

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Able Life
1956 Silverleaf Dr.
Hebron KY, 41048

And

Covington Independent Public Schools
25 E. 7th St.
Covington, KY 41011

I. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative partnership between AbleLife (hereafter referred to as "Provider") and Covington Independent Public Schools (hereafter referred to as "District") to deliver Pre-Employment Transition Services (Pre-ETS) to students with disabilities, in accordance with the Workforce Innovation and Opportunity Act (WIOA) and regulations established by the Office of Vocational Rehabilitation (OVR).

II. DEFINITIONS

- **Pre-ETS:** Services that include job exploration counseling, work-based learning experiences, counseling on postsecondary education options, workplace readiness training, and instruction in self-advocacy.
- **Student with a Disability:** A student aged 14–21 who is eligible or potentially eligible for OVR services, and is receiving special education or related services under IDEA or is an individual with a disability under Section 504 or has a documented disability.

III. ROLES AND RESPONSIBILITIES

A. Provider Will:

1. Coordinate and deliver Pre-ETS activities including:
 - Job exploration counseling
 - Work-based learning experiences
 - Postsecondary education counseling
 - Workplace readiness training
 - Instruction in self-advocacy
2. Maintain confidentiality in accordance with FERPA and HIPAA regulations.
3. Collaborate with District staff to obtain necessary parental or guardian consent forms as required.
4. Collaborate with District staff to schedule services in a way that minimizes disruption to student learning.
5. Comply with all applicable federal and state laws.

B. District Will:

1. Identify eligible or potentially eligible students for Pre-ETS.
2. Collaborate with AbleLife to coordinate scheduling and access to facilities.
3. Assist with obtaining consent forms from parents/guardians.
4. Provide a copy of Individualized Education Program (IEP) or Section 504 Plan information relevant to Pre-ETS (as appropriate and with consent).
5. Ensure that Pre-ETS activities do not replace required special education services.

IV. TERM AND TERMINATION

This MOU shall begin on March 1, 2026 and remain in effect until June 30, 2027, unless terminated earlier by either party with 30 days written notice. The MOU may be renewed or amended in writing by mutual agreement.

V. CONFIDENTIALITY

Both parties agree to comply with all applicable laws and regulations regarding the privacy and security of student records and personal information, including FERPA and HIPAA.

VI. NON-DISCRIMINATION

Both parties agree not to discriminate on the basis of race, color, national origin, sex, disability, or age in the provision of services under this MOU.

VII. SIGNATURES

This MOU represents the full understanding between the parties and supersedes all prior agreements or understandings.

For the Provider:

Name: Jacki Alexander
Title: Owner / Direct Service Provider
Agency/Organization: AbleLife
Signature: _____
Date: _____

For the School District:

Name: Misti Carr
Title: Director of Special Education
School District: Covington Independent Public Schools
Signature: _____
Date: _____