

**MOU Reference Code**

ABC-XYZ SC

**MEMORANDUM OF UNDERSTANDING (MOU)**

between

Party A: ABC Community Services

and

Party B: XYZ Senior Center  
56 Pleasant Street  
Richland, PA 15044

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 delivering SNAP-Ed to clients at 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).

- XYZ Senior Center, 56 Pleasant Street, Richland, PA 15044

**III. BACKGROUND**

- A. ABC is: A non-profit organization committed to educating low income Pennsylvanians about healthful food choices.
- B. XYZ is: A senior center providing programs and services to the senior population in the greater Richland area

**IV. RESPONSIBILITIES UNDER THIS MOU**

A. ABC shall:

- Provide approved curricula and materials to be used by staff for the purpose of providing SNAP-Ed, if needed
- Share updated nutrition information with staff
- Support staff in their delivery of SNAP-Ed
- Review comments and feedback from staff

B. XYZ shall:

- Promote SNAP-Ed efforts to their clients
- Support staff in integrating nutrition education into the into the schedule of senior center events and programs
- Allow staff to document time spent on approved SNAP-Ed activities
- Provide documentation of staff salaries for the purpose of calculating in-kind match
- Provide documentation on funding sources for staff salaries to determine the allowability of those sources 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:

For XYZ XYZ:

Fred Flagstone  
Signature

Fred Flagstone  
Printed Name

Betty Bop  
Signature

Betty Bop  
Printed Name

Director  
Title

3/6/12  
Date

Senior Center Director  
Title

3/4/12  
Date

SAMPLE