



**MEMORANDUM OF UNDERSTANDING BETWEEN
EVEN START FAMILY LITERACY AND _____
FROM _____ TO _____**

The purpose of this agreement is to establish a working procedure between Even Start Family Literacy and _____ to provide _____.

It is the intent of this agreement to:

1. define the services provided by each agency
2. ensure cooperation and communication between the agencies
3. share and utilize resources in an effective way; and
4. develop, implement and preserve arrangements that benefit participating families.

Shared responsibilities of Even Start Family Literacy and _____:

1. Recruit and refer families to each other's program when appropriate. (realizing that _____ and Even Start Family Literacy have eligibility requirements)
2. Share case management information, with release of information.
3. Even Start Family Literacy family educators and _____ staff will work closely to share adult goals.
4. Cooperate and communicate regularly on adult progress to empower adults to pursue their literacy / employment development.

Responsibilities of _____:

1. Provide vocational training, when appropriate, for Even Start Family Literacy adults that are _____ eligible
2. Offer work experiences and on the job training to WFD eligible and appropriate adults.
3. Provide pre-employment skills training to eligible adults.
4. Consider Even Start Family Literacy as a potential job placement or training site for appropriate and eligible adults and youth work experience.
5. Serve on advisory board of Even Start Family Literacy
6. Provide use of resource room facilities.
7. Provide collaborative opportunities of _____ to connect with local Even Start Family Literacy staff & families.
8. Attach TABE to referral forms

Responsibilities of Even Start Family Literacy:

1. Provide support services to adults participating in _____, especially assistance with short-term childcare, resources and information.
2. Obtain a Permission to Release and Accept Information form kept on file and available upon request.
3. Provide transportation for short-term workshops or appointments, when possible.
4. Even Start Family Literacy staff will coordinate efforts with the _____ advisor in each town.
5. Even Start Family Literacy will send a representative to the interagency one stop meetings that include _____, _____, _____, _____, and _____.
6. Qualified staff (certified adult education instructors) will provide quality literacy instruction to _____ / ES eligible adults.

The undersigned have executed the above agreement on:

Signature

Date

Signature
Even Start Family Literacy

Date