Memorandum of Understanding

Curry County Foster Grandparent Program

This Memorandum of Understanding (this "**MOU**") contains basic provisions, which will guide the working relationship between both parties. It is entered into by and between **Curry County FGP**, and the following agency and/or entity (the "**Station**"):

Station Name: La Casita Elementary EIN: 71-1018751

Station Site Address: 400 Davis St., Clovis, NM 88101

Station email: lidia.delarosa@clovis-schools.org Phone: 575-769-4455

Curry County and the *Station* may be referred to herein as the "**Parties**."

This MOU is effective from October 1, 2024 through September 30, 2027. 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

The Curry County's Responsibilities

1. Curry County will sponsor the AmeriCorps Seniors Foster Grandparent Program, apply for and administer match funding from State and Federal agencies, and hire a Program Director to manage the program and serve as a liaison between Curry County and the Volunteer Station. The Program Director will assume full responsibility for both daily operations and fiscal management of the FGP program.
2. Recruit, interview, select, and enroll volunteers in the program. The volunteers will meet the criteria in the AmeriCorps Seniors Foster Grandparent Program (FGP) Federal Regulations for enrollment in the program.
3. Unless otherwise specified herein, conduct and document a criminal history check for all AmeriCorps Seniors volunteers in the FGP program in accordance with the requirements established for a National Service Criminal History Check by the AmeriCorps.
4. Refer AmeriCorps Seniors volunteers in FGP to the Station. Permit and encourage the Volunteer Station to screen AmeriCorps Seniors volunteers pursuant to established criteria of Volunteer Station.
5. Conduct pre-service orientation and ongoing in-service instruction for volunteers.
6. Instruct AmeriCorps Seniors volunteers in allowed service activities, proper use of volunteer timesheets, reimbursement guidance, and the AmeriCorps Seniors FGP procedures.
7. Provide an AmeriCorps Seniors volunteers in FGP orientation to the Station staff prior to placement of volunteers and at other times as needed. Develop training packets for supervisors in accordance with the requirements established by AmeriCorps Seniors at beginning of each school year. Obtain signed acknowledgement forms from supervisors following training.

8. Initiate publicity regarding AmeriCorps Seniors FGP.
9. 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.
10. Staff an Advisory Council to AmeriCorps Seniors FGP. Along with the advisory council, arrange for grievance and appeals procedures to address problems arising between the volunteer, the Station and/or AmeriCorps Seniors FGP. Ensure that volunteers are informed on grievance and appeals procedures and are aware that procedures allow for legal representation and freedom from retaliation.
11. Arrange for appropriate AmeriCorps Seniors FGP recognition.
12. Coordinate with other volunteer and aging programs in the area to foster effective communication and avoid duplication.
13. Reimburse AmeriCorps Seniors volunteers for transportation costs between their home and volunteer station in accordance with AmeriCorps Seniors FGP policies and availability of funds.
14. Arrange with the Station for meals and/or snacks, whenever possible, for volunteers on assignment.
15. *(if applicable)* Provide photo identification for volunteers if not provided by the station.

The Station's Responsibilities

1. In partnership with the project staff, the station staff will develop an assignment plan for each AmeriCorps Seniors volunteer in FGP and for each child served. 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 of time each child should receive such services. Volunteer station staff, AmeriCorps Seniors FGP project staff, and the volunteer will review the AmeriCorps Seniors volunteer's assignment as well as the impact of the assignment on the child's development.
2. Assign children with designated special or exceptional needs to each volunteer.
3. Exclude Foster Grandparents as supervising adults when calculating state-mandated adult-to-child ratios.
4. Supervise Foster Grandparents at all times while they are performing as volunteers and not leave the Foster Grandparent alone with children. (Supervisor name and contact information on next page.)
5. Provide site specific and special training (i.e. confidentiality training) to the volunteers as needed.
6. Furnish volunteers with materials required for assignment. These materials may include station uniform and photo I.D.
7. Assure adequate health and safety provisions for volunteers.
8. Investigate and report any accidents and injuries involving AmeriCorps Seniors volunteers immediately to Curry County. All reports must be submitted in writing.
9. Specify, either by written information or verbally, that AmeriCorps Seniors 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.

10. **Reports:** The Station Representative must:
    - Timesheets: Report and verify volunteer hours on a bi-weekly basis and no later than the Monday following end of the pay period. Curry County will provide official timesheets and pay period calendar. (Insurance coverage is only effective with verified records of hours served.)
    - Progress Reports: Stations are requested to complete a short bi-annual survey provided by AmeriCorps Seniors FGP documenting the impacts of services provided by volunteers.
    - Volunteer Performance Evaluations: For each assigned volunteer, stations are required to complete an annual performance evaluation using the template provided by the sponsor.

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. **Religious/Political Activities**: The Station will not request or assign AmeriCorps Seniors volunteers to conduct or engage in religious, sectarian, or political activities.
3. **Displacement of Employees:** Ensure that AmeriCorps Seniors volunteers serve in a volunteer capacity. AmeriCorps Seniors 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 AmeriCorps Seniors FGP will request or receive compensation from the beneficiaries of AmeriCorps Seniors volunteers. AmeriCorps Seniors 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 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 volunteers, service beneficiaries, or in the operation of its program on the basis of race, color, national origin including individuals with limited English proficiency, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, 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 must 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 FGP Station.

AmeriCorps Seniors

For All Stations

Volunteer Supervisor [Station Staff]

Name: Lidia L. Delarosa	Title: Principal
Phone: (575)769-4455	Email: lidia.delarosa@clovis-schools.org

Volunteer Station Primary Type: To qualify as an AmeriCorps Seniors FGP Station, an agency/office/department must self-certify that it is one of the following:

☒ Public Non-Profit ☐ Private Non-Profit ☐ Proprietary Health Care Agency ☐ Governmental Agency

Authorized Signatures

Lidia L. Delarosa — 9-26-24

Authorized Station Representative — **Date**

Diana E. Duy — 9-26-2024

Project Director — **Date**

DONE this 24th day of September, 2024.

BOARD OF CURRY COUNTY COMMISSION

Robert E. Thornton

Robert Thornton, Chairman

(SEAL)

Annie Hogland

Annie Hogland, County Clerk