

**MOU Reference Code**

ABC / XYZ IU

**MEMORANDUM OF UNDERSTANDING (MOU)**

between

Party A: ABC Community Services

and

Party B: XYZ Head Start  
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. CONFIDENTIALITY**

As a partner with Pennsylvania Nutrition Education TRACKS and/or ABC Community Services, I understand that some of my work may involve access to information/records that are considered confidential.

I acknowledge my responsibility to respect the confidentiality of SNAP-Ed participants and to follow the rules of confidentiality as required by Pennsylvania Nutrition Education TRACKS and/or ABC Community Services, the Pennsylvania Department of Public Welfare and Federal regulations at 7CFR 272.1(c) to protect privacy and to act in a professional manner.

**VIII. OTHER TERMS & CONDITIONS**

Not applicable.

**IX. EFFECTIVE DATE AND SIGNATURE**

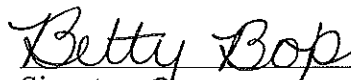
This MOU shall be effective upon the signature of authorized officials of ABC and XYZ. It shall be in force from October 1, 2012 to September 30, 2013.

Both parties indicate agreement with this MOU by their signatures.

For ABC:

For XYZ:

  
Signature

  
Signature

Fred Flagstone  
Printed Name

Betty Bop  
Printed Name

Director  
Title

Director  
Title

3/6/12  
Date

3/4/12  
Date

SAMPLE