

## Memorandum of Understanding

As a referral source for youth to the Host Home program, I understand that the following steps are expected to have taken place before my referral:

- That I have known the referred youth for at least one month and believe that s/he is a good candidate for the Program.
- That I have met the youth at least four times.
- That I have talked about the youth's potential participation in the Program with my supervisor and have his/her support in this referral.
- That I have checked for outstanding citations and warrants for the youth I am referring.

Once the youth is in the Program, I understand that the following are expected of me as a case manager/advocate for that youth:

- That I will continue to provide case management and advocacy for the youth while they live in a host home, being in contact weekly, and that I will be the main source of outside support for him/her.
- That I will be responsible for developing /checking the goal plan (together with youth).
- That I will work with the Host Home Program Manager to make sure we are providing the best support possible for the hosts and the youth. I understand that the Program Manager will be the main support person for the hosts.
- That I will be the first contact for the youth if they have a grievance about the program and will help them set up a meeting with the Executive Director of Avenues for Homeless Youth, to talk about that grievance.
- That I will do home visits once a month, or as often as is appropriate depending on the host home situation. Those home visits will be done together with the Host Home Program Manager.
- That my supervisor is aware of these expectations and supports my involvement in the Host Home Program.

Case Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_