

**DEPARTMENT OF SPECIAL SERVICES  
TOWNSHIP OF UNION PUBLIC SCHOOLS  
M-E-M-O-R-A-N-D-U-M**

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**TO: Greg Tatum**

**C: Diane Cappiello  
Julia Vicidomini**

**From: Kim Conti**

**Re: Board Agenda Item**

**Date: June 4, 2018**

**Approve Our House, Inc. to provide community based vocational evaluations including transportation and final assessment reports, up to 6 students for the school year 2018-2019 not to exceed \$16,524.00.  
(11-000-219-320-01-19)**

**OHI Employment Services  
VENDORSHIP AGREEMENT**

This agreement outlines the terms of provision of Vocational Evaluation by Our House, Inc. to:

**School district:** Union Township Board of Education

**Service Requested:** Vocational Evaluations - (including transportation and final assessment report) – Up to 6 students for 2018-2019 school year.

**Service cost per student:** \$102.00 per hour

**Per Student**

**Service detail:** 6 total site visits (3 different locations, 2 visits each)

**Service amount:** 27 total hours (4 hours per visit including travel)  
Plus 3 hours for case notes and final report.

This agreement is designed so that Our House, Inc. (OHI) can assist the above named school in providing community based vocational evaluation services to students of the above named school. OHI Employment Services is a vendor of Supported Employment Services approved by the New Jersey Division of Vocational Rehabilitation Services and the New Jersey Division of Developmental Disabilities.

This process will work as follows:

**Referral Guidelines for Vocational Evaluations:**

- 1.) Referral of students will be provided by the school system to OHI Employment Services.
- 2.) Referrals will be students who receive special education and/ or related services who may require Supported Employment Services upon leaving high school. Referrals will be accepted at any time during the year.
- 3.) The referring school is required to provide documentation and fully disclose to OHI staff any necessary information they are aware of, which pertains to the student's background, and which may impact their appropriateness for employment. Required documents include IBP, Transition Plan, medical and psychological reports. Background information should include, but is not limited to: medical issues, past history of verbally or physically aggressive behavior; discharge from previous employment or from the services of other schools; criminal background check; a history of psychotic episodes or psychiatric illness; etc. Such information will not necessarily preclude the student from being considered for participation. This information will remain confidential.

**OHI Vocational Evaluation Service Responsibilities:**

- 1.) OHI staff will conduct full intake procedures (no additional cost). Referring school staff will be invited to participate in the activity related to this intake process, but such an activity may or may not be done in the presence of referring school staff. Information will be obtained from the student, parent, or any other individual OHI staff deems necessary, to obtain background information on the student, and will be conducted in the presence of the legal guardian if required.

During this intake procedure the student or parent/legal guardian if required, will be asked to sign certain legal documents and releases pertaining to the services that will be provided, and access to background information and various documents. This background information will be strictly for internal use by OHI. The only information that will be disclosed to employers is that which is part of the company's normal hiring process.

- 2.) OHI is responsible throughout the duration of this agreement, for the following activities related to the provision of Vocational Evaluation Services to the student, and any other necessary off-site support activities. OHI will:
  - Provide assessment to determine student's skills, abilities, interests and support needs through job sampling and other written or informal assessment methods.
  - Assist the student to determine career interests and goals.
  - Implement the student's I.E.P. and follow the modifications/ accommodations, as listed in the I.E.P., during assessment.
- 3.) OHI acknowledges that all information provided by the school is confidential student information and records. As such, OHI shall not disclose any confidential student information or records to outside third parties absent the written consent of the adult student, legal guardian, or parent. OHI and OHI Employment Staff agrees to takes all necessary precautions to safeguard confidential student information and shall comply with all state and federal laws concerning the safeguarding and disclosure of such student information. OHI and OHI Employment Staff shall only use and maintain student records for students to the extent that OHI has a legitimate educational interest.

#### OHI Vocational Evaluation Services and School Services Agreement

- 4.) The staff of both OHI and the school is expected and have an obligation to keep all parties informed on a regular basis, and have a duty to disclose any information obtained at any point in time, which in their professional opinion may impact the student, or the relationship between the employer, OHI and the school.
- 5.) Assessment will be scheduled on a flexible basis, prior to employment. The school district will be responsible for the student's supervision and daily activities except when the student is being assessed by OHI.
- 6.) OHI Employment Service staff have completed competency based supported employment training. This training is approved by New Jersey state agencies including DVRS, DDD, The NJ Commission for the Blind and Visually Impaired and the Division of the Mental Health and hospitals. Certificates of completion are maintained in the records of OHI. OHI represents that all of its employees have successfully completed criminal background history reviews including fingerprint verification via Our House Human Resources and will provide a copy of same to the school (as has been requested.)
- 7.) In the event of accident or injury of the student, he or she shall be covered under the liability insurance of the school, and OHI shall not be held liable for this accident or injury. OHI insurance certificate to include Union Township Public Schools and Board of Education during evaluation process

8.) OHI will be remunerated by the school at a rate of one hundred and two (102) dollars per hour for each billable hour of service. A billable hour includes all face-to-face interactions with the student including assessment work, job site training, transportation, meetings with school personnel, report writing, and telephone follow-up on behalf of the student. The school district will have forty-five (45) days to make payment. The relationship of OHI and OHI Vocational Evaluation Services staff to the Board is that of an independent contractor. OHI and OHI Vocational Evaluation Services shall act in an independent capacity in the performance of the Agreement and shall not be considered an employee of the Board and shall not have the right to bind or obligate the Board in any manner.

9.) By signing this agreement the school is retaining OHI Vocational Evaluation Services, not one specific staff person. Staff will be assigned to this matter at the discretion of OHI. Other persons may be assigned to complete the work at any time during the contract period. Note: OHI Human Resources to confirm all OHI staff have been fingerprinted by the state and a full background check has taken place as well.

10.) This Agreement may be terminated upon at least thirty (30) days written notice by either party. All written notices affecting termination must be delivered by certified or registered mail to the affected party. Termination of this agreement will occur under the following circumstances:

- If conditions or behaviors of the student indicate that placement is not recommended by the school, OHI, or both parties.
- Any of the terms of this agreement are not fulfilled.

11.) This agreement may only be amended in writing, and any verbal agreements by the staffs of the school or OHI that are contrary to this agreement, are not considered binding. This Agreement is subject to approval by the Board.

As a representative of the listed school, I agree to the terms of this agreement as listed above.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: Our House, Inc.

Date: \_\_\_\_\_