

# Memorandum of Understanding Between

*Hidalgo County Head Start Program*

And

*Senior Community Outreach Services, Inc. / Foster Grandparent Program*



The **Hidalgo County Head Start Program (HCHSP)** and **Senior Community Outreach Services, Inc. / Foster Grandparent Program (SCOS-FGP)** agree to establish a working and cooperative relationship between the parties in order to plan services appropriate for each agency's or program's clients. It is the objective of the Hidalgo County Head Start Program to collaborate with partners in our communities, in order to provide the highest level of services to children and families; to foster the development of a continuum of family centered services, and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures.

The terms and conditions set forth in the following document shall constitute the entire Agreement between the HCHSP and SCOS-FGP may not be amended except by a written document signed by HCHSP and SCOS-FGP.

### SCOS-FGP will:

1. Designate a Foster Grandparent staff member to serve as a liaison with the **Hidalgo County Head Start Program**.
2. Recruit, interview, select and enroll volunteers that will participate in the **Head Start Program** in accordance to the criteria set forth by the **Foster Grandparent Program**.
3. Conduct and document a criminal history check on Foster Grandparents in accordance with requirements by the state licensing minimum standards.
4. Recognize and respect the confidentiality of the children involved in the program.
5. Arrange for pre-service physical examination for the new Foster Grandparents assigned to the **HCHSP**.
6. Provide insurance coverage as required by the **Hidalgo County Head Start Program**.
7. Be responsible for the management and fiscal control of the program.
8. Provide orientation to volunteer and provide in-service training on an ongoing basis.
9. Provide orientation to **HCHSP** staff.
10. Permit the **HCHSP** to screen Foster Grandparents pursuant to established criteria of **HCHSP**.

### Hidalgo County Head Start Program will:

1. Serve as a "Volunteer Station" for **Foster Grandparent Program** participants.
2. Designate a staff member to serve as a liaison with the **SCOS-FGP**.
3. Develop and obtain a written Assignment Plan identifying:
  - (a) The child(ren) to be served
  - (b) The role and activities of the volunteer
  - (c) The expected outcomes for each child
  - (d) The period of time each child should receive such services.

This Assignment Plan will be signed by the **HCHSP** liaison and the Foster Grandparent volunteer and will be used to review the Foster Grandparent's services as well as the impact of the assignment on the child's development.

4. Arrange that each Foster Grandparent participant processes the "Volunteer Vital Information, DPS and Central Registry Background Check" form.
5. Assure adequate health and safety provisions for the protection of the volunteers.
6. Investigate incidents, accidents and injuries involving volunteers and notify the **SCOS-FGP** in a timely manner.
7. Assign children with designated special or exceptional needs to each volunteer. (**Exhibit A**, "Special or Exceptional Needs/Special Initiatives")
8. Provide site specific orientation and training to the volunteers.
9. Submit required completed paperwork to the **SCOS-FGP** on a timely basis, i.e., Individual Volunteer Assignment Plans, Performance Measure Evaluations and Assessments in relation to the child's needs; and Foster Grandparents Program Volunteer Performance Evaluation Forms.
10. Designate space for use by volunteer in their activities with assigned child(ren) and for project related activities.
11. Ensure Foster Grandparents serve in a volunteer capacity. The **HCHSP** will verify Foster Grandparents will not:
  - (a) Displace nor replace paid or contracted employees;
  - (b) Relieve staff of their routine duties;
  - (c) Infringe upon the site supervisor's role with children.
12. Exclude Foster Grandparents as supervision adults when calculating State mandated adults-to-child ration.
13. Supervise Foster Grandparents at all times while they are performing as volunteers; Foster Grandparents shall not be left alone with children.
14. Track and report volunteer hours served; HCHSP supervisor will sign **Foster Grandparents Program** timesheets.
15. Ensure that any screening process required of other volunteer at **HCHSP** are also required for the Foster Grandparents volunteers.
16. Provide comprehensive orientation training to foster grandparents which includes (but not limited to) the **Hidalgo County Head Start Program's** policies on confidentiality, dress code, release of children, child abuse and neglect, emergency and evacuation, State Education laws, rules and regulations, Federal Regulations and Statutes, including the Buckley and Hatch Activities.
17. Maintain the program and activities to which the Foster Grandparents volunteers are assigned, accessible to persons with disabilities (including mobility, hearing, vision, mental and cognitive impairments of addiction and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow person with disabilities to participate in programs and activities.

18. Maintain compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. & 1201 et. Seq.) if an individual station is not accessible, HCHSP must provide assurance staff will reach out to person with disabilities and will provide reasonable accommodation to anyone who wishes to volunteer.
19. Will complete a physical accessibility checklist for each HCHSP site or submit copy of documentation that indicates site complies with the American Disability Act.
20. Will not discriminate against Foster Grandparents volunteers or in the operation of its program on the basis of race, color, national origin, sex, age, political affiliation, religion or on the basis of disability, if the volunteer is a qualified individual with a disability.

**Collaboration Efforts between SCOS-FGP and HCHSP:**

1. To exchange reports describing services rendered between each other on a regular basis. The undersigned parties agree that they will try, when possible, to participate and collaborate in shared forums, networking meetings, and training sessions.
2. Recognized the Foster Grandparents for their volunteer service.
3. Arrange and deliver monthly in-service trainings which will be provided by the SCOS-FGP staff.
4. Work together to assign one (1), or more Foster Grandparents for an average of 15-40 hours per week to serve two (2) or more children.
5. Work together in developing appropriate activities for Foster Grandparents to carry out with their assigned children.
6. Work together to supervise Foster Grandparents in their activities. This will be accomplished by the Field Supervisor and the directly supervising the Foster Grandparents at the HCHSP.
7. Provide all reasonable resources and make every effort to ensure the success of the Foster Grandparents Program and the HCHSP to which the Foster Grandparents are assigned.

**Termination:**

Either party may terminate the Agreement, with or without cause, by giving ten (10) days written notice to the other.

**Term:**

This Agreement is in effect for the 2016-2017 school year, unless earlier terminated as provided herein.

**Governing Law:**

This Memorandum of Understanding will be construed in accordance with the Laws of the State of Texas and is performable in Hidalgo County, Texas.

**Consideration:**

This Agreement is being made in consideration of the following: **Senior Community Outreach Services, Inc. / Foster Grandparent Program and Hidalgo County Head Start Program** agree that there will be no financial exchange of monies or other compensation.



EXHIBIT A

SPECIAL OR EXEPTIONAL NEEDS/SPECIAL INITATIVES

It is a Federal Requirement that all Foster Grandparents have an assignment plan for the children with whom they are assigned to work. The **SCOS-Foster Grandparents** is assigned to your organization to provide one-to-one assistance and perform duties based on the needs of selected children.

Special or Exceptional Needs:

Development Delayed/Disabled	Health Impairment
Visually Impaired	Literacy Needs
Speech Impaired	Abused/Neglected
Hearing Impaired	In Need of Foster Care
Physically Challenged	Adjudicated Youth
Emotional/Social Need	Homeless Youth
Language/Communication	Teen Parent
Learning Disabled Intervention	Child in Need of Protective

Special Initiatives:

Child of Incarcerated Parent (S)
Child on Foster Care