



## **New!** Student & Family Services Quick Guide to Specialized MOUs

- [1. What's a "Specialized MOU" and when do we need one?](#)
- [2. How do we know what kind of MOU template to use?](#)
- [3. How can I see which MOUs are already in place?](#)
- [4. How do we get a new Specialized MOU for a program managed by SFSD?](#)

### **1. What's a "Specialized MOU" and when do we need one?**

Anyone providing services for schools free of charge to SFUSD must have a Memorandum of Understanding (MOU) approved by the Board of Education before services begin.

- **Some services require a specialized MOU template** to reflect specific requirements through Ed Code, BOE policy, or negotiation with the provider - such as placing interns in a credential program, other partnerships with universities, and for direct health services.
- **Community organizations providing other services use SFUSD's standard MOU template**, and those MOUs are managed through an online platform. (See [www.sfusd.edu/mou](http://www.sfusd.edu/mou).)

### **2. How do we know what kind of MOU template to use?**

The OATs team will confirm which template to use, and will complete the MOU form based on the type of service being provided. SFUSD's main types of Specialized MOUs are for **Dental or Vision screening; Universities placing counseling interns; Universities placing social work interns; the City & County of San Francisco (DPH & HSS); and other universities that require specialized terms** (such as UCSF).

### **3. How can I see which MOUs are already in place?**

See the list of [SFUSD's Standard and Specialized MOUs](#), to confirm which agencies / organizations have a current MOU. You can also see MOUs that are in process, and those that expired in previous years, by navigating the tabs at the bottom of each spreadsheet.

### **4. How do we get a new Specialized MOU for a program managed by SFSD?**

After your team decides to move forward with a program that needs a new MOU:

- Complete the [Specialized MOU Planning Document](#) to provide all required info.
- Use the [form to submit the planning doc](#) to the OATs team, who will fill out the MOU template & send you the PDF for signatures.
- **It's your team's responsibility to obtain signatures from the service provider & your team's authorized signer, as well as their Certificate of Insurance.** The OATs team will provide a template for communicating with the provider about this.
- Be sure to follow the [timeline & deadlines for approval](#) by the Board of Education. OATs will submit the signed MOU for BOE approval.