



FOR YOUR INFORMATION

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Issue 25-18

Date: 09/26/2025

OUTSTATION AGREEMENT PROCEDURES

The Department of Children and Family Services (DCFS) enters into agreements with school districts, police stations, courts, hospitals/clinics and other organizations in the community to allow Children's Social Workers and other DCFS staff to provide services onsite for the benefit of children and families. These services cannot be performed without the use of specific real estate, which is provided at no cost to the County. Typically, these agreements are limited to small work areas such as classrooms, small offices, cubicles, conference rooms and meeting rooms.

Depending on the use of the space, either an Operational Agreement or a License and Operational Agreement must be put in place.

TYPES OF OUTSTATION AGREEMENTS

- **License and Operational Agreements:** A License and Operational Agreement is for DCFS employees that are outstationed in "non-County" facilities (schools, Boys & Girls Clubs, police departments, etc.) and have assigned workspace dedicated for use by DCFS staff only.
 - These gratis (courtesy) agreements allow non-County entities and DCFS staff to help build relationships with community partners in order to provide better services to children.
- **Operational Agreements:** An Operational Agreement is needed when DCFS employees use free space at non-County facilities. (e.g., churches, law enforcement sites and community centers). DCFS employees are not physically assigned to a workspace and use space as available when needed.

The Program Manager is responsible for initiating the process of these agreements.

PROCESS FOR LICENSE AND OPERATIONAL AGREEMENTS

The Program Manager must:

- Use the DCFS approved templates to prepare the License and Operational Agreements.
- Send an electronic copy of the agreement(s) to the Contracts Administration Division (CAD) dedicated inbox at CADOA@dcfs.lacounty.gov to request review of the language and approval prior to obtaining signatures.



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- Work with non-County entity for any changes on the agreement.
- Send finalized agreement to non-County entity for signatures.
- Upon receiving non-County entity's signatures, send the signed agreement to the Property Management (PM) dedicated inbox at PropeD@dcfs.lacounty.gov.

CAD must:

- Review the agreement and annotate any recommended changes.
- Return to Program Manager for corrections, as appropriate.
- Once corrections are completed, send the electronic copy of the agreement to the PM dedicated inbox at PropeD@dcfs.lacounty.gov.

PM must:

- Review the agreement and annotate any recommended changes.
- Return to Program Manager for corrections, as appropriate.
- Once corrections are completed, send the electronic copy of the agreement to DCFS County Counsel for review, approval and signature.
- Upon receiving DCFS County Counsel approval, return the agreement to the Program Manager to obtain the non-County entity's original signatures.

PROCESS FOR OPERATIONAL AGREEMENTS

The Program Manager must:

- Use the DCFS approved templates to prepare the Operational Agreement(s), and include the necessary language pertaining to the services that both agencies have agreed to provide.
- Send an electronic copy of the agreement(s) to the CAD dedicated inbox at CADOA@dcfs.lacounty.gov to request review of the agreement language and approval prior to obtaining signatures.
- Prepare a virtual folder that includes: Bureau Clearance Sheet, Program Briefing Memo, Operational Agreement signed by the non-County entity. These documents will be submitted to the CAD dedicated inbox at CADOA@dcfs.lacounty.gov.



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CAD must:

- Upon their review, submit the documents via email to DCFS' County Counsel for review and approval.
- Upon DCFS' County Counsel approval, return the agreement to the Program Manager to obtain the non-County entity's original signatures.
- Upon receipt of the documents (i.e., Program Briefing Memo, Operational Agreement signed by the non-County entity), review and sign the Clearance Sheet and submit documents for internal clearance/Director's approval and signature.
- Upon receiving the Director's signature, submit the documents to the Business Information Systems Division (BIS), with a copy to the Program Manager, for uploading to the DCFS MOU Repository.

ADDITIONAL INFORMATION

- For additional information on the approval of License and Agreements, send your inquiry to the PM dedicated inbox at PropeD@dcfs.lacounty.gov.
- For additional information on the approval of Operational Agreements and MOUs, send your inquiry to the CAD dedicated inbox at CADOA@dcfs.lacounty.gov.
- All documents must include required signatures.
- Each Program Manager is responsible for renewing each Outstation Agreement before its expiration. Agreements can be renewed or extended with a written notice only. Verbal notices are not acceptable. The combined Operational License Agreement template can be accessed using the link below:

[Operational License Outstation Agreement \(No MOU\) - 9-8-25.docm](#)

If you have any questions regarding this release, please email your question to:

Policy@dcfs.lacounty.gov