



**SCHOOL-BASED FAMILY SERVICES PROGRAM**  
**DHS FAMILY SPECIALIST AGREEMENT**

This Agreement is effective July 1, 2025 through June 30, 2026, and between Oklahoma Human Services (“OKDHS”) and Stillwater Public Schools (“School District” or “Contractor”) located at 314 S Lewis, Stillwater, Oklahoma 74074 (collectively “the Parties”). This Agreement includes the following attachment:

Attachment A: OKDHS Information Security Requirements

**I. AGREEMENT PURPOSE**

The purpose of this Agreement is to describe the responsibilities of each party in the development, implementation, and operation of the School-Based Family Services Program (“SBFSP”).

**II. BACKGROUND**

OKDHS is committed to providing a support system for families that identifies and addresses barriers to their overall well-being. A critical part of this support system is our DHS Family Specialists (“DHSFS”) which provides direct and indirect services to students, families, and school personnel and enhances the school district’s ability to meet its academic mission—especially where home, school, and community collaboration is key to achieving student and family success.

**III. PROGRAM PURPOSE**

The SBFSP offers funding to establish or expand a school district’s pipeline of services to meet student/family needs. The DHS Family Specialists (DHSFS) will coordinate academic, social, and health services through local partnerships among public elementary and secondary schools and community-based organizations, nonprofit organizations, and other public or private entities.

**IV. SCOPE OF WORK**

OKDHS will provide an employee to function as the DHSFS, who will provide outreach services at Stillwater School District for the 2025/2026 school year.

The DHSFS is a full-time OKDHS employee who serves as a liaison between the school and OKDHS, providing preventative services, assisting with benefits applications, and crisis intervention. The DHSFS is embedded in the school to ensure families can access safety net, work supports, family strengthening, and other services. The DHSFS may help maintain a positive collaboration with school personnel and OKDHS to communicate and support the needs of students and families when obstacles hinder the success of the student and the family. Identified duties of

the DHSFS include, but are not limited to, those identified in Section V.

## **V. DHSFS JOB DUTIES**

The DHSFS job duties include the following:

1. Participate in school events such as enrollment, open houses, or community resource events to assist students and families have current and available information regarding services provided.
2. Identifies students and families that may be eligible for SoonerSelect, SNAP or TANF - this could be grandparents/relatives raising grandchildren AND parents who are low-income families. Assisting them with enrollment/re-enrollment and related education and information, including providers, services covered and Primary Care Physician enrollment.
3. Provide support in obtaining community resources such as mental health services, transportation needs, housing needs, and food insecurity needs.
4. Identify at-risk children through inner-school referral system, with an emphasis on child safety, child well-being and parental/family protective factors.
5. Assist students and families in securing resources and services for identified transportation, housing, personal care and/or other needs required to ensure child safety and family protective factors are met.
6. When necessary, assist school faculty, staff, and administration in making Child Welfare referrals which could include gathering supporting documentation, providing education and information about the referral process, or making the referral directly when there is a child safety concern.
7. Act as a liaison to OKDHS which could include gathering information, setting up interviews, providing and/or facilitating school in-service presentations and training on OKDHS services.
8. Serve as a connection to OKDHS and act as a liaison to assist the school with the provision of social services within the community.
9. Provide support and assistance to development of or coordination of resources or school-based programs, projects and partnerships that assist schools with meeting social service needs of students and families.
10. Provide follow-up and ongoing support for families to ensure that needs continue to be met, satisfaction with services, and identify any new or existing barriers to services.

## **VI. OKDHS RESPONSIBILITIES**

OKDHS assumes the following responsibilities:

1. Provide an employee, hereinafter referred to as a DHSFS to be placed in school(s) designated by the district.
2. Provide the same benefits to the DHSFS including but not limited to; workers compensation, state holidays and leave as listed for the DHSFS qualifications and tenure.
3. DHSFS will retain the same rights and privileges, and the same obligations set forth in OKDHS policy. The DHSFS will maintain office hours similar to the school staff members and shall be no less and no more than 40 hours per week.
4. Shall at all times supervise the DHSFS, OKDHS will advise the district of the supervisor's name and contact information. OKDHS shall appraise the DHSFS's performance.
5. The DHSFS will request leave in advance except in the event of an emergency and OKDHS will notify the district.
6. Will bill the district quarterly for no more than 50% of the DHSFS's salary, benefits, and administrative costs.
7. The DHSFS will adhere to OKDHS's and school district confidentiality requirements, and the school district's dress code and standards of conduct.
8. Will be responsible for maintenance and support for computers, equipment, and cell phones and retain ownership thereof.
9. Provide onboarding, shadowing as well as any OKDHS required training.
10. Provide appropriate information and support to assist the DHSFS in assessing and developing a care support plan for a student/family including but not limited to, review and appropriate communication of OKDHS Programs to determine services in place or needed.
11. Provide ongoing monitoring and consultation to School Administration on compliance with duties performed by the DHSFS.
12. Provide ongoing communication with the school district's staff both formally and informally, to ensure, to the best of OKDHS ability, that the DHSFS are aligned with the School(s) and District's mission and objectives and are adequately meeting students' needs.
13. If the School District deems that Distance Learning is necessary for health and safety reasons. OKDHS will continue to honor all responsibilities of this Agreement specifically assigned to OKDHS.

## **VII. SCHOOL DISTRICT RESPONSIBILITIES**

School District assumes the following responsibilities:

1. Provide secure physical office space conducive for confidential nature of school-based services and case management.
2. Advise the DHSFS and his/her supervisor of all rules and regulations applicable to the DHSFS's job duties.
3. Shall pay OKDHS up to 50% of the DHSFS's salary, benefits, and administrative costs within forty-five (45) days of receiving a proper invoice from OKDHS.
4. Assign a school employee to act as a liaison between the district and OKDHS for periodic review of the program and services provided.
5. Provide broadband connectivity for the DHSFS through its existing network.
6. Supply OKDHS with any program data necessary for administration of the School Based Family Services Program (SBFSP), as allowed by state and federal law.
7. If the School District deems that Distance Learning is necessary for reasons of health and safety, it will continue to pay for the DHSFS at the agreed upon rate.

#### **VIII. DATA**

OKDHS and the School District may share program data in accordance with state and federal laws, ensuring the protection of confidentiality and privacy rights of individuals involved. This collaboration aims to provide necessary support and services to families in need while maintaining the highest standards of data security and compliance.

1. Examples of data that may be shared are student enrollment information, academic records, attendance records, disciplinary records, health information and contact information for parents or guardians.
2. SBFS will receive the following access to perform School-Based Family Services duties:
  - a. OKDHS email address
  - b. OKDHS KIDS
  - c. OKDHS software documentation platform; CCM-SAMS
  - d. IMS
  - e. OnBase
  - f. Janus

#### **IX. TERMINATION**

Termination for Convenience

OKDHS shall terminate the Agreement in whole or in part for convenience when it is in OKDHS's best interest. OKDHS shall terminate the Agreement by delivering to the School District a Notice of Termination for Convenience, specifying the terms and effective date of Agreement termination. The termination date shall be a minimum of 30 calendar days from the date OKDHS issues the Notice of Termination for Convenience.

Notice of termination shall be in writing and electronic notification (e.g., email) shall be sufficient, and delivery is effected when the email enters the recipient's mail server

When the Agreement is terminated, OKDHS is liable only for products and/or services delivered and accepted and for costs and expenses, exclusive of profit, reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the School District.

#### Termination for Cause

The School District may terminate the Agreement for default or other just cause with a 30 calendar day written request. OKDHS may terminate the Agreement for default or other just cause upon written notification to the School District.

Notice of termination shall be in writing and electronic notification (e.g., email) shall be sufficient, and delivery is effected when the email enters the recipient's mail server

When the Agreement is terminated, OKDHS is liable only for payment for products and/or services delivered and accepted.

#### **X. COST**

OKDHS agrees to invoice School District no more than 50% of the costs associated with the DHSFS position, which includes salary, benefits, leave, tax withholding, FICA, longevity pay, work cell phone, travel, and administration costs totaling \$73,732.00, with the suggested salary being \$39,571.00 gross annually.

**XI. POINTS OF CONTACT AND REPRESENTATION**

School District and OKDHS agree to assign the following employees the primary responsibility for administrative activities related to this Agreement:

<u>Monica Brumnett</u>	<u>OKDHS Program Administrator</u>
<u>Heather Cristiano</u>	<u>OKDHS Field Manager</u>
<u>Frank Sanchez</u>	<u>OKDHS Supervisor</u>
<u>Position 1</u>	<u>OKDHS DHSFS</u>
<u>Tyler Bridges</u>	<u>School District Superintendent</u>
<u>Beth McBee</u>	<u>School District School Supervisor Liaison</u>

**SIGNATURES**

The undersigned represent and warrant that they are authorized, as representatives of the party on whose behalf they are signing, to sign this Agreement and to bind their respective party thereto.

**OKLAHOMA HUMAN SERVICES:**

**SCHOOL DISTRICT:**

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**Authorized Signature**

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**Authorized Signature**

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**Printed Name**

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