



**ANNOUNCEMENT: ELS/MIECHV - 15 #15; ELS/NFP - 15 #15  
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING**

**ISSUED DATE: November 5, 2015**

**EFFECTIVE DATE: July 1, 2015**

**SUBJECT: Community Collaboration**

**TO: Maternal, Infant and Early Childhood Home Visiting Subrecipients (Chief Authorized Office, Fiscal Contact and Program Contact); Pennsylvania Nurse-Family Partnership Subrecipients**

**FROM: Michelle Figlar, Deputy Secretary, OCDEL**

A handwritten signature in cursive script that reads "Michelle Figlar".

**PURPOSE**

To provide Maternal, Infant and Early Childhood Home Visiting (MIECHV) and Pennsylvania Nurse-Family Partnership (NFP) subrecipients with the Office of Child Development and Early Learning (OCDEL) policies on community collaboration.

**BACKGROUND**

To ensure MIECHV and Pennsylvania NFP subrecipients are meeting goals OCDEL has established policies on community collaboration plans.

**DISCUSSION**

Effective immediately, all subrecipients must comply with the following community collaboration requirements:

- a) Participate in existing local collaborative groups to coordinate home visiting and other early childhood initiatives if available.
- b) Work to develop shared resources and referral strategies between local home visiting agencies and other community service providers to allow for early access to services by families.
- c) Actively work with other local community agencies and refers those needing services, if at capacity, to other agencies that will meet their needs.

**Comments and questions regarding this announcement should be directed to your designated infant toddler specialist**

- d) Establish a point of contact by each agency for follow up conversations and planning as needed
- e) Outline protocols to share information and coordinate services as appropriate
- f) Determine a frequency for the MOA to be reviewed and revised; and
- g) Other topics as relevant to local programs.
- h) **The MOA should be signed by an authorized individual from each agency.**

#### **NEXT STEPS**

- Subrecipients should ensure policies exist for community collaboration.
- Subrecipients should ensure written documentation is kept of community collaboration.
- Subrecipients should ensure that policies are implemented and followed concerning community collaboration.

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