



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 (4th) 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/. 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=

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.