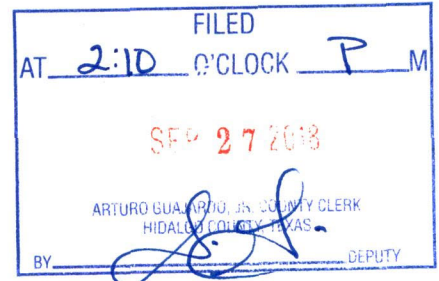




County of Hidalgo
Community Service Agency



**Memorandum of Understanding Between
Hidalgo County Head Start Program**

The County of Hidalgo Community Service Agency-Foster Grandparent Program (CHCSA – FGP) and the Hidalgo County Head Start Program (HCHSP) 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 and Hidalgo County FGP to collaborate the 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 **CHCSA-FGP** must be reviewed and renegotiated at least every three years and may not be amended except by a written document signed by **HCHSP** and **CHCSA-FGP**. Together, FGP and its sponsoring agency the County of Hidalgo Community Service Agency hereby execute this agreement with HCHSP herein referred as (the FGP Volunteer Station) on this day of _____.

CHCSA-FGP will:

1. Designate a Foster Grandparent staff member to serve as a representative with the **HCHSP**.
2. Recruit, interview, select and enroll volunteers in the program. The volunteers will meet the criteria set forth by the **Foster Grandparent Program**.
3. Conduct and document a criminal history check (Federal, State and NSOPW) for all Foster Grandparents in accordance with requirement established for a National Service Criminal History Check by the Corporation for National and Community Service before placement occurs.
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** prior to placement while funds permit.
6. Provide supplemental insurance coverage as required by the Corporation for National and Community Service for all Foster Grandparents.
7. Be responsible for the management and fiscal control of the program.
8. Provide an initial orientation to volunteers and provide monthly mandatory in-service for all volunteers.
9. Provide orientation to **HCHSP** staff and as needed.
10. Permit the **HCHSP** to screen Foster Grandparents pursuant to established criteria of **HCHSP**.
11. Provide Foster Grandparents with a basic set of tools of minimal cost to provide services to children.

HCHSP will:

1. Service as a "Volunteer Station" for **Foster Grandparent Program** participants.
2. Designate a staff member to serve as a liaison with the **CHCSA-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
 - (e) The Head Start teacher will provide a pre-post survey documenting student progress
4. Review the FGP time sheet for accuracy, sign and date when complete.
5. Arrange that each Foster Grandparent participate process the "Volunteer Vital Information, DPS and Central Registry Background Check" form.
6. Assure adequate health and safety provisions for the protection of the volunteers.
7. Investigate incidents, accidents and injuries involving volunteers and notify the **CHCSA-FGP** in a timely manner.
8. Assign children with designated special or exceptional needs to each volunteer.
9. Provide site specific orientation and training to the volunteers.
10. Submit required completed paperwork to the **CHCSA-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.
11. **Assignment Plans** are developed by the station in collaboration with the FGP project staff. The assignment plan must be approved and signed by the project staff on behalf of the sponsoring agency, station representative, the volunteer and the appropriate professional. The Foster Grandparent volunteer assignment plan will be used to review the Foster Grandparent's services as well as the impact of the assignment on the child's development.
12. Designate space for use by volunteer in their activities with assigned child (ren) and for project related activities.
13. 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.
14. Exclude **Foster Grandparents** as supervision adults when calculating State mandated adults-to-child ration.
15. Supervise **Foster Grandparents** at all times while they are performing as volunteers; **Foster Grandparents** shall not be left alone with children.
16. Track and report volunteer hours served; **HCHSP** representative will sign **Foster Grandparents Program** timesheets.
17. Ensure that any screening process required of other volunteers at **HCHSP** are also required for the **Foster Grandparents** volunteers.
18. 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.
19. 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 impairment of addiction and disease) and/or limited English language proficiency and provide reasonable accommodation to allow person with disabilities to participate in programs and activities.
20. Maintain compliance with the American 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 provide reasonable accommodation to anyone who wishes to volunteer.
21. Will complete a physical accessibility checklist for each **HCHSP** site or submit copy of documentation that indicates site complies with the American Disability Act.

22. 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 CHCSA-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 **CHCSA-FGP** staff.
4. Work together to assign one (1), or more Foster Grandparents for an average of 15-40 hours per week to serve small groups of 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 school liaison and the classroom teacher who works directly with 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.
8. It is a Federal Requirement that all Foster Grandparents have an assignment plan for each child with whom they are assigned to work. The **CHCSA-Foster Grandparents** is assigned to your organization to provide one-to-one assistance and perform duties based on the needs of selected and identified children by the volunteer station.
9. The Foster Grandparents will not engage in prohibited activities identified by the National Corporation for Community Service.

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 three-year grant period 2018-2020, unless 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: **County of Hidalgo Community Service Agency - Foster Grandparent Program** and **Hidalgo County Head Start Program** agree that there will be no financial exchange of monies or other compensation

The below signed authorities agree to the statements in this document in order to develop a strong collaboration and an open communication system at all levels which will enable both AVANCE, Inc. and HCHSP to provide the children the best services available.

County of Hidalgo Community Service Agency - Foster Grandparent Program

Jaime R. Longoria, Executive Director
Hidalgo County Community Service Agency
2524 N. Closner Blvd., Edinburg, TX. 78541

Date

Hidalgo County Head Start Program

Ramon Garcia
Honorable Ramon Garcia
Hidalgo County Judge

Teresa Flores
Teresa Flores, Executive Director
Hidalgo County Head Start Program

Date

9-25-18
Date

ATTEST:
Arturo Guajardo, Jr.
Arturo Guajardo, Jr.
Hidalgo County Clerk



APPROVED BY
COMMISSIONERS COURT
ON: 9/18/18 jne

Approved As To Form:
Atlas, Hall & Rodriguez, LLP

By: Stephen L. Crain
Stephen L. Crain

Approved As To Form:
Oxford & Gonzalez, P.C.

By: Ricardo Gonzalez
Ricardo Gonzalez

Date Approved by Policy Council: 08-20-2018
Date Approved by Commissioner's Court: 08-18-2018