Tiburcio Vásquez Health Center, Inc.
33255 Ninth Street, Union City, California 94587
Administration: (510) 471-5907 Appointments: (510) 471-5880 Fax: (510) 471-9051

July 2, 2012
Re: Letter of Collaboration

Dear Community Partner,

The intent of this *Letter of Collaboration* is to formalize the agreement between the **Adolescent Family Life Program (AFLP)**, facilitated by Tiburcio Vasquez Health Center's (TVHC) Family Support Services program and youth service providers who work with pregnant and parenting teens in Southern County, such as San Leandro Unified School District.

The Adolescent Family Life Program is a comprehensive case management program for pregnant and parenting teens in Southern Alameda County. Our Case Managers work closely with youth to assist them and their children in five areas of development: Health, Nutrition, Parenting, Education, and Psychosocial development. Further, Case Managers assess their client's needs and make appropriate referrals to outside organizations with expertise in these areas as needed.

The goal of this letter of collaboration is to ensure that young parents have the knowledge and access to community resources that they may be eligible for and solidify the referral process between both agencies. To this end, each agency agrees to participate in the referral process by:

Adolescent Family Life Program, facilitated by Tiburcio Vasquez Health Center's Family Support Services will:

- Contact referrals received from youth service providers for additional outreach and recruitment for AFLP.
- Screen referred participants for eligibility of services.
- Communicate with the referent regarding the outreach status of the referred client.
- Assign an AFLP Case Manager to referred client and continue to assess their needs.
- Identify specific needs of clients and collaborate with outside agencies to provide referrals to their organization.

SLUSD will:

- Provide referrals to the Adolescent Family Life Program facilitated by Tiburcio Vasquez Health Center.
- Provide a basic overview of the AFLP program to clients when making the referral to help encourage participation.
- Assist our program Case Managers when trying to locate or contact referrals.
- Provide TVHC with the most current information of your agency programs to ensure that AFLP Case Managers are aware of all community resources for clients and are able to provide accurate referrals to your organization.
- Coordinate services through the Office of Student and Family Wellness.

The Adolescent Family Life Program appreciates your cooperation and collaborative efforts to provide support to teen parents of Southern Alameda County. By signing this letter of collaboration, your agency will be reaffirming this relationship between the two agencies.

Sincerely,

Jose Joel Garcia, Chief Executive Officer Date
Tiburcio Vasquez Health Center

Cindy M. Cathey, Superintendent Date
San Leandro Unified School District

Gina Schellenberg 7/2/12

Gina Schellenberg, FSS Director Date
Adolescent Family Life Program
TVHC Family Support Services