 

**MEMORANDUM OF UNDERSTANDING**

Between

COMMUNITY ACTION OF SOUTHERN KENTUCKY, INC

FOSTER GRANDPARENT PROGRAM

921 BEAUTY AVENUE

BOWLING GREEN, KY 42101

And

VOLUNTEER STATION: Russellville Independent Schools

NAME, TITLE, EMAIL: Kyle Estes Superintendent kyle.estes@russellville.kyschools.us

ADDRESS: 355 S.Summer St, Russellville KY 42276

TELEPHONE NUMBER: 270-726-8405

**Consider this Memorandum of Understanding to be in effect from**

**September 19th 2023 through June 30th 2024**

This Memorandum of Understanding (MOU) contains basic provisions that will guide the working relationship between both parties. This MOU may be amended, in writing, at any time with concurrence of both parties, and must be renegotiated at least every three years. giving either party the right to terminate the MOU with or without cause by giving 10 days’ written notice.

**BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING**

The parties agree to abide by the attached basic provisions that become part of this agreement. The Sponsor representative who will serve as the liaison is **FGP Director**; Telephone **(270) 782-3162, Ext 131**. The Volunteer Station representative who will serve as the liaison is

\_Bridget Robinson bridget.robinson@russellville.kyschools.us\_

Pending approval of both parties, this agreement may be amended with thirty days notice for a major alteration of terms and immediately for a minor change.

A roster of volunteer placement is incorporated as part of this Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING**

1. **The Foster Grandparent Program will:**
2. Recruit, interview, enroll, and train volunteers in the project. The volunteers will meet the criteria in the Foster Grandparent Program (FGP) Federal Regulations for enrollment in the program.
3. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as appropriate.
4. Furnish adequate accident and liability insurance coverage as required by program guidelines which covers the volunteers to and from their station and while on duty.
5. Retain full responsibility for the management and fiscal control of the project.
6. Assist with transportation arrangements of Foster Grandparents to and from the volunteer station.
7. Require and keep on file in the office physical examinations and TB skin tests for all Foster Grandparents initially prior to placement and annually thereafter.
8. Within the limits of available resources and project policy, ensure volunteers are provided or receive assistance with the cost of a meal taken during the service schedule.
9. Specify activities to be performed by the volunteers under the direction of the volunteer station in cooperation with the Foster Grandparent Program staff.
10. Provide 24 hours of in-service training for volunteers per calendar year, and 20 hours of Pre-service for new volunteers.
11. In cooperation with the Foster Grandparent Program Advisory Council, arrange appeal procedures to resolve problems arising between the volunteer, the station and/or the sponsor.
12. Unless otherwise specified herein, conduct and document a criminal history check for all Foster Grandparents in accordance with the requirements established for National Service Criminal History Check by the Corporation for National and Community Service. This includes: NSOPW - National Sex Offender Registry, Truescreen: State Criminal Reference Check, and Fieldprint: FBI fingerprint background check.
13. Comply with visitor sign-in policies and procedures, and will display visibly a photo identification badge when making site visits.
14. Assure financial support of the Foster Grandparent Program is not a precondition for a volunteer station to obtain volunteer service.
15. Not request or receive compensation from the beneficiaries of FGP volunteers.
16. **The Volunteer Station will:**
17. For each Foster Grandparent and for each child served one on one, develop and obtain the Sponsor’s approval of a written Assignment Plan that identifies the child(ren) to be served, the role of the volunteer, and the expected outcome to be achieved. This should include the period of time each child should receive such services. This Assignment Plan will be signed by the Volunteer Station liaison and the 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.
18. Assure adequate health and safety provisions for the protection of volunteers.
19. Investigate incidents, accidents and injuries involving volunteers, and notify the Foster Grandparent Program on a timely basis.
20. Assign children with designated special or exceptional needs or who are in circumstances that limit their academic, social, or emotional development, and who are less than 21 years of age, to each volunteer.
21. Provide site specific orientation and training to the volunteers.
22. Submit required and completed paperwork to the Foster Grandparent Program on a timely basis, i.e., individual Volunteer Assignment Plans prior to assignment, volunteer timesheets, Volunteer Impact Evaluations, and Volunteer Performance Evaluations.
23. Allow FGP staff to make reasonable unannounced site visits to help/support volunteers and/or site supervisors.
24. Designate a coordinator to serve as liaison with the project.
25. If meals are provided to volunteers, please complete this portion:

( ) Contributed meals are FEDERALLY FUNDED under

\_\_\_\_\_\_\_Title III of the Older Americans Act

\_\_\_\_\_\_\_\_ Other (federal) funding source

( ) Contributed meals are NOT provided by FEDERAL FUNDS.

Meals will be provided to FGP volunteers at a free or reduced price when \_\_\_\_ hours of service have been or will be rendered during that day.

NOTE: The value of free or reduced-price meals that is not provided by federal funds will be verified by the Volunteer Station Supervisor biweekly on the volunteer meal card located on the back of the volunteer timesheet. This documentation captures important in-kind support for the FGP.

1. Ensure that Foster Grandparents serve in a VOLUNTEER capacity. The Station will verify that Foster Grandparents will not displace nor replace paid supervisor’s supervisory role with the children.
2. Supervise Foster Grandparents at all times while they are performing as volunteers, and not leave the Foster Grandparent alone with the children.
3. Ensure that any screening processes required of other volunteers at the station are also required for the Foster Grandparent volunteer.
4. Provide confidentiality training for all Foster Grandparents in accordance with station policies and procedures. (e.g., school districts will provide confidentiality training in accordance with State Education laws, rules and regulations, Federal Regulations and statutes, including the Buckley and Hath Amendments.)
5. Implement Programming for Impact at the volunteer placement site(s) in order to assist the Foster Grandparent Program in evaluating the impact Foster Grandparents have on the children served and the community.
6. Periodically review each child’s continuing need for a Foster Grandparent, and recommend phase-out or reassignment of the assigned Foster Grandparent, as necessary.
7. Ensure paperwork regarding the FGP volunteer assignment is completed and returned in a timely manner. The FGP paperwork is required by The Corporation for National and Community Service (CNCS). (Failure to complete requested forms may result in suspension of FGP volunteer services from your site until such time as all paperwork is complete.)
8. Accessibility and Reasonable Accommodation: The Volunteer Station will maintain the program and activities to which FGP volunteers are assigned or 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.
9. Religious Activities: The Volunteer Station will not request or assign FGP volunteers to conduct or engage in religious, sectarian, or political activities.
10. Displacement of Employees: The Volunteer Station will not assign FGP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
11. Prohibition of Discrimination: The Volunteer Station will not discriminate against FGP volunteers (Title VII of TCRA64, ADA95) in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; sexual orientation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
12. Provide the following in-kind service or cash contribution in support of the project:

\_\_\_\_\_ Meals for up to \_\_\_\_\_ volunteers on a daily basis (at the cost of $\_\_\_\_\_ per meal.)

\_\_\_\_\_ In-service training session which relates to the Foster Grandparents assignments.

22. Not request or receive compensation from the beneficiaries of Senior Corps volunteers.

**C. Other Provisions**

1. Separation from Volunteer Service: The Station may request the removal of an AmeriCorps Seniors volunteer at any time. An AmeriCorps Seniors volunteer may withdraw from service at the Station or from the AmeriCorps Seniors FGP at any time. The AmeriCorps Seniors FGP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.
2. 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
3. The Central Registry Check, or CA/N check, is the responsibility of the Volunteer station, if required by the site. If reimbursement for this is required, that will be provided by the CASOKY Foster Grandparent Program on behalf of the volunteers

According to the Code of Federal Regulations Title 45 2553.23©(1) and the Corporation for National and Community Service, all FGP Volunteer Stations must be a public or private non-profit organization, governmental agency or a proprietary health care agency. By signing this Memorandum of Understanding, the Volunteer Representative certifies that the Volunteer Station meets this requirement.

**SIGNERS**

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**Signature Signature**

Carla Brown\_\_\_\_\_\_\_\_\_Exectuive Director Kyle Estes\_\_\_\_\_\_\_\_\_\_\_\_\_Superintendent

**Typed Name Title Typed Name Title**

921 Beauty Ave\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 355 S. Summer St\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address Address**

Bowling Green \_\_\_\_\_\_\_\_KY\_\_\_\_\_\_42101\_\_\_ Russellville \_\_\_\_\_\_\_\_KY\_\_\_\_\_\_42276\_\_\_\_\_\_\_

**City State Zip City State Zip**

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**Date Date**

**CASOKY Foster Grandparent Program**

***Russellville Independent Schools - Volunteer Station Roster***

**September 2023**

**R.E.Stevenson Elementary - Amanda Collins, Principal**

Grandma Betty Bell -Ms Samara Calloway, Kindergarten

\* Roster will be updated and shared with sites as changes occur during the 2023-2024 calendar year.

 