



**Re:** Community Partnership Agreement.

Every camp participating in the DFI Title XX Camping Services Program needs to execute a signed Community Partnership Agreement with a local office of the IDHS. A copy of the Community Partnership Agreement is enclosed. The Community Partnership Agreement is in effect for three (3) years from the date that it is signed and should be renewed for the fourth (4<sup>th</sup>) year if the camp is still participating in the DFI Title XX Camping Services Program.

The purpose of this requirement is to assure that if a camp identifies a need in any camper eligible for DFI Title XX subsidy that the camp cannot meet the camp would make refer the camper to the IDHS office that serves that camper so that the unmet need can be addressed.

In most cases this will mean the camp must contact one or two IDHS local offices and request that a person authorized to sign from that office sign the enclosed Community Partnership Agreement. In some cases a camp serves more than one area. If that is the case, please duplicate the enclosed Community Partnership Agreement, complete the bottom portion for "Partnership Agency Name," sign and date then contact the local IDHS office(s) to identify the person authorized to sign the agreement. Then send the signed form to the local IDHS office(s) with a return envelope and a request that it be signed and returned to the camp. When the document has been signed by both the camp and the IDHS local office duplicate it and send a copy to ACA-IL.

If you have any questions about this process or if you have any difficulty obtaining a signed Community Partnership Agreement from any local IDHS office please contact me right away.

Also enclosed is a list of local IDHS offices. There is additional information about services provided by IDHS at [www.dhs.state.il.us/](http://www.dhs.state.il.us/). You can also find a local IDHS office on the IDHS website "**Office Locator**" at [www.dhs.state.il.us/page.aspx?module=12&officetype=&county=](http://www.dhs.state.il.us/page.aspx?module=12&officetype=&county=)

### **Steps to Comply With This New DFI Title XX Camp Services Program Requirement**

- **Contact a local IDHS Office(s) where any camper(s) subsidized via DFI Title-XX live utilizing the enclosed list of IDHS local offices or the IDHS website office locator .**
- **Phone the local IDHS Office(s) to find out who should sign the Community Partnership Agreement.**
- **Complete the bottom several lines and sign the Community Partnership Agreement and then send it/them to the local IDHS Office(s) with return envelope(s) addressed to you.**
- **When the signed and completed agreement(s) are returned duplicate it/them and send a copy of each to ACA-IL**
- **Next summer when you identify a need in a camper subsidized by DFI Title XX contact the local IDHS office and refer the camper for additional service.**

**If you have any questions or problems please call me at 312-332-0833. Thank you very much for your cooperation with this requirement.**



**American Camp Association, Illinois**  
**Donated Funds Initiative Title XX Camp Services**

*Funding provided in part by the Illinois Department of Human Services (DHS) Administered by the American Camp Association, IL*

**COMMUNITY PARTNERSHIP AGREEMENT**

Interagency cooperation is recognized as a valuable tool for the planning, integration and provision of human services to citizens served by the **American Camp Association, Illinois**.  
(Provider Agency Name)

It is agreed that the undersigned Community Partners will work together in assuring the accessibility and availability of services to provide opportunities for people to overcome obstacles in obtaining or maintaining self-sufficiency by:

- Assisting in providing necessary client information with the use of appropriate release of information forms to protect client confidentiality;
- Making appropriate referrals;
- Sharing and publishing information about available services;
- Targeting those with the greatest economic and social needs; and
- Coordinating the planning and implementation of programs to most effectively provide a wide range of service.

This Community Partnership Agreement is not a legal, binding or financial contract and is prepared solely to address the needs of the citizens it is designed to serve.

This Community Partnership Agreement shall remain in effect for three (3) years from the last dated signature unless cancelled by thirty (30) days written notice by either party to the Agreement.

The undersigned Community Partners certify that they have read and understand the terms of this Community Partnership Agreement and that each of the undersigned is authorized to sign on behalf of their respective agencies.

Illinois Department of Human Services

\_\_\_\_\_  
(Local Office Name)

\_\_\_\_\_  
IDHS Authorizing Signature and Title

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

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Partnership Agency/Camp Name)

\_\_\_\_\_  
(Authorizing Signature (Provider))

\_\_\_\_\_  
(Date)

*Enriching Lives, Building Tomorrows*

**American Camp Association, Illinois** • 67 East Madison Street, Suite 1406 • Chicago, IL 60603-3014  
312.332-0833 • 312.332.4011 • [www.ACAil.org](http://www.ACAil.org)