

MOU Reference Code

ABC / XYZ IU

MEMORANDUM OF UNDERSTANDING (MOU)

between

Party A: ABC Community Services

and

Party B: XYZ Intermediate Unit
513 E. Chestnut Street
Clairton, PA 15146

This is an agreement between Party A, hereinafter called ABC and Party B, hereinafter called XYZ.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to providing age-appropriate nutrition education in Head Start Schools operated by the XYZ

II. SNAP-Ed LOCATIONS

SNAP-Ed activities described herein will occur at the sites below. (NOTE: Sites listed here must also appear, with address and eligibility criteria, on the TRACKS Exclusivity Waiver).

- Clairton Head Start, 633 West End Turnpike, Clairton, PA 15146
- Keystone Head Start, 64 N. Jefferson Street, Pittsburgh, PA 15215

III. BACKGROUND

- A. ABC is: A non-profit organization committed to educating low income Pennsylvanians about healthful food choices.
- B. XYZ is: a regional educational services agency that works with the state department of education and local school districts to administer Head Start other educational programs in Allegheny County.

IV. RESPONSIBILITIES UNDER THIS MOU

- A. ABC shall:
 - Coordinate with classroom teachers to schedule SNAP-Ed programming
 - Deliver SNAP-Ed programming using approved curricula and materials

- Provide supporting materials for parents/caregivers to reinforce lessons delivered
- Share updated nutrition information with classroom teachers
- Review comments and feedback from teachers and staff
- Comply with all school policies when working within the schools
- Maintain records concerning nutrition education activities

B. XYZ shall:

- Permit TRACKS educators to deliver SNAP-Ed in the classroom and send supporting material home to parents/caregivers
- Provide demographic information about the student population at each school for federal reporting requirements

V. TERMS OF AGREEMENT

With mutual consent, either party may modify the terms of this agreement. Either party may void this Agreement for any reason with 60 days notice.

VI. FUNDING

This MOU does not include the reimbursement of funds between the two parties.

VII. OTHER TERMS & CONDITIONS

Not applicable.

VIII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of authorized officials of ABC and XYZ. It shall be in force from October 1, 2010 to September 30, 2012.

Both parties indicate agreement with this MOU by their signatures.

For ABC:

For XYZ:

Signature

Signature

Fred Flagstone

Betty Bop

Printed Name

Printed Name

Director

Director

Title

Title

3/6/09

3/4/09

Date

Date