**The North Carolina Child Care Health and Safety Resource Center**

and

|  |
| --- |
| **LOCAL AGENCY - *name*** |

1. **Purpose.**

The NC Child Care Health and Safety Resource Center (NC Resource Center) agrees to provide short-term, limited CCHC services when a CCHC position is vacant. Upon a CCHC leaving their position, the NC Resource Center will provide up to six months of CCHC services while the Local Agency actively recruits and orients the new CCHC.

**B. Roles and Responsibilities of Vacancy coverage:**

The NC Resource Center will provide up to six months of CCHC services that includes:

* phone and email based technical assistance on all areas of health and safety relevant to child care
* training support options upon request
* updating contact information for the interim CCHC on the NC Resource Center [find a CCHC](https://healthychildcare.unc.edu/find-a-cchc/) page to direct requests to the RC email address: resourcecenter@unc.edu
* posting the vacant position on the [NC Resource Center website](https://healthychildcare.unc.edu/about-us/careers/)

The Local Agency will:

* actively recruit a new CCHC including posting, interviewing, and hiring as soon as possible
* have ongoing communication with the CCHC Coach about the status of the vacancy
* direct inquiries from providers to the NC Resource Center resourcecenter@unc.edu

**C. Communication**

The Local Agency will contact their [CCHC Coach](https://healthychildcare.unc.edu/child-care-health-consultants/coaching-support/) as soon as the vacancy is known and share:

* the final date of the CCHC’s employment
* when and where the position is posted
* that the position has been filled and an estimated start date is known
* any other relevant information

**D. Reporting:**

NC Resource Center CCHC(s) will document encounters with child care facilities in the NC Health and Safety Assessment and Encounter Tool to provide for a continuity of services when a new CCHC is hired into the position.

**E**. **Confidentiality**

To ensure the confidentiality of early educators and the children they serve, all parties to the Memorandum of Understanding agree to adhere to the confidentiality expectations as outlined in the Child Care Health Consultant (CCHC) Service Agreement.

**F. Termination of MOU**

This MOU shall become effective upon signature by the authorized representatives from the NC Resource Center and the Local Agency and will remain in effect until modified or terminated by any one of the partners by mutual consent.

**Dates of MOU**

|  |  |
| --- | --- |
| Start:  |  |
| End: |  |

**North Carolina Child Care Health and Safety Resource Center**

|  |  |
| --- | --- |
| Authorized Representative Name: |  |
| Authorized Representative Signature: |  |
| Title: |  |
| Date: |  |
| E-Mail Address:  | resourcecenter@unc.edu |

**Local Agency**

|  |  |
| --- | --- |
| Authorized Representative Name: |  |
| Authorized Representative Signature: |  |
| Title: |  |
| Date: |  |
| E-Mail Address:  |  |
| Counties served by this position: |  |