



Memorandum of Understanding
Foster Grandparent Program of Montgomery County
YWCA Tri-County Area

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. It is entered into by and between the **Foster Grandparent Program of Montgomery County** sponsored by **YWCA Tri-County Area** and **[Name of School or Educational Setting]**.

Station Name: _____ **EIN:** _____

Station Site Address: _____

City: _____ **State:** _____ **Zip:** _____

Station email: _____ **Phone:** _____

Foster Grandparent Program (FGP) of Montgomery County and (Name of Volunteer Station) may be referred to herein as the "Parties."

This MOU is effective from _____ through _____. This MOU may be amended in writing at any time with the concurrence of both parties and must be renegotiated at least every three (3) years.

Basic Provisions

FGP of Montgomery County Responsibilities

1. Recruit, interview, select, and enroll volunteers in the program. The volunteers will meet the criteria in the AmeriCorps Seniors FGP Federal Regulations for enrollment in the program.
2. Unless otherwise specified herein, conduct, and document a comprehensive criminal history check for all AmeriCorps Seniors FGP volunteers in accordance with the requirements established for a National Service Criminal History Check by AmeriCorps prior to their service.
3. Refer AmeriCorps Seniors FGP volunteers to the Station. Permit and encourage the Volunteer Station to screen AmeriCorps Seniors FGP volunteers pursuant to established criteria of Volunteer Station.
4. Conduct pre-service orientation and ongoing in-service instruction for AmeriCorps Seniors FGP volunteers.
5. Instruct AmeriCorps Seniors FGP volunteers in proper use of volunteer timesheets, reimbursement policies, and the AmeriCorps Seniors FGP procedures.
6. Provide an AmeriCorps Seniors FGP volunteers in Foster Grandparent Program orientation to the Station staff prior to placement of volunteers and at other times as needed.
7. Initiate publicity regarding AmeriCorps Seniors FGP.
8. Furnish accident, liability, and excess automobile liability insurance for enrolled volunteers as required by AmeriCorps Seniors FGP regulation. The insurance provided by the sponsor is secondary coverage and is not primary insurance.



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9. Maintain an Advisory Council to AmeriCorps Seniors FGP and ensure volunteer stations are represented in council membership.
10. Maintain a grievance process to address problems arising between the volunteer, the Station and/or AmeriCorps Seniors FGP.
11. Arrange for appropriate AmeriCorps Seniors FGP recognition and invite participation from volunteer station staff.
12. Coordinate with other volunteer and aging programs in the area to foster effective communication and avoid duplication.
13. Reimburse AmeriCorps Seniors FGP volunteers for transportation costs between their home and volunteer station in accordance with AmeriCorps Senior FGP policies and availability of funds.
14. Reimburse AmeriCorps Seniors FGP volunteers for daily meals while at stations in accordance with FGP policies and availability of funds if not provided by the volunteer station.
15. Arrange with the Station for meals and/or snacks, whenever possible, for volunteers on assignment.
16. If requested, provide volunteer station with results of data analysis on the impact of the Foster Grandparent program on student readiness/performance.
17. *If required by the volunteer station*, arrange for a pre-service physical examination for AmeriCorps Seniors FGP volunteers in accordance with station requirements. Provide the station with a certificate signed by the examining medical professional confirming that the volunteer is capable, with or without reasonable accommodation, of serving in the ways outlined by station staff in assignment plans.
18. *If required by the volunteer station*, obtain proof of COVID-19 vaccination status from the Foster Grandparent volunteer in the form of a COVID-19 vaccination record card or doctor/medical records. Furnish COVID-19 vaccination records to volunteer station prior to placement.

The Station's Responsibilities

1. In partnership with the project staff, the station staff will develop an assignment plan for each child served by an AmeriCorps Seniors FGP volunteer. 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 each child should receive such services. Volunteer Station staff, AmeriCorps Seniors FGP staff, and the AmeriCorps Seniors FGP volunteer will review the assignment plan as well as the impact of the assignment on the child's development.
2. Ensure children assigned to AmeriCorps Seniors FGP volunteer are under the age of 21 and have special or exceptional needs or circumstances that limit their academic, social or emotional development.
3. Exclude FGP volunteers as supervising adults when calculating state-mandated adult-to-child ratios.
4. Provide on-site supervision of FGP volunteers while they are performing as volunteers and not leave the FGP volunteers alone with children.
5. Provide site specific orientation and special training (i.e., confidentiality training, review of COVID-19 policies, safety policies, etc.) to the AmeriCorps Seniors FGP volunteers as needed.
6. Identify a Volunteer Station supervisor to serve as the designated point of contact to handle the relaying of information, to answer questions and to address concerns arising between the



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volunteer station and the Foster Grandparent Program of Montgomery County and/or AmeriCorps Seniors FGP volunteers.

7. Furnish FGP volunteers with materials required for assignment. These materials may include station uniform and photo I.D.
8. Assure adequate health and safety provisions for FGP volunteers.
9. Promptly report to the Foster Grandparent Program of Montgomery County staff any concerns regarding the physical, mental, or emotional capability of AmeriCorps Seniors FGP volunteers to serve in their designated capacity with children.
10. Investigate and report any accidents and injuries involving AmeriCorps Seniors FGP volunteers immediately to Foster Grandparent Program of Montgomery County staff. All reports shall be submitted in writing using the form provided by the Foster Grandparent Program of Montgomery County.
11. Specify, either by written information or verbally, that AmeriCorps Seniors FGP volunteers are participants in the Station's programming in publicity featuring such volunteers. Display an AmeriCorps Seniors placard where it may be viewed by the public.
12. **Reports:** The Station Supervisor and/or teachers with an assigned AmeriCorps Seniors FGP volunteer shall:
 - Timesheets: Report volunteer hours on a monthly basis no later than the first business day following the last day of the month. (Insurance coverage is only effective with verified records of hours served.)
 - Progress Reports: Complete occasional requests/surveys provided by Foster Grandparent Program of Montgomery County documenting the impacts of services provided by volunteers.
 - Volunteer Performance Evaluations: Complete an annual performance evaluation for each assigned FGP volunteer using the template provided by the Foster Grandparent Program of Montgomery County.
 - Student Assessments: Collect assessments designed to assess the impact of the Foster Grandparent program on students' academic performance.
 - In-Kind Documentation: Provide documentation of in-kind contribution(s) (meals, uniforms, mileage reimbursement, training expenses, physical exams) and verification to help Foster Grandparent Program of Montgomery County meet its local match of 10%.
13. Assist Foster Grandparent Program of Montgomery County staff in the development of assessments to measure gains in school readiness/academic performance. Ensure data is collected in a safe and secure manner, kept confidential and gathered and delivered to Foster Grandparent Program of Montgomery County staff on agreed upon schedule. The volunteer station understands that results of data analysis may be shared with internal and external YWCA Tri-County Area stakeholders as appropriate.
14. With advance notice, allow Foster Grandparent program staff to visit all classrooms hosting a Foster Grandparent a minimum of once per school year for the purposes of ensuring compliance with grant requirements.
15. **(If Applicable)** Provide meals for up to #___ volunteers each day and provide a regular accounting to the Foster Grandparent Program of Montgomery County of the value of meals provided. Since the value of these meals will be counted as part of the non-federal contribution to the AmeriCorps Seniors grant, the Volunteer Station will ensure that the meals provided and reported to the Foster Grandparent Program of Montgomery County 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 Station may request the removal of an AmeriCorps Seniors FGP volunteer at any time. An AmeriCorps Seniors FGP volunteer may withdraw from service at the Station or from the AmeriCorps Seniors Foster Grandparent Program at any time. The Foster Grandparent Program of Montgomery County staff, the Station staff, and AmeriCorps Seniors FGP volunteer(s) are encouraged to maintain regular communication to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.
2. **Religious/Political Activities:** The Station will not request or assign AmeriCorps Seniors FGP volunteers to conduct or engage in religious, sectarian, or political activities.
3. **Displacement of Employees:** Ensure that AmeriCorps Seniors FGP volunteers serve in a volunteer capacity. AmeriCorps Seniors FGP 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 the children.
4. **Compensation:** Neither the station nor Foster Grandparent Program of Montgomery County will request or receive compensation from the beneficiaries of AmeriCorps Seniors FGP volunteers. AmeriCorps Seniors FGP volunteers will not receive a fee for service from beneficiaries.
5. **Accessibility and Reasonable Accommodation:** The Station will maintain the programs and activities to which AmeriCorps Seniors 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 accommodation to allow persons with disabilities to participate in programs and activities.
6. **Prohibition of Discrimination:** The Station will not discriminate against AmeriCorps Seniors FGP volunteers, service beneficiaries, or in the operation of its program based on race, color, national origin including individuals with limited English proficiency, gender/gender identity or expression, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, or military service.
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 Foster Grandparent Program Volunteer Station.



For All Stations

Volunteer Supervisor [Station Staff]

Name:	Title:
Phone:	Email:

Volunteer Station Primary Type: To qualify as an AmeriCorps Seniors Foster Grandparent Program Station, an agency/office/department must self-certify that it is one of the following **(Please check one)**:

☐ Public Non-Profit

☐ Private Non-Profit

☐ Governmental Agency

Authorized Signatures

Authorized Station Representative

Date

Director, Foster Grandparent Program [or other sponsor designated representative]

Date