Dr. Connie Dykman, the following types of general information about HHC's programs and services:
 - Notice whenever the HHC waiting lists are open for new applicants and copies of application forms.
 - Information on admissions policies and preferences.
 - How earned income will be counted (or excluded) by the HHC when calculating rent.
 - Employment, training, or self-sufficiency programs operated by the HHC.
- (2) With reasonable notice, include information on FIA program's services and changes in newsletters or mailing sent to residents.

B. The Hillsdale County Family Independence Agency (FIA) agrees:

- (1) That the following individual, Jamie Bauerly will make themselves available to HHC staff to answer general questions about FIA's programs and rules. FIA agrees that it will, at least annually, provide the HHC an updated organizational chart and telephone directory.
- (2) When provided at least 1 month notice, one or more FIA staff members will, if practicable, meet with HHC residents, tenants and/or staff to inform them about

programs and services that are available from FIA that can help HHC's residents and tenants become and remain self-sufficient.

- (3) To provide pamphlets and information to educate HHC staff and to share with HHC's clients, about FIA program and services that can help HHC residents, including but not limited to: the Work First Program, the Post-Employment Training Program, the Employment Support Services programs available through Work First Agencies, both to cash and non-cash assistance recipients, Food Stamps, MI-Child and Healthy Kids programs, Family Support Services, State Emergency Relief, Child Day Care, and Individual Development Accounts (if available in Hillsdale County).
- (4) To inform caseworkers and supervisors about the case information guidelines set forth in the following section of this agreement.

Specific Case Information

Neither FIA nor HHC will provide information about a specific recipient or tenant to each other unless that information is either already available to the general public, or the organization has first received a consent to release information form signed by the individual for whom information is requested. In the case of a minor child, the release may be signed by that child's parent.

Both FIA and HHC agree that in order to reduce research, copying, or other administrative burdens on each other's staff, and to respect the privacy of their respective clients, their requests for information from each other will specify the specific type(s) of information being sought, e.g. source(s) and amount of income, household composition, terms of rental agreement, types of non-cash assistance received, whether the FIA client is deferred from Work First, etc.

If FIA or HHC receives a request from the other for specific client information that can be released under this agreement, this information shall be provided within 5 business days.

If FIA or HHC requests general program information or publicly available statistics from the other, this information shall be provided within 30 days of the request, unless the requesting party explains why the information is required in less time.

If either organization has any problems in receiving information that has been requested, the following persons should be contacted:


In Hillsdale County FIA: Sue Fulton Phone: 439-2291.

In the Hillsdale Housing Commission: Alton Cousino Phone: 439-1210

Ongoing Communication

Hillsdale county FIA and HHC agree that ongoing communication is important in order to help their shared clients to move toward greater economic self-sufficiency To this end, FIA and HHC agree to schedule a meeting between designated staff persons from each organization at least

every 6 months to update each other on program changes and developments that may affect persons who receive or may be seeking federally subsidized housing At that time, this agreement may be updated to reflect and incorporate new opportunities for cooperation that may arise.

For HHC:  Dated: 03/20/2000

For FIA: Bonnie Rylman Dated: 03/16/00