



MEMORANDUM OF UNDERSTANDING BETWEEN

DEPARTMENT OF AGING AND DISABILITIES FOSTER GRANDPARENT PROGRAM
(DSSLC)

AND

Denton ISD

1307 North Locust St.

Denton, Texas 76201

Phone: 940-369-0000 Fax: 940-369-4982

It is agreed that the attached Basic Provisions and Special Policies will guide our working relationship and that:

The FGP representative who will serve as liaison with the Volunteer Station is
Volunteer Coordinator: Patrick Mercer

The Volunteer Station representative who will serve as liaison with FGP and who will be responsible for volunteer supervision is: Vicki Sargent

Phone: 940-360-0000 Email: vsargent@dentonisd.org

The Memorandum of Understanding (MOU) may be amended, in writing, at any time, with concurrence of both parties. It will be reviewed annually to permit needed changes however the period will cover up to a 3 year period.

Please check which of the following describes the Volunteer station:

public agency X *private non-profit _____ proprietary health care agency _____

*Please provide documentation of non-profit status

Signature Vicki Sargent Date 4/18/15
Agency Representative

Signature _____ Date _____
Volunteer Coordinator of the Foster Grandparent Program

Consider this Memorandum of Understanding to be in effect from 03/23/2015 through June 30, 2016

Next Renewal Date: July 1, 2016

Either party may terminate this agreement on 15 days written notice to the addresses listed above.

BASIC PROVISIONS

1. The Sponsor (DADS FGP) will:
 - Place 48 Foster Grandparents to serve youth with special or exceptional needs for a period of 20 hours per week in accordance with FGP guidelines.
 - Provide additional Foster Grandparents as requested by volunteer station staff if feasible.
 - Provide orientation to volunteer station staff prior to placement of volunteers and at other times as appropriate.
 - Furnish adequate accident and liability insurance coverage as required by FGP guidelines. Provided for by the Program Director
 - Retain full responsibility for the management and fiscal control of the project.
 - Provide the federal stipend funds for the volunteers.
 - Arrange schedules for annual physical examinations for all volunteers.
 - Provide in-service training for volunteers at least 10 times per grant year for up to eight (8) hours per in-service.
 - Provide volunteer descriptions prior to placement at volunteer station.
 - Ensure this project, when considered in its entirety (i.e. including all stations) is accessible to persons with mobility, hearing, vision, mental and cognitive impairments or addictions and diseases.
 - In cooperation with the project's Advisory Council, arrange for appeal procedures to resolve problems arising between the volunteer, the volunteer station and/or the sponsor.
 - Unless otherwise specified herein, conduct and document a criminal history check for all Foster Grandparents in accordance with the requirements established for a National Service Criminal History Check by the Corporation for National and Community Service.
 - Not discriminate against a potential or active Foster Grandparent volunteer in the operation of its program on the basis of race, color, national origin, including limited English language proficiency, sex, age, political affiliation, religion, or on the basis of disability, if the volunteer is a qualified individual with a disability.

2. The Volunteer Station (**DISD Campuses**) will:

- Provide supervision of volunteers on assignment in coordination with the sponsor.
- Provide Foster Grandparent with volunteer descriptions if needed
- Provide a daily schedule of activities for the Foster Grandparents to use as a guidance tool while working with their assigned youth/children.
- Complete Individual Service Plan for children assigned to Foster Grandparents.
- Notify the FGP of any assignment changes affecting the volunteers.
- Provide orientation and training as needed specific to the volunteer station.
- Verify daily attendance by signing the sign-in sheets.
- Recognize the Foster Grandparents for their volunteer service annually.
- Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out or reassignment of the assigned Foster Grandparent, as necessary.
- Designate space for use by volunteers in their activities with their assigned children, and for project-related activities.
- Where applicable, provide a meal for the cost of a meal per volunteer, per day of service. The volunteer station will establish the meal price and verify the meal was received by placing a yes in the meal column on the timesheet and signing the timesheet to verify the number of meals. The volunteer station will receive a monthly in-kind voucher statement verifying the number/price of meals and will sign the in-kind voucher and return to the sponsor by designated dates.
- Where applicable, assist with the cost of transportation of each volunteer. The volunteer station will receive a monthly in-kind voucher statement verifying the expense and will sign the in-kind voucher and return to the sponsor. Amount to be determined by each DADS Site and Local Volunteer Station.
- Provide adequate health and safety protection for the volunteers and maintain Accessibility Standards.
- In consultation with the DADS Volunteer Coordinator make investigations and reports regarding accidents and injuries involving FGP volunteers. The Volunteer Station will report to the FGP VC all accidents and injuries involving FGP volunteers within 24 hours of occurrence.

- Provide the FGP program with needed documentation required for Federal funding such Service Plans for each child assigned a Foster Grandparent placed, child progress reports and other paperwork.
- Maintain the programs and activities to which Foster Grandparent 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.
- The Volunteer Station will not discriminate against Foster Grandparent volunteers or in the operation of its program on the basis of race; color; national origin; limited English language proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
- Have the right to request the reassignment of a volunteer.

Revised 2/15