

EXAMPLE

MEMORANDUM OF UNDERSTANDING (MOU)

Between

**Community Health Division, Health Promotion Services Branch,
Nutrition Network Local Incentive Program**
and
_____ **Unified School District**

This Memorandum of Understanding (MOU) is between the ___ County Health Department, Community Health Division, Health Promotion Services Branch, Nutrition Network Local Incentive Program, hereinafter called (PARTY A), and the ___ Unified School District, hereinafter called (PARTY B).

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to collaboration to increase fruit and vegetable consumption and physical activity levels among Supplemental Nutrition Assistance Program (SNAP) eligible families in _____ County as part of the (PARTY A).

II. BACKGROUND

(PARTY A) is a part of the ___ County Health Department. The purpose of the (PARTY A) is to increase fruit and vegetable consumption, increase physical activity levels, and to provide federal nutrition food service information to food stamp eligible youth and families in _____ County.

The _____ Unified School District serves approximately 5,500 students within the unincorporated community of ___ and _____. The mission of the (PARTY B) as an innovative community school system is to equip preschool to adult students with the skills, knowledge and attitudes they will need to pursue their life goals responsibly and creatively in a radically changing society. The _____ Unified School District consists of four elementary schools, one middle school, one high school, and alternative education programs.

III. (PARTY A) RESPONSIBILITIES UNDER THIS MOU

- Oversee all activities covered by the (PARTY A) Scope of Work
- Prepare and submit all required reports or data required by the (PARTY A) program
- Conduct one train the trainer session for school teachers, food services personnel and other school personnel per contract year on use of the (PARTY A)'s nutrition and physical activity curriculum, how to conduct cooking demos in their classrooms and school sites, and how to use the cooking cart.
- Conduct cooking demonstration for those classroom students whose teachers participated in the (PARTY A) nutrition and physical activity curriculum.

- Participate in one school event to promote the 5 a Day message and activities including Back to School Night or (PARTY A) staff organized Nutrition Decathlon event to promote healthful eating and physical activity per contract year.
- Provide space and help recruit parents for at least, one (30-60 minute) nutrition and physical activity parent education training.
- Coordinate one focus group with parent leaders that have obtained educational materials to educate parent groups.

IV. (PARTY B) RESPONSIBILITIES UNDER THIS MOU

- Provide space for training and a safe location for the cooking cart, curriculum binders and activity bin to be stored on site.
- Provide a staff member to serve as a contact person to receive nutrition education reinforcement items, check on the cooking cart, curriculums and activity bin on a regular basis (at least monthly).
- Commit to sending teachers to one train the trainer session per contract year.
- Complete quarterly state match time weekly logs.
- Provide space at one school based event such as Back to School Night or (PARTY A) organized Nutrition Decathlon event per contract year.
- Provide space and help recruit parents for one (30-60 minute) nutrition and physical activity parent education training.
- Provide space for a focus group with parent leaders that have obtained educational materials to educate parent groups.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- This Agreement is subject to prior review and written approval of the ____ Department of Health Services and United States Department of Agriculture. The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposals considered by the Legislature, including those made by the Governor could potentially reduce or defer the funds for the current year's programs. In the event that the Legislature takes action to reduce or defer the funding for this program, this agreement will be amended accordingly.
- Either party may terminate this agreement without cause by giving 30 calendar days advanced written notice to the other party.

VI. FUNDING

This MOU does not include the reimbursement of funds between the two parties.

- Approximately \$505,934 is being leveraged from (PARTY B) for the (PARTY A) State Match budget.
- There is no exchange of Federal Match funds between (PARTY A) and (PARTY B).
- (PARTY B) provides a venue for State Match activities which (PARTY A) staff will implement.
- None of the funds used in this MOU are federal funds or funds being used to match other federal funds.
- No portion of the proposed State Match funds is being counted more than once, or for another LIA contract, or for a University of ____ Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.
- (PARTY B) will provide documentation as requested by (PARTY A)

VII. EFFECTIVE DATE AND SIGNATURE

This Memorandum of Understanding shall be effective upon the signature of ___ County Health Department and ___ Unified School District authorized officials. It shall be in force from October 1, 2006 to September 30, 2007. Both parties indicate agreement with this MOU by their signatures.

_____, Director
Community Health Division
County Health Department

_____ Unified School District

Date

Date