



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Services Agency



**Date:** April 8, 2013  
**Board Meeting Date:** May 7, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Beverly Beasley Johnson, JD., Director, Human Services Agency

**Subject:** Agreement with San Mateo County Office of Education

**RECOMMENDATION:**

Adopt a Resolution waiving the Request for Proposal process and authorizing an Agreement with San Mateo County Office of Education to provide educational services for children in the shelter/foster care system, for the term of July 1, 2013 through June 30, 2015, in the amount of \$203,940.

**BACKGROUND:**

San Mateo County Office of Education (SMCOE) assists children in shelter/foster care by obtaining educational histories and school placements, maintaining data on the academic progress and providing case management services. Funds are not available from the California Department of Education to ensure that all eligible youth are served. It is essential to ensure that youth in foster care receive these services so their out-of-home placement will not impact their ability to receive a good education. To meet this critical need, the Human Services Agency will provide support for the educational services not funded by the state.

**DISCUSSION:**

This Agreement with SMCOE provides an educational liaison to develop educational plans and provide case management services for students placed by the Human Services Agency and the Probation Department in the shelter/foster care system. The liaison will facilitate placements of shelter/foster care students into appropriate school settings, obtain educational histories, refer students for educational assessment as needed and support placement staff in educational planning. Additionally, the liaison will provide tutoring services. It is in the best interest of the County to waive the Request for Proposal (RFP) process because SMCOE is a sole source provider.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. County Counsel has reviewed and approved this Agreement and Resolution as to form and SMCOE meets Insurance Certification requirements.

This Agreement contributes to the Shared Vision 2025 outcome of a Prosperous Community by helping youth in shelter homes avoid loss of valuable school credits, and be placed in appropriate school programs. The Agreement further contributes to educational stability for youth by ensuring educational advocates are available to support youth in navigating different school districts. It is anticipated that the number of school days lost for shelter/foster youth transferring between schools and districts will reduce by an average of two to three days and 310 school age youth will have an updated Educational Passport.

**PERFORMANCE MEASURE(S):**

Measure	FY 2012-13 Actual	FY 2013-15 Projected
Reduction in the number of school days lost in transferring schools upon entering foster care.	2-4 days	2-3 days
Increase the number of school age youth who have an updated * Educational Passport.	300	310

\*Educational Passport is a document in the Child Welfare System and Case Management System database. Under Federal and State law all caregivers are expected to receive this vital information so that they can continue coordinating the needed services.

**FISCAL IMPACT:**

The term of this Agreement is July 1, 2013 through June 30, 2015. The total obligation is \$203,940, of which \$69,340 is federal funds, \$67,300 is state funds, and \$67,300 is Net County Cost. Appropriations will be included in the FY 2013-14 and FY 2014-15 Recommended Budgets.