

DRAFT
Sample
Memorandum of Agreement
Between the
[name of ADRC]
and the
[name of ILC]

I. Purpose

The following is an agreement between the Aging and Disability Resource Center of [ADRC name here] and [ILC name here].

The purpose for this Memorandum of Agreement (MOA) is to recognize the interconnected and complementary nature of the services provided by the Aging and Disability Resource Center (ADRC) and the Independent Living Center (ILC) and to define the roles, responsibilities and procedures for collaboration between ADRC and ILC.

The period of this agreement begins on [insert date] and continues until amended or terminated.

II. Roles and Responsibilities

Referrals for Service

The ILC will refer customers to the ADRC for services such as:

- Information and assistance where ADRC services can complement or augment those provided by the ILC,
- Long-term Care Options counseling
- Disability and elderly benefits counseling,
- Access to publicly funded long term care, including administration of the long term care functional screen,
- Any other ADRC service that may benefit the consumer, and
- Individual advocacy.

The ADRC will refer customers to the ILC for service such as:

- Individual and systems-level advocacy,
- Assistive technology services,
- Work Incentives Benefits Counseling,
- Peer support,
- Independent living skills training
- [list any additional services the ILC provides and indicate those for which a fee is charged].

Where the same or similar services are provided by an agency other than the ILC, the ADRC shall act in the best interest of the customer and shall be under no obligation to make exclusive referrals to the ILC or ILC-related vendor.

Information Sharing

- The ADRC and ILC will provide information about and train one another on their respective services and philosophies. The ILC will identify the services for which it charges a fee, to either the customer or the agency, and provide this information to the ADRC.
- The ILC and the ADRC will share information regarding other services, providers and resources to assist in maintaining and updating their respective resource databases.
- The ILC and the ADRC will provide each other with information regarding unmet needs of people with disabilities.
- The ADRC and ILC will share information about staff and consumer training opportunities.

Collaborate on Community Events and Outreach

The ADRC and ILC will collaborate on community events and outreach for elders and people with disabilities.

This agreement is effective until terminated by either party and may be revised upon the mutual concurrence of both parties.

[place name of ADRC Director here]
[insert ADRC name here]

Date

Place name of Independent Living Center Director here]
[Name of ILC here]

Date

Effective: *[Place date here]*

Revised: *[Place date here]*