

MEMORANDUM OF UNDERSTANDING

Florida Department of Revenue, Child Support Program and
CareerSource Southwest Florida

This Memorandum of Understanding (MOU) is entered into between the Florida Department of Revenue, Child Support Program (Child Support Program) and CareerSource Southwest Florida (Employment Program) referred to individually as "Party" and collectively as "Parties."

The purpose of this MOU is for the Parties to help parents who owe child support find and maintain employment, so parents can satisfy their child support obligations.

1. Under this MOU, the Child Support Program will:

- a. Refer parents to the Employment Program who consent to have their name and contact information provided to the Employment Program. Referrals will be provided through Crosswalk or other secure referral method agreed upon by both Parties.
- b. Provide information about the Employment Program on the Child Support Program's Resources for Parents internet webpage.
- c. Provide the Employment Program with general information about child support services, including how parents can contact the Child Support Program and the methods and procedures used to establish, enforce, and modify child support orders.

2. Under this MOU, the Employment Program will use its resources to assist parents referred by the Child Support Program or ordered by the court in finding and maintaining employment.

3. Each Party will comply with the confidentiality and data safeguarding requirements specified in Attachment A.

4. The persons named below are the primary points of contact for purposes of administering the MOU.

Child Support Program

Kim Clark
Contract Manager
2450 Shumard Oak Blvd., Building 2-4643
Tallahassee, Florida 32399-0191
Phone: (850)717-6609
Email: Kim.Clark@floridarevenue.com

Employment Program

Rebecca E. Sandholdt
Operations Director
6800 Shoppes at Plantation, Suite 170
Fort Myers, Florida 33912
Phone: (239)931-8200 Ext. 1228
Email: rsandholdt@careersourcesouthwestflorida.com

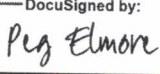
5. Each Party will notify the other Party in writing of a change in contact information within 15 days of the change.

6. This MOU becomes effective when it is executed by both Parties. The MOU terminates on April 30, 2027, unless terminated sooner. Either Party may terminate the MOU in writing by notifying the other Party of its intent to terminate at least 30 days in advance. Notice of termination may be delivered by standard email or by certified mail return receipt requested. The MOU may be renewed for an additional period of up to two years upon written approval by both Parties. Any changes to the terms and conditions set forth in this MOU or renewal of the MOU must be in writing, agreed to by both Parties, and signed by an authorized signatory for each Party.

7. Each Party bears its own costs.
8. Pursuant to section 409.2579, Florida Statutes and Title 42 C.F.R. § 303.21, the Parties agree that the information shared is confidential and shall be used solely for the intended purpose of this MOU.
9. This MOU is authorized by sections 409.25995 and 445.007, Florida Statutes.

IN WITNESS HEREOF, by the authorized signatories below, Child Support Program and CareerSource Southwest Florida agree to the terms and conditions of this three-page MOU.

**EMPLOYMENT PROGRAM:
CAREERSOURCE SOUTHWEST FLORIDA**

SIGNED BY: 
DocuSigned by:
Authorized Signature

NAME: Peg Elmore

TITLE: President and CEO

DATE: 5/15/2024 | 5:46 AM PDT

Approved as to form and legal content
Office of General Counsel

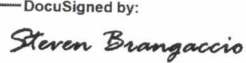
DEPARTMENT OF REVENUE

SIGNED BY: 
DocuSigned by:
6AD339BFFF4547D...

NAME: Shannon C. Segers

TITLE: Director, Office Financial Management

DATE: 5/15/2024 | 9:12 AM EDT

SIGNED BY: 
DocuSigned by:
941D3F38BE68436...

DATE: 5/9/2024 | 10:33 AM EDT

Not valid until signed and dated by both Parties

Attachment A

Confidentiality and Data Safeguarding

1. Each Party to the MOU will:
 - a. Maintain the confidentiality of information received under the MOU in accordance with state and federal law.
 - b. Establish managerial, operational, and technical safeguards to maintain confidentiality and prevent unauthorized access, use, or disclosure of the confidential information provided.
 - c. Restrict access to and disclosure of information to authorized personnel who need the information to perform official duties in connection with the purposes of the MOU.
 - d. Comply with the Florida Cybersecurity Standards in Rule Chapter 60GG-2, Florida Administrative Code, as applicable.
 - e. Take all action required by state and federal law in the event of a data breach including compliance with section 501.171, Florida Statutes. A Party that becomes aware of a suspected or known data breach will notify the other Party within 24 hours of the discovery of the breach or unauthorized disclosure of confidential information.
 - f. Ensure that all authorized personnel with access to information received under the MOU understand the confidential nature of the information and the user's responsibility for proper use and protection of the information.
2. Other Terms and Conditions:
 - a. The names and contact information provided under the MOU are confidential and exempt from Florida's open records law under section 409.2579, Florida Statutes.
 - b. Storing information received under the MOU on mobile devices is prohibited.
 - c. Information received under the MOU may only be processed and stored in the United States.
 - d. If either Party or a subcontractor uses a Cloud service provider, the provider must be certified FedRamp compliant and must comply with the security requirements in the MOU.
 - e. Unauthorized disclosure of confidential information is grounds for immediate termination of the MOU.

Certificate Of Completion

Envelope Id: A4B2E99E4B604F6481828095E681B1D4
Subject: Contract #CG045 New Contract Career Source Southwest Florida
Source Envelope:
Document Pages: 6
Certificate Pages: 6
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
FDOR DocuSign Admin Team
2450 Shumard Oak Blvd.
Building 2 CCOC
Tallahassee, FL 32399
docusignpurchasing@floridarevenue.com
IP Address: 204.89.74.136

Record Tracking

Status: Original
5/8/2024 10:54:14 AM
Holder: FDOR DocuSign Admin Team
docusignpurchasing@floridarevenue.com
Location: DocuSign

Signer Events

Alison Thomas
Alison.Thomas@floridarevenue.com
Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:
Alison Thomas
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Signature Adoption: Pre-selected Style
Using IP Address: 204.89.74.135

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Signed: 5/8/2024 11:41:17 AM

Electronic Record and Signature Disclosure:
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ID: bd925b8f-dbff-416e-868a-8cc38584f866

Kim Clark
kim.clark@floridarevenue.com
FDOR
Security Level: Email, Account Authentication
(None)

DocuSigned by:
Kim Clark
9EB610BD96264BB...

Signature Adoption: Pre-selected Style
Using IP Address: 204.89.74.135

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Laurel McCarty
Laurel.McCarty@floridarevenue.com
Security Level: Email, Account Authentication
(None)

DS
LM

Signature Adoption: Pre-selected Style
Using IP Address: 204.89.74.135

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Natalia S. Thomas
Natalia.Thomas@floridarevenue.com
Security Level: Email, Account Authentication
(None)

DS
NT

Signature Adoption: Pre-selected Style
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Signer Events

Signature

Timestamp

Steven Brangaccio
Steven.Brangaccio@floridarevenue.com
Chief Assistant General Counsel
Florida Department of Revenue
Signing Group: General Counsel Signature
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
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Signed: 5/9/2024 10:33:50 AM

John Kinneer
John.Kinneer@floridarevenue.com
Purchasing Director
Florida Department of Revenue
Security Level: Email, Account Authentication (None)

DS
JK

Signature Adoption: Pre-selected Style
Using IP Address: 204.89.74.135

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Signed: 5/9/2024 10:49:20 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Michael Weyant
Michael.Weyant@floridarevenue.com
Security Level: Email, Account Authentication (None)

DocuSigned by:
Michael Weyant
77A139BEAF88445...

Signature Adoption: Pre-selected Style
Using IP Address: 204.89.74.136

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Signed: 5/13/2024 10:22:42 AM

Electronic Record and Signature Disclosure:
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Donna Brower
Donna.brower@floridarevenue.com
Signing Group: OA Reviewers
Security Level: Email, Account Authentication (None)

DS
DB

Signature Adoption: Pre-selected Style
Using IP Address: 204.89.74.136

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Signed: 5/13/2024 10:41:46 AM

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ID: 9817e069-2af1-4f97-a39f-192bde4c3531

Jill Reynolds
jill.reynolds@floridarevenue.com
Signing Group: OA Signature
Security Level: Email, Account Authentication (None)

DocuSigned by:
Jill Reynolds
354B0B5649904E3...

Signature Adoption: Pre-selected Style
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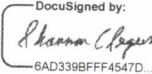
Peg Elmore
pelmore@careersourcesouthwestflorida.com
Security Level: Email, Account Authentication (None)

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Peg Elmore
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Signature Adoption: Pre-selected Style
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Signed: 5/15/2024 8:46:22 AM

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
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Signing Complete	Security Checked	5/15/2024 9:12:43 AM
Completed	Security Checked	5/15/2024 9:12:43 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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electronically from us.

How to contact Carahsoft OBO Florida Department of Revenue:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: terry.goodwin@floridarevenue.com

To advise Carahsoft OBO Florida Department of Revenue of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at terry.goodwin@floridarevenue.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to terry.goodwin@floridarevenue.com and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO Florida Department of Revenue as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO Florida Department of Revenue during the course of my relationship with you.