



CENTRAL MINNESOTA
FOSTER GRANDPARENT PROGRAM
Memorandum of Understanding



BETWEEN CATHOLIC CHARITIES:

Foster Grandparent Program
157 Roosevelt Road, Suite 200
St. Cloud, MN 56301

Telephone: (320) 229-4587
Fax: (320) 253-7464

FG Program Director: Stacy Lund
Email: stacy.lund@ccstcloud.org
Website: www.ccstcloud.org/fgp

AND VOLUNTEER STATION:

Verndale Elementary School
411 S. Brown St.
Verndale, MN 56481

Telephone: (218) 445-5184

Station Supervisor: Paul Brownlow
Email: pbrownlow@verndale.k12.mn.us

- I) The parties stated above agree to abide by the attached basic provisions, which become part of this agreement as the signatures below confirm.
- II) The Foster Grandparent Program will place up to 2 Foster Grandparents, each to serve a minimum of seven children with special and/or exceptional needs as identified by a qualified professional.
 - a) For the timeframe of September 1, 2018 – August 31, 2020 the actual number of FGs is 2.
 - b) The variable number of Foster Grandparents within this Memorandum’s three-year time period will be adjusted as needed, up to the amount identified in II.
- III) This Memorandum locks the Volunteer Station into the annual contribution rate of \$285 per Foster Grandparent through August 2020.

IV) The local Foster Grandparent Program Liaison is:

Jon Knopik
157 Roosevelt Road, Suite 200
St. Cloud, MN 56301

Phone: (320) 229-4593
Email: jknopik@ccstcloud.org

- I) Consider this Memorandum to be effective September 1st, 2018 to August 31st, 2020. Either party may terminate this agreement with 30 days written notice to the addresses listed above.

CATHOLIC CHARITIES SIGNATURE:
Central MN Foster Grandparent Program

VOLUNTEER STATION SIGNATURE:
Verndale Elementary School

By: _____
(Steven Pareja, Catholic Charities Executive Director)

By: _____
(Authorized Signature)

Date: _____

Date: _____

The Central MN Foster Grandparent Program, a program of Catholic Charities of the Diocese of Saint Cloud, under the oversight of the Corporation for National & Community Service will:

1. Place Foster Grandparents (FGs) to serve children with special and/or exceptional needs, 15 – 40 hours per week, following Foster Grandparent Program (FGP) guidelines.
2. Designate a FGP Area Supervisor to serve as the liaison with the Volunteer Station.
3. Recruit, interview, complete background check, enroll and orientate FGs prior to referral to Volunteer Station.
4. Provide ongoing education and support to the FG and Volunteer Station.
5. Provide monthly in-service training and/or conduct Site Visits for the FG.
6. Implement annual evaluations of the FGs to assess their: service performance, physical ability for current assignment, and income eligibility.
7. Retain responsibility for the overall management and fiscal control of the FGP.
8. Furnish excess accident and liability insurance coverage for the FGs.
9. Oversee resolution of differences arising between the FG, FGP, and/or Volunteer Station.
10. Review and renegotiate the Memorandum at least every three years.

The Volunteer Station will:

1. Verify it is a public or private non-profit organization, proprietary health care agency or an educational facility.
2. Designate a Site Supervisor to serve as the liaison with the FGP and to provide ongoing direction and support to the FGs.
3. Ensure adequate health and safety provision for the FGs. If there is an incident or accident, in consultation with the FGP, investigate and report information in a timely fashion.
4. Not discriminate against FGs or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability and will provide reasonable accommodations to serve.
5. Conduct additional screening and incur the costs, if it is deemed necessary by the Volunteer Station.
6. Utilize the FGs' skills and training assigning them to children with special and/or exceptional needs to serve in a volunteer capacity and not displace, replace or relieve staff.
7. Submit required paperwork in a timely basis (i.e., FG Timesheet, Assignment Plan, Performance Assessment, etc.).
8. Comply with FGP, Catholic Charities, Federal, State, and local entities, policies and regulations.
9. Demonstrate appreciation and recognition of FGs' service.
10. *Provide a daily meal or reimbursement (if available), transportation (if available), and \$285 annually for each FG engaged in service at the Volunteer Station (the average annual cost is \$5,000 per FG). *The Volunteer Station will ensure that the resources provided and reported to the FGP is 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.



CENTRAL MINNESOTA FOSTER GRANDPARENT PROGRAM Memorandum of Understanding



BETWEEN CATHOLIC CHARITIES:

Foster Grandparent Program
157 Roosevelt Road, Suite 200
St. Cloud, MN 56301

Telephone: (320) 229-4587
Fax: (320) 253-7464

FG Program Director: Stacy Lund
Email: stacy.lund@ccstcloud.org
Website: www.ccstcloud.org/fgp

AND VOLUNTEER STATION:

Verndale Elementary School
411 S. Brown St.
Verndale, MN 56481

Telephone: (218) 445-5184

Station Supervisor: Paul Brownlow
Email: pbrownlow@verndale.k12.mn.us

- I) The parties stated above agree to abide by the attached basic provisions...
II) The Foster Grandparent Program will place up to 2 Foster Grandparents...
III) This Memorandum locks the Volunteer Station into the annual contribution rate of \$285 per Foster Grandparent through August 2020.
IV) The local Foster Grandparent Program Liaison is:

Jon Knopik
157 Roosevelt Road, Suite 200
St. Cloud, MN 56301

Phone: (320) 229-4593
Email: jknopik@ccstcloud.org

I) Consider this Memorandum to be effective September 1st, 2018 to August 31st, 2020. Either party may terminate this agreement with 30 days written notice to the addresses listed above.

CATHOLIC CHARITIES SIGNATURE:
Central MN Foster Grandparent Program

VOLUNTEER STATION SIGNATURE:
Verndale Elementary School

By: (Steven Pareja, Catholic Charities Executive Director)

By: (Authorized Signature)

Date:

Date:

The Central MN Foster Grandparent Program, a program of Catholic Charities of the Diocese of Saint Cloud, under the oversight of the Corporation for National & Community Service will:

1. Place Foster Grandparents (FGs) to serve children with special and/or exceptional needs, 15 – 40 hours per week, following Foster Grandparent Program (FGP) guidelines.
2. Designate a FGP Area Supervisor to serve as the liaison with the Volunteer Station.
3. Recruit, interview, complete background check, enroll and orientate FGs prior to referral to Volunteer Station.
4. Provide ongoing education and support to the FG and Volunteer Station.
5. Provide monthly in-service training and/or conduct Site Visits for the FG.
6. Implement annual evaluations of the FGs to assess their: service performance, physical ability for current assignment, and income eligibility.
7. Retain responsibility for the overall management and fiscal control of the FGP.
8. Furnish excess accident and liability insurance coverage for the FGs.
9. Oversee resolution of differences arising between the FG, FGP, and/or Volunteer Station.
10. Review and renegotiate the Memorandum at least every three years.

The Volunteer Station will:

1. Verify it is a public or private non-profit organization, proprietary health care agency or an educational facility.
2. Designate a Site Supervisor to serve as the liaison with the FGP and to provide ongoing direction and support to the FGs.
3. Ensure adequate health and safety provision for the FGs. If there is an incident or accident, in consultation with the FGP, investigate and report information in a timely fashion.
4. Not discriminate against FGs or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability and will provide reasonable accommodations to serve.
5. Conduct additional screening and incur the costs, if it is deemed necessary by the Volunteer Station.
6. Utilize the FGs' skills and training assigning them to children with special and/or exceptional needs to serve in a volunteer capacity and not displace, replace or relieve staff.
7. Submit required paperwork in a timely basis (i.e., FG Timesheet, Assignment Plan, Performance Assessment, etc.).
8. Comply with FGP, Catholic Charities, Federal, State, and local entities, policies and regulations.
9. Demonstrate appreciation and recognition of FGs' service.
10. *Provide a daily meal or reimbursement (if available), transportation (if available), and \$285 annually for each FG engaged in service at the Volunteer Station (the average annual cost is \$5,000 per FG). *The Volunteer Station will ensure that the resources provided and reported to the FGP is 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.