

**MEMORANDUM OF AGREEMENT
BETWEEN
(Contractor Name)
AND
(Contractor Name)
20XX-20XX**

I. Purpose and Scope

1. The purpose of this Memorandum of Agreement (MOA) is to establish policies and working procedures and enhance collaboration between (Contractor Name) and (Contractor Name). Both agencies recognize the importance of a strong working relationship and share the common goals of service to income-eligible children and families in (Service Area). This agreement shall be continuously in effect unless changes are recommended at the annual agreement review.
2. This MOA is not a contract. It confers no rights on the parties or third parties. It does not relieve the parties of any rights, obligations, or duties for their respective programs under local, state, or federal laws, rules, or regulations. This MOA is terminable upon notice by either party.
3. This MOA provides guidance in the following areas:
 1. Community assessment needs and strengths of the population in (Service Area);
 2. Service area guidelines;
 3. Process of referral of families between (among) agencies;
 4. Staff and parent collaboration;
 5. Health Advisory Committee; and
 6. Commitment to communication and problem resolution.

II. Community Assessment

(Contractor Name) and (Contractor Name) will strive to coordinate community assessments and updates for services within the geographic areas served by these agencies.

III. Service Area Guidelines

- a) (Contractor Name) and (Contractor Name) serve children and families in communities located in (Service Area). In the communities where both agencies' sites are located, families choose which location they would like to attend. While most geographic areas may not overlap, it is further acknowledged that both agencies recruit throughout all of (County/City Name) and will work together to:
 - i) Provide clarity of message and continuity of information; and
 - ii) Recruit families so that eligible children receive early learning services.
- b) Addendum A lists the planned site locations/service areas for (Contractor names) for 20XX-20XX school year. (Contractor Names) will provide one another notice, as may be mutually agreed, by (Date) of each year of their planned site locations/service areas and slot allocations for the coming service year. The updated list will supplant the current Addendum A for the coming service year and will become a part of this MOA. When expansion opportunities occur, the agency contemplating expansion will endeavor to inform the other as expeditiously as possible, thus allowing both agencies to strategically plan for inclusion of additional services mitigating possible problems.

Adapted 2/1/2023 from the "Memorandum of Agreement Between Snohomish County ECEAP/North Snohomish County Early Head Start and Edmonds College Head Start/ECEAP/Early Head Start"

(Contractor Names) will provide one another notice, as may be mutually agreed, of new sites, service areas, or classroom locations that are established during the program year subsequent to execution of this MOA.

When (Contractor Names) make application for expansion, both parties agree to engage in mutual discussion and provide verification of discussion per the requirements of the application.

IV. Process of Referral between Agencies

When (Contractor Name) or (Contractor Name) is contacted by persons living within the shared service areas, staff will support families to assess the ECEAP or Head Start model and location that best meets their needs. Staff will provide families the contact information for the identified site(s) and programs in the service area.

V. Staff and Parent Collaboration

(Contractor Names) will collaborate on staff training and parent training opportunities as appropriate.

VI. Health Advisory Committee

- a) (Contractor Names) have jointly developed the Health Advisory Committee (HAC). The HAC is comprised of community members who represent local medical, dental, nutrition and mental health services. The purpose of the HAC is to:
 - i) Identify community and program issues or concerns related disparities in family medical, dental, nutrition and mental health services;
 - ii) Work collaboratively to make recommendations to early learning providers to address these disparities;
 - iii) Forward recommendations for new policy or policy changes to the (Contractor Names)' Policy Councils for review and approval; and
 - iv) Promote opportunities for parent participation and leadership skills development at meetings and in the community.
- b) (Contractor Names) agree to share leadership, facilitation and support to HAC meetings and planning activities.

VII. Communication and Problem Resolution

- a) (Contractor Names) provide services to eligible families and each agency agrees to provide support and assistance for the other where appropriate.
- b) (Contractor Names and leadership titles), or their designees, will communicate regularly to promote positive community relations.

(Contractor Name):

(Contractor Name):

(Agency Representative Signature)

(Agency Representative Signature)

Date:

Date:

ADDENDUM A
(CONTRACTOR NAME)
AND
(CONTRACTOR NAME)
Site Locations and Service Areas 20XX-20XX

Contractor 1

(Site Name)
(Site Address)
(School District Catchment)

Contractor 2

(Site Name)
(Site Address)
(School District Catchment)