

MOU Reference Code

ABC-XYZ SD

MEMORANDUM OF UNDERSTANDING (MOU)

between

Party A: ABC Community Services

and

Party B: XYZ School District
10 Allegheny Street
Pittsburgh, PA 15215

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 to students in eligible schools in the XYZ School District

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).

- Oak Elementary School, 12 Pine St., Pittsburgh, PA 15215
- Pine Elementary School, 426 Oak St., Pittsburgh, PA 15215
- Spruce Middle School, 14 Central Ave., 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 public school district comprised of elementary, middle and high school aged children.

IV. RESPONSIBILITIES UNDER THIS MOU

- A. ABC shall:
 - Provide approved curricula and materials to be used by teachers for the purpose of providing SNAP-Ed in the classroom (if needed)
 - Share updated nutrition information with teachers
 - Support teachers in their delivery of SNAP-Ed

- Review comments and feedback from teachers and staff
- Comply with all school policies when working within the schools
- Provide summary documentation to the school district as requested

B. XYZ shall:

- Permit teachers to deliver SNAP-Ed in the classroom and to send supporting information home to parents/caregivers
- Provide documentation of teacher time spent in delivering and preparing to deliver SNAP-Ed
- Provide documentation of teacher salaries for the purpose of calculating in-kind match
- Provide information on funding sources for all staff salaries for the purpose of determining allowability for in-kind match

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:

Fred Flagstone
Signature

For XYZ:

Betty Bop
Signature

Fred Flagstone
Printed Name

Betty Bop
Printed Name

Director
Title

Superintendant
Title

3/6/12
Date

3/4/12
Date

SAMPLE