

MEMORANDUM OF UNDERSTANDING
NUTRITION EDUCATION COLLABORATION between
[Name of your Agency] and
[Name of Agency you are working with]

PARTIES TO AGREEMENT:

This document is to serve as a Memorandum of Understanding (MOU) between the (*your WIC agency name Women, Infants, and Children Program*) (hereafter referred to as WIC) and [*name of agency you are working with*].

BACKGROUND:

Brief overview of what the collaboration for secondary nutrition education will look like. Provide details pertaining to how each part of NE 5.5E will be met. How will the nutrition education be delivered? How will participants be registered? How will attendance be documented and shared back with your WIC local agency? Plans for quality assurance.

PURPOSE:

Summary of how this collaboration will benefit the WIC program, the external agency, and WIC participants.

RESPONSIBILITIES:

(Insert Agency name) WIC will:

- *Collect verbal consent from WIC participants to share their contact information with (Insert External Agency name).*
- *Provide (list personal participant information the External Agency is requesting in order to register WIC participants for their group session).*
- *Follow up with participant after receiving confirmation of completion of secondary nutrition education.*

(External Agency name) will:

- *Share any new or revised lesson plans for WIC approval prior to implementing.*
- *Ensure that services provided are within their staff's scope of practice.*
- *Notify and provide session attendance with required details to WIC local agency (specify timeframe and how they will securely transmit the attendance).*
- *Grant WIC local agency, state, and federal staff access to attend sessions upon request.*

TERMS OF THE AGREEMENT:

The term of this agreement shall be [*Dates MOU will be effective such as 1, 3, or 5 year agreement*].

Signed by:

Your Agency (WIC Coordinator or Director)

Date

Agency you are working with

Date
