LUTHERAN SOCIAL SERVICE OF MINNESOTA
FOSTER GRANDPARENT PROGRAM
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (this "MOU") contains basic provisions, which will guide the working relationship between both parties. It is entered into by and between Lutheran Social Service of Minnesota Foster Grandparent Program, sponsored by Lutheran Social Service of Minnesota, and the following agency and/or entity (the "Volunteer Station").

BETWEEN SPONSOR:

Lutheran Social Service of Minnesota
1605 Eustis Street, Suite 406
St. Paul, MN 55108

Telephone: 888-205-3770
651-310-9449 FAX

Program Coordinator: Joe Grisamore
Direct Phone: 218-220-5574
e-mail: Joe.Grisamore@lssmn.org

AND VOLUNTEER STATION: # 346

Greenway School District
P.O. Box 520,
Coleraine, MN 55722

Telephone: 218-245-2510

Station Director: David Pace
e-mail:

I. Lutheran Social Service of Minnesota Foster Grandparent Program (LSS FGP) will place up to **(_3_)** Foster Grandparent(s) to serve special and exceptional needs children at the above named volunteer station.

II. The volunteer station agrees to provide the following benefits for each Foster Grandparent placed with them:

A. Provide a meal each day, if available, at the normal adult meal rate, currently **$5.05/lunch**.

B. Provide an annual contribution of **$300.00** per volunteer, to offset the cost of transportation, recognition, and other volunteer benefits.

III. The volunteer station self-certifies that it is one of the following:

☐ Public Non-Profit ☐ Private Non-Profit ☐ Proprietary Health Care Agency
☐ Governmental Agency

IV. This agreement may be amended with thirty (30) days notice for a major alteration of terms and immediately for minor changes by mutual written agreement.

The signatures below signify agreement to the information contained on the front and following pages of this memorandum.

SPONSOR SIGNATURE:
Lutheran Social Service of Minnesota
Foster Grandparent Program

By: _____
(Brittany Thoms, Program Director)

Date: _____

VOLUNTEER STATION SIGNATURE:
Click or tap here to enter text.

By: _____
(Authorized Signature)

Title: _____

Date: _____

Agreement Dates Effective: July 1, 2026 to June 30, 2029

PARTNERSHIP AGREEMENT (continued)
BASIC PROVISIONS AND OBLIGATIONS

Lutheran Social Service will:

1. Provide the Volunteer Station with a Volunteer Station Site Manual.
2. Recruit, interview, select, and enroll volunteers in the program. The volunteers will meet the criteria in the AmeriCorps Seniors Foster Grandparent Program (FGP) Federal Regulations for enrollment in the program.
3. Unless otherwise specified herein, conduct and document a criminal history check for all AmeriCorps Seniors volunteers in the FGP program in accordance with the requirements established for a National Service Criminal History Check by AmeriCorp and Lutheran Social Service of Minnesota.
4. Refer FGP volunteers to the Station. Permit and encourage the Volunteer Station to screen FGP volunteers pursuant to established criteria of Volunteer Station.
5. Conduct pre-service orientation and ongoing in-service instruction for FGP volunteers.
6. Instruct FGP volunteers in proper use of volunteer timesheets, reimbursement guidance, and the AmeriCorps Seniors FGP procedures.
7. Provide identification badges for volunteers.
8. Refer any potential FGP volunteer to the volunteer station for consideration for placement. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as appropriate.
9. Specify appropriate activities to be performed by the FGP volunteers in partnership with the Volunteer Station.
10. Coordinate with the volunteer station to see that volunteers meet at least bi-monthly with station or LSS staff for in-service training.
11. Arrange for appropriate FGP recognition.
12. Initiate publicity regarding the FGP Program.
13. Furnish accident, liability, and excess automobile liability insurance for enrolled volunteers as required by FGP regulation. The insurance provided by the sponsor is secondary coverage and is not primary insurance
14. Address any grievances following the Grievance Procedure as outlined in the Volunteer Station Site Manual and Volunteer Handbook.
15. Reimburse FGP volunteers for transportation costs between their home and volunteer station in accordance with LSS FGP policies and availability of funds.
16. Discuss with the Volunteer Station regarding providing meals and/or snacks, whenever possible, for volunteers on assignment.
17. Retain full responsibility for the management and fiscal control of the project.
18. Provide technical assistance and regularly visit the volunteer station to assure the program is running correctly.

The Volunteer Station will:

1. In partnership with LSS FGP staff, the station staff will develop an assignment plan for each AmeriCorps Seniors volunteer in FGP and for each child served. The sponsor's representative, and the volunteer must sign the written assignment plan that: identifies the children to be served; the role and activities of the volunteer; the expected outcomes for each child; and addresses the period of time each child should receive such services. Volunteer station staff, LSS FGP staff, and the volunteer will review the AmeriCorps Seniors volunteer's assignment as well as the impact of the assignment on the child's development.
2. Assign children with designated special or exceptional needs to each volunteer.
3. In coordination with LSS FGP staff, provide volunteers assignments which utilize their skills and training.
4. Exclude Foster Grandparents as supervising adults when calculating state-mandated adult-to-child ratios.
5. Supervise Foster Grandparents at all times while they are performing as volunteers and not leave the Foster Grandparent alone with children.

6. Provide site specific and special training (i.e. confidentiality training) to the volunteers as needed.
7. Furnish volunteers with materials required for assignment. These materials may include station uniform and/or photo I.D.
8. Assure adequate health and safety provisions for volunteers.
9. Investigate and report any accidents and injuries involving LSS FGP volunteers immediately to LSS FGP staff. All reports shall be submitted in writing within 24 hours.
10. Specify, either by written information or verbally, that LSS FGP volunteers are participants in the Volunteer Station's programming in publicity featuring such volunteers. Display an AmeriCorps Seniors placard where it may be viewed by the public.
11. **Reports:** The Station Representative shall:
    12. Timesheets: Approve a timesheet for each FGP volunteer on a monthly basis by the 2nd of the following month.
    13. Surveys: Volunteer Stations are requested to complete a short annual survey provided by LSS FGP documenting the impact of services provided by volunteers.
    14. Volunteer Performance Evaluations: For each assigned volunteer, stations are required to complete an annual performance evaluation using the template provided by the sponsor.
    15. In-Kind Documentation: Provide documentation of in-kind contribution(s) (meals, uniforms, transportation, mileage reimbursement, training expenses,) and verification to help the LSS FGP meet its federal regulation of a 10% local match. Since the value of these in-kind contributions will be counted as a part of the non-federal contribution to the AmeriCorps Seniors grant, the Volunteer Station will ensure that the contributions provided and reported to the LSS FGP are not funded with other federal resources, unless those federal resources are authorized by federal law or regulation to be applied as part of the non-federal share of a federal grant.

Other Provisions

1. **Separation from Volunteer Service:** The Volunteer Station may request the removal of an FGP volunteer at any time. An FGP volunteer may withdraw from service at the Volunteer Station or from the LSS FGP at any time. The LSS FGP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.
2. **Religious/Political Activities:** The Volunteer Station will not request or assign FGP volunteers to conduct or engage in religious, sectarian, or political activities.
3. **Displacement of Employees:** Ensure that FGP volunteers serve in a volunteer capacity. AmeriCorps Seniors volunteers will not displace nor replace paid or contracted employees, relieve staff of their routine duties or infringe upon the site supervisor's supervisory role with clients.
4. **Compensation:** Neither the grantee nor any volunteer station requests or receives compensation from the beneficiaries of Foster Grandparent volunteers. Additionally, Foster Grandparents do not receive a fee for service from service recipients, their legal guardians, or members of their family, or friends.
5. **Accessibility and Reasonable Accommodation:** The Volunteer Station will maintain the programs and activities to which AmeriCorps Seniors volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
6. Comply with AmeriCorps regulations and comply with Federal and other laws, including applicable Civil Rights laws, Executive Orders, policies and regulations applicable to and concerning the program.
7. **Termination of MOU:** This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three (3) years by the Parties.

8. **Signatures.** By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to become an AmeriCorps Seniors FGP Station.