

COOPER AND CAPITAL TOWNSHIPS’
INTERGOVERNMENTAL AGREEMENT
FOR ADMINISTRATION OF GENERAL ASSISTANCE

This Agreement is entered into as an Intergovernmental Agreement between Cooper and Capital Townships, and specifically by and through the Capital and Cooper Township Supervisors, for the shared use of General Assistance caseworkers and for Capital Township to aid in the administration of General Assistance for Cooper Township.

Purposes and Objectives. The purpose and objectives of this Agreement are as follows:

1. to assist each Township in the cost-efficient administration of General Assistance (GA) benefits, and specifically that this Agreement will result in reduced costs for Cooper Township to administer its General Assistance program and increase customer service to its residents.

2. to assist Cooper Township in its administration of General Assistance through the use of Capital Township General Assistance caseworkers to provide uniform General Assistance casework file management.

Each Township acknowledges its individual and mutual benefits and rights through this Intergovernmental Agreement and as further reflected in the Resolution to Authorize and Ratify the Execution of Cooper and Capital Township’s Intergovernmental Agreement for Administration of General Assistance.

Powers. The parties acknowledge that this Agreement is entered into pursuant to the power and Authority in section 3 of the Intergovernmental Cooperation Act, 5 ILCS 220/3 and the Illinois Township Act, 60 ILCS 1/70-50 and 60 ILCS 1/85-10 (d).

Pursuant to 60 ILCS 1/70-50, the Cooper Township Supervisor and Capital Township Supervisor each are charged with the statutory obligation and rights to administer General Assistance. This agreement is subject to the approval of each respective Township supervisor. Each respective Township board may also ratify this agreement.

Rights and Responsibilities.

1. Cooper Township will pay Capital Township \$40 per hour for a Capital Township GA caseworker to travel to and from the Cooper Township office and to administer Cooper Township’s GA, including applicant intake processing services, at the Cooper Township office.
2. Capital Township agrees to provide office hours for Cooper Township applicant intake at 901 S. 11th Street Springfield, IL 62701 from 8:30 to 4:30 Monday thru Friday except on Holidays.
3. Cooper Township agrees to pay Capital Township a fee of \$20 per applicant seen by the Capital Township GA caseworker for processing of vouchers and payments to vendors on cases seen at the Cooper Township office.
4. Cooper Township will pay Capital Township an applicant fee of \$15 and a processing fee of \$20 for each Cooper Township applicant processed at the Capital Township office, for a total fee of \$35 per application.
5. Capital Township shall receive, review, and process Cooper Township GA applications in compliance with the applicable GA statutory procedures and the Emergency Assistance Manual as adopted by Cooper Township and consistent with the Rodriquez Consent Decree to the extent required.
6. Cooper Township agrees their assistance categories for which Capital Township will provide GA will be: Rent, Utility and Food Assistance.

7. Cooper Township will set a budget for each category of Assistance on a per month basis that Capital Township will be subject to while carrying out duties under this Agreement.
8. Cooper Township authorizes Capital Township GA caseworkers to make GA expenditures in a manner and in amounts consistent with the terms and responsibilities created by this Agreement, and based upon the information provided by the applicant, Cooper Township, and otherwise available to the Capital Township GA caseworker at the time the application is received and approved.
9. Capital Township will notify Cooper Township applicants for assistance as to whether they qualify for assistance with either a written denial or a voucher that benefits have been given, within 10 business days from receipt of the application.
10. Cooper Township applicants will be subject to the same appeals process as Capital Township for reviewing appeals for denied or suspended benefits.
11. Capital Township agrees to notify the Cooper Township Supervisor via e-mail of any complaints or appeals received from Cooper Township applicants by the end of business the following business day.
12. If Cooper Township disagrees with any GA expenditure approved or provided by a Capital Township GA caseworker on behalf of Cooper Township for an applicant on the basis of the amount or qualification of the recipient, the Cooper Township Supervisor may dispute such matter by presenting the nature and details of such disagreement in writing to the Capital Township Supervisor. The Township Supervisors and GA Supervisors of both townships will meet and review the documentation to determine the appropriateness of the benefits approved or provided within 7 calendar days or on such date as is mutually agreed upon. Liability of the Capital Township GA caseworker's actions on behalf of Cooper Township shall be the same as if the caseworker was an employee of Cooper Township.
13. Cooper Township will reimburse Capital Township on a monthly basis the amount of assistance and fees charged by the end of the following calendar month.
14. Capital Township will retain ownership of all financial documents and other records gathered or collected by Capital Township GA caseworkers from Cooper Township or Cooper Township's general assistance applicants while carrying out duties under this Agreement and retain those items in accordance with the requirements of the Local Records Commission.
15. Capital Township will be responsible for sending 1099's to vendors utilized by Capital Township and other applicable employment documents for any Capital Township GA caseworker who performs services for Cooper Township pursuant to this Agreement as required by applicable state and federal laws.
16. Capital Township will provide access to records retained on Capital Township premises that were gathered or collected by Capital Township GA caseworkers from Cooper Township or Cooper Township's general assistance applicants while carrying out duties under this Agreement for inspection during normal business hours to Cooper's Township Supervisor, employees, officials and authorized agents. Cost of copies of documents and records will be reimbursed by Cooper Township should they be requested.
17. All Freedom of Information Act (FOIA) requests for information regarding Cooper Township GA received by Capital Township will be directed to the Cooper Township Supervisor. Subject to approval from the Cooper Township Supervisor or as otherwise required by law, Capital Township will provide the information at a

rate of cost the same as in #2 above and the cost of copies in order to comply with the request. The Cooper Township Supervisor is required to notify Capital Township of FOIA requests received by Cooper Township that require a response from Capital Township, by the end of the business day on which the applicable FOIA request is received.

- 18. Capital Township will provide statistical reports, of a form and type as mutually agreed upon, via e-mail on a periodic basis to support information to be provided to the Board of Trustees of Cooper Township at their regular meetings.
- 19. For notification purposes, the Township Supervisor or each township, or his designee, is the accepted person to which any formal or required notices must be provided.
- 20. Cooper Township will provide and pay for its own audit of any of the services provided pursuant to this Agreement.
- 21. To the extent allowable by law, Cooper Township shall defend and hold harmless Capital Township against any and all claims, demands, and causes of action arising out of or connected with this Agreement and shall indemnify Capital Township for any costs, expenses, fees, fines, or damages resulting there from (including all court costs, fees, and reasonable attorneys' fees).
- 22. Either township may terminate this Agreement at any time without cause upon 30 days' written notice to the other party.
- 23. Each township acknowledges that this Agreement may be amended only in writing during the term of this Agreement as deemed necessary and mutually agreeable by the parties, subject to notice to each of the townships and the right of each Township Supervisor to review, recommend, and approve any future amendments.

Duration of Agreement.

The term of the Agreement is for September 15, 2015 to March 31, 2016 or as otherwise mutually agreed upon in writing by the parties.

Executed, adopted, and approved by Capital Township and Cooper Township by the undersigned supervisors of General Assistance.

Capital Township
Supervisor

Cooper Township
Supervisor

Date

Date