

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 14, 2012 [ X ] Consent [ ] Regular  
[ ] Ordinance [ ] Public Hearing

Department

Submitted By: Community Services  
Submitted For: Community Services

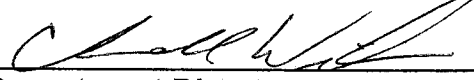
I. EXECUTIVE BRIEF


**Motion and Title:** Staff recommends motion to approve: Memorandum of Understanding with the United Way of Palm Beach County (United Way), for the period August 14, 2012, through June 30, 2013, to delineate the roles and responsibilities of both parties relating to the Palm Beach County One-E-App Eligibility Project.

**Summary:** As a member of the Palm Beach County Common Eligibility Collaborative, the Community Services Department will use the web-based tool, One-e-App, to screen clients for all applicable social service, financial assistance, and healthcare programs. Through the use of this tool, clients can be screened for Medicaid; Supplemental Nutrition Assistance Program (SNAP, formerly food stamps); Temporary Assistance for Needy Families (TANF); Women, Infants and Children (WIC); Florida KidCare; State Children's Health Insurance Program (SCHIP); Health Care District (PBC only); Project Access; Earned Income Tax Credit (EITC); Low Income Home Energy Assistance Program (LIHEAP); and Emergency Home Energy Assistance for the Elderly Program (EHEAP). Electronic applications for the first three programs will be submitted to the Department of Children and Families, through One-e-App, using an electronic interface. No County funds are required. (Community Services) Countywide (TKF)

**Background and Justification:** In 2008, the Community Services Department began meeting with Children's Services Council, United Way and the Health Care District to address a shared interest of identifying a common screening tool that could be used effectively across the County. The goal was to reduce the number of instances a client has to complete an application when they apply for a new service. Additional agencies and foundation representatives joined in the effort as the project developed. An Invitation to Negotiate was released and several tools were reviewed by the community of providers. Ultimately, One-e-App was selected for use in Palm Beach County. Initial funding has been identified and United Way has agreed to serve as the Central Oversight Agency. Four other counties have expressed an interest in purchasing licenses under this system, which will provide additional financial support.

**Attachment:** Memorandum of Understanding with the United Way of Palm Beach County

Recommended By:  7/18/12  
Department Director Date

Approved By:  7/30/12  
Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2012	2013	2014	2015	2016
Capital Expenditures					
Operating Costs					
External Revenue					
Program Income					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>					

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes  No

Budget Account No.:

Fund \_\_\_ Dept \_\_\_ Unit \_\_\_ Object \_\_\_ Program Code \_\_\_ Program Period \_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

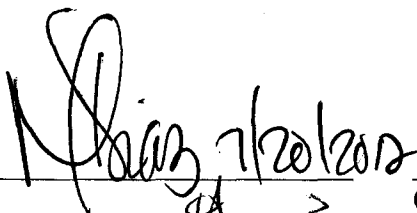
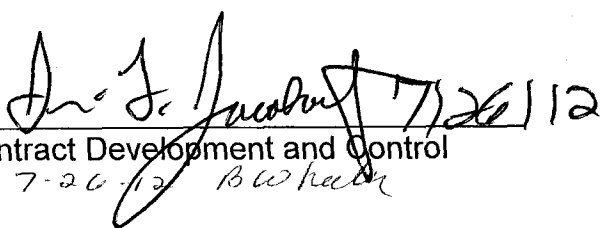
No County funds are required.

**C. Departmental Fiscal Review:**

  
 Taruna Malhotra, Director of Financial & Support Svcs.

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

OFMB  7/20/12  
 Contract Development and Control  7/26/12  
 7-26-12 B.W. Hall

**B. Legal Sufficiency:**

  
 Chief Assistant County Attorney 7/30/12

**C. Other Department Review:**

\_\_\_\_\_  
Department Director

**This summary is not to be used as a basis for payment.**

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Agreement is entered into and between **United Way of Palm Beach County**, hereinafter referred to as the Central Oversight Agency and **Palm Beach County Board of County Commissioners** (hereinafter referred to as the Eligibility Access Screening Agency).

Organization Name

The purpose of this agreement is to delineate the roles and responsibilities of both parties relating to the Palm Beach County Common Eligibility Project ("Project").

The purpose of the Common Eligibility Project is to maximize access to health and human services to the broadest population possible through a simplified and efficient, single application process. This will be done by using an electronic, web-based tool (One-e-App) that will screen individuals and families for the following local, state and federal programs: **Medicaid**; **Women, Infants and Children (WIC)**; **Florida KidCare**; **State Children's Health Insurance Program (SCHIP)**; **Health Care District (PBC only)**; **Project Access (PBC only)**; **Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)**; **Temporary Assistance for Needy Families (TANF)**; **Earned Income Tax Credit (EITC)**; **Low Income Home Energy Assistance Program (LIHEAP)**; and **Emergency Home Energy Assistance for the Elderly Program (EHEAP)**. Electronic applications for Programs noted in bold can be submitted through One-e-App using an electronic interface with the Department of Children and Families.

**I. Central Oversight Agency agrees that it will provide:**

- A. Training on use of the tool, One-e-App
- B. Access to the web-based tool, One-e-App subject to Social Interest Solutions' compliance with its contract with the Central Oversight Agency dated October 1, 2011
- C. Help desk/One-e-App software support subject to Social Interest Solutions' compliance with its contract with the Central Oversight Agency dated October 1, 2011
- D. Updates to reflect any enhancements or modifications to the eligibility requirements

**II. The Eligibility Access Screening Agency will:**

- A. Agree to use only the web-based tool, One-e-App, when screening clients for all applicable programs
- B. Attend all required trainings
- C. Designate a lead point of contact
- D. Participate in scheduled user group meetings regularly
- E. Comply with Central Oversight Agency information requests/reporting requirements
- F. Comply with usage policies and procedures
- G. Meet minimum technology requirements to utilize One-e-App application

**III. Central Oversight Agency and Eligibility Access Screening Agency agree:**

**A. Effective and Ending Dates**

This Agreement shall begin on July 1, 2012 or on the date on which the agreement has been signed, whichever is later. It shall end on June 30, 2013 or at which time it is replaced by another agreement or pursuant to section III (B), Termination.

**B. Termination**

This agreement may be terminated by either party without cause upon not less than thirty (30) calendar days notice in writing to the other party unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

**C. Privacy and Confidentiality**

Both parties agree to abide by data security and privacy standards outlined in the Central Oversight Agency Usage Policies and Procedures.

**D. Relationship**

Nothing herein shall create or be construed to create an employer-employee, agency, joint venture, or partnership relationship between the parties. Neither party has the authority to act on behalf of, or to bind, the other.

**E. Funding Notice**

No funding will be provided to participate in the Palm Beach County Common Eligibility Project nor will any fee be charged/assessed to the Eligibility Access Screening Agency for the duration of this Agreement.

**F. Contact**

(1) Central Oversight Agency  
Kasha Owers, Director of Community Impact – Income  
2600 Quantum Boulevard  
Boynton Beach, FL 33426  
561-375-6617

(2) Eligibility Access Screening Agency  
Dessie Caraccio, Operations Supervisor  
Palm Beach County Human Services  
810 Datura Street, Suite 350  
West Palm Beach, FL 33401  
561-355-4775

**G. Terms and Conditions Included**

This agreement contains all of the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and the Agreement shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of the Agreement is found to be illegal or unenforceable, the remainder of the Agreement shall remain in full force and in effect and such term or provision shall be stricken. This Agreement is to be governed by the law of the state of Florida. In the event of litigation, venue will lie in Palm Beach County, Florida.

IN WITNESS THEREOF, the parties have caused this three (3) page Memorandum of Understanding to be executed by their undersigned officials as duly authorized.

**PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS**

BY: \_\_\_\_\_  
*Signature*

Shelley Vana, Chair  
*Print Name and Date*

By: \_\_\_\_\_  
Sharon R. Bock, Clerk and Comptroller  
Board of County Commissioners

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

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

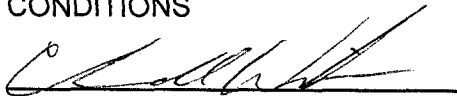
\_\_\_\_\_  
Chief Assistant County Attorney

**UNITED WAY OF PALM BEACH COUNTY**

BY:  \_\_\_\_\_  
*Signature*

Charles W. Anderson  
*Print Name and Date*

APPROVED AS TO TERMS AND  
CONDITIONS

 \_\_\_\_\_  
Department Head