# Letter of Agreement

**This letter of Agreement is between the Clearinghouse on Supervised Visitation and the Family Visitation Program of Tallahassee Supervised Visitation Program.**

**The Clearinghouse agrees to the following:**

1. To provide a Data Base for use by Florida's Supervised Visitation Programs.
2. To assist programs with utilizing this database.
3. To collect and analyze the information from this database.
4. To report to the Task Force on Children's Justice the compliance of the Supervised Visitation Program with this Agreement.

**The Family Visitation Program of Tallahassee Supervised Visitation Program agrees to the following:**

1. To use the equipment purchased with Mini-Grant funds for supervised visitation purposes, including utilization of the database.
2. To send at least one staff person to attend the Clearinghouse training on use of the database.
3. To participate in the Data Base designed by the Clearinghouse on Supervised Visitation on a regular, periodic basis.
4. To report to the Clearinghouse any problems that may occur with utilizing the database.
5. To store all equipment purchased with Mini-Grant funds in the office of the Supervised Visitation program, or in such place as all records and business of the Supervised Visitation Program is transacted.

Susan Martin 2/26/04
**Signature of Program Director and Date**

Karen Chen 2/28/04
**Signature of Clearinghouse Director and Date**