

## Memorandum of Understanding Procedures

The fillable Memorandum of Understanding is on the Title IVE Legal Representation web site <https://ocfs.ny.gov/programs/fostercare/titleiv-e/legal-representation.php>. When completing the MOU please save a copy to your computer/desktop. When filling in the necessary information in the MOU, please **DO NOT** make any changes to the body of the MOU.

After completing the MOU, please send 3 copies with an original signature and, if approved by Indigent Legal Services, Attachment C – OCFS-5604 – Enhanced Quality Legal Representation Services Plan for Counties and NYC to:

**New York State  
Office of Children & Family Services  
Capital View Office Park  
Attn: Title IVE Legal Representation  
52 Washington Street  
South Bldg. Room 204  
Rensselaer, NY 12144-2834**

Once the signed MOU is received; the MOU will be reviewed by our Contract Management Department and then signed by the Deputy Commissioner of the Division of Administration.

Any questions please send them to the [titleivelegalrep@ocfs.ny.gov](mailto:titleivelegalrep@ocfs.ny.gov) mailbox.