

**LETTER OF UNDERSTANDING**

**ADMINISTRATIVE OUTREACH BILLING**

The District and the Association recognize that significant monies from Medicaid Matching Dollars are generated annually and dispersed to the District quarterly. The parties further recognize the role of District bargaining unit members, specifically psychologists and social workers, in securing these funds through providing services and completing record for use by a third party administrator. Inasmuch as the parties pledge to expend these funds in a manner that will have the greatest impact on educational quality, the following is agreed:

1. A committee shall be established with regular member terms of one (1) year and shall meet at least quarterly.
2. The committee composition shall be two (2) administrators (directors of special education or designee[s]) and three (3) UFEA-appointed representatives with at least one (1) individual being a psychologist and one (1) individual being a social worker, and (1) individual being an occupational therapist or a physical therapist from the unorganized professional staff.
3. The committee may establish goals that will cover all aspects of its charge and direct its fund allocation(s).
4. In making its decisions, the committee shall use shared knowledge including, but not limited to, a historical perspective of the amount of money obtained and a review of quarterly accounting and records regarding how those monies have been used in the past, information on how monies may be legally allocated, etc.
5. The committee shall develop consensus regarding the use of the Administrative Outreach Billing funds and expend those funds accordingly.

**BOARD OF EDUCATION  
COMMUNITY UNIT SCHOOL DISTRICT NO. 5**

**UNIT FIVE EDUCATION ASSOCIATION IEA/NEA**

By \_\_\_\_\_  
President

By \_\_\_\_\_  
President

Date \_\_\_\_\_

Date \_\_\_\_\_