



# Foster Grandparent Program of NW MN Memorandum of Understanding



**BETWEEN Tri-Valley Opportunity Council Inc:**

**AND VOLUNTEER STATION:**

**Foster Grandparent Program**

102 N Broadway , PO box 607

Crookston, MN 56716

Telephone: 218-281-5832

FG Program Director: Marley Melbye

**Badger Public Schools**

110 Carpenter Ave

Badger MN 56714

**Supervisor: Kevin Ricke**

Phone: 218-528-3201

Email: kricke@badger.k12.mn.us

I) The parties stated above agree to abide by the attached basic provisions, which become part of this agreement as the signatures below confirm.

II) The Foster Grandparent Program will place up to \_\_\_\_\_ Foster Grandparents, each to serve children with special and/or exceptional needs as identified by a qualified professional. The variable number of Foster Grandparents within this Memorandum's 3 year time period maybe be adjusted as needed for the Volunteer Station.

III) The Volunteer Station agrees to provide the following benefits for each Foster Grandparent placed:

- i) A daily meal or reimbursement for meal at the rate of \_\_\_\_\_per meal.
- ii) Annual maximum contribution rate of \$225.00 per Foster Grandparent Volunteer. These monies are used for transportation expenses to and from site and to monthly in-service trainings and for cost-required physicals, not covered by insurance.

IV) The signature below verifies the station is a public or private non-profit organization, propriety health care agency or an education facility.

V) Consider this Memorandum to be effective September 1, 2022 – August 31, 2025. Either party may terminate this agreement with 30 days written notice to the addresses listed above.

**SPONSOR SIGNATURE:**

Foster Grandparent Program of NW MN

By: Marley Melbye  
Project Director

Date: 4-1-22

**VOLUNTEER STATION SIGNATURE:**

Site:

By: \_\_\_\_\_  
(Authorized Signature)

Date: \_\_\_\_\_

**The Foster Grandparent Program, a program of Tri-Valley Opportunity Council, under the oversight of the Corporation for National & Community Service will:**

1. Place Foster Grandparents (FGs) to serve children with special and/or exceptional needs, 12-40 hours per week, following Foster Grandparent Program (FGP) guidelines.
2. Designate a FGP Area Supervisor to serve as the liaison with the Volunteer Station.
3. Recruit, interview, Dru Sjodin National Sex Offender check, MN Public Criminal History check, FBI Fingerprint check, enroll and orientate FGs prior to referral to Volunteer Station.
4. Provide ongoing education and support to the FG and Volunteer Station.
5. Provide monthly in-service training and/or conduct Site Visits for the FG.
6. Implement annual evaluations of the FGs to assess their: service performance, physical ability for current assignment, and income eligibility.
7. Retain responsibility for the overall management and fiscal control of the FGP.
8. Furnish excess accident and liability insurance coverage for the FGs.
9. Oversee resolution of differences arising between the FG, FGP, and/or Volunteer Station.
10. Review and renegotiate the Memorandum at least every three years.

**The Volunteer Station will:**

1. Verify it is a public or private non-profit organization, proprietary health care agency or an educational facility.
2. For each FG and for each child served, there is an Assignment Plan that identifies the child(ren) to be served and the activities the volunteer will address during that period. This Assignment plan will be signed by the Volunteer Station liaison and the volunteer and will be used to review the FGs services as well as the impact of the assignment on the child's development.
3. Designate a Site Supervisor to serve as the liaison with the FGP and to provide on-going direction and support to the FGs.
4. Ensure adequate health and safety provision for the FGs. If there is an incident or accident, in consultation with FGP, investigate and report information in a timely fashion.
5. Will not discriminate against FGs or in the operation of its program on the basis of race; color; national origin, gender, sexual orientation, age; political affiliation; marital or parental status; religion; military status or on the basis of disability.
6. The station will maintain the programs and activities to which FGP 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 accommodations to allow persons with disabilities to participate in programs.
7. Conduct additional background screening and incur the costs if it is deemed necessary by the Volunteer Station.
8. Utilize the FGs' skills and training assigning them to children with special and/or exceptional needs to serve in a volunteer capacity and not displace, replace or relieve staff.
9. Submit required paperwork in a timely basis (i.e., In-Kind reports, Assignment Plan, Performance Assessment, Impact on Children, etc.)
10. Comply with FGP, Tri-Valley, Federal, State, and local entities, policies and regulations.
11. Demonstrate appreciation and recognition of FG's service.
12. \*Provide a daily meal or reimbursement, transportation or contribute \$225.00 annually for each FG engaged in service at the Volunteer Station.

\*The Volunteer Station will ensure that the resources provided and reported to the FGP is 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.



**Tri-Valley**  
Opportunity Council, Inc.  
*Senior Programs*

# Foster Grandparent Program

Tri-Valley Opportunity Council, Inc. • 102 North Broadway • P.O. Box 607

Crookston, MN 56716 • 218-281-5832 • 800-584-7020 • [Marley.Melbye@tvoc.org](mailto:Marley.Melbye@tvoc.org)

DATE: MARCH 28<sup>TH</sup>, 2022

TO: KEVIN RICKE - BADGER PUBLIC SCHOOLS

FROM: MARLEY MELBYE, FOSTER GRANDPARENT DIRECTOR

RE: MEMORANDUM OF UNDERSTANDING

Enclosed please find 2 copies of the Memorandum of Understanding (MOU) for the Tri-Valley Foster Grandparent Program. One copy is for your file and I would appreciate it if you return the other copy to me, after it has been signed. Please remember to fill in the reimbursement rate for the daily meal, which is provided by your site and the number of Foster Grandparents your site would be willing to have volunteer in your schools.

We understand that some of your schools have not had Foster Grandparent in classrooms throughout the COVID-19 pandemic, but we are hopeful that the Fall 2022 will bring the grandmas and grandpas back to the classrooms to support the students through mentoring, modeling, and guiding children.

Foster Grandparents, through positive interaction, are helping children to cultivate behaviors and skills beneficial to their growth, development and maturity. With the collaboration of your staff, Foster Grandparents contribute to the progress of these children and in turn are benefitted by having a sense of self-worth in helping to shape the youth to become productive citizens.

If you have any questions please feel free to contact me at 218-281-5832. The Foster Grandparent Program will be providing your sites with a Foster Grandparent Station Handbooks at a site visit.

We appreciate your participation, as we believe it is a collaboration benefitting all parties involved. Thank you in advance for your continued support!

With Respects,

*Marley Melbye*

Senior Programs Director

Tri-Valley Opportunity Council

102 N. Broadway

Crookston MN, 56716

Phone: 218-281-5832

Email: [Marley.Melbye@tvoc.org](mailto:Marley.Melbye@tvoc.org)