


**Memorandum of Understanding
Between
Jurupa Unified School District
And
National Education Association - Jurupa**

IEP Service Minutes Requirements

The California Department of Education (“CDE”) has recently clarified its expectations regarding tracking of service minutes for students with IEPs. In order to support unit members who are affected by these or any related requirements, the Parties agree to the following:

1. Unit members who serve as case carriers and/or service providers are responsible for tracking service minutes for students on their caseloads. The District is responsible for managing the collection and final reporting (if any) to CDE.
2. Unit members who will be required to use any new or additional tracking methodology as a result of the CDE directives will receive training on how to use that methodology.
3. If CDE requires any *retroactive* service tracking that was not previously required by the District, CDE, or another entity, the unit member shall receive appropriate time in order to complete the required tracking.
4. Should the CDE requirements change substantially or should the District change its practices in this area, the Association shall have the right to negotiate the matter within the scope of representation.



For the Association



For the District

03/08/23

Date

03/08/2023

Date