
6. NUTRITION SERVICES

6.08 Nutrition Education Collaboration Between WIC and EFNEP/FNP

Exhibit 6.08B Sample Written Cooperative Agreements Between WIC and MSU Extension - “No Funds Exchanged” and “Funds Exchanged for Services”

** NO FUNDS EXCHANGED **

Nutrition Education Collaboration Agreement between Local Agency, Special Supplemental Nutrition Program for Women, Infants and Children (WIC) and County, Michigan State University (MSU) Extension

We, (insert name), Family and Consumer Science Agency, and (insert name), WIC Coordinator, agree to work together to provide education to participants in the Women, Infants and Children (WIC) program according to the following terms.

A. _____ County, MSU Extension agrees to:

1. Provide (insert number) of WIC education sessions for the year beginning (insert date) and ending (insert date.) Total number of education sessions is based on (insert number) different topics, each repeated (insert number) times.
2. Engage WIC participants in education for approximately (insert number) minutes at each session.
3. Evaluate the education provided to participants and what participants might have learned from the education. Share evaluation results with the WIC Coordinator (insert frequency of sharing.)
4. Provide education on the following schedule: (insert specific days and times each week or month; for example, “Every Wednesday between 1 and 3 PM unless the WIC agency or MSU Extension offices are closed for an official holiday.”)
5. Conduct education sessions at (insert location.) [Negotiable]
6. Work with the WIC Coordinator to identify education session topics that are in compliance with WIC nutrition education criteria (see WIC Procedure Manual) and within the job responsibilities of the Extension educator (see MSU Extension Guidelines for Working with Individuals on Modified Diets.)
7. Acknowledge that it is the responsibility of the Family and Consumer Science Agent to train and supervise the MSU Extension Program Associate(s) providing the education.
8. Provide the following educational materials: (insert materials; examples might be educational materials such as food models, copies of handouts, food for demonstrations, food preparation equipment.) [Negotiable]
9. Acknowledge that it is the responsibility of the Family and Consumer Science Agent to provide back-up instruction in the event that the Program Associate is unable to teach the class.
10. Acknowledge that it is the responsibility of the Family and Consumer Science Agent to notify the WIC Coordinator at least 24 hours prior to the education session in the event that the Program Associate or the Family and Consumer Science agent is unable to provide the education sessions outlined in this agreement.
11. Communicate regularly with the WIC Coordinator about identifying and meeting client needs, evaluation of sessions, and related issues.

B. _____ Local agency, WIC Program agrees to:

1. Recruit and schedule WIC participants for education sessions, aiming for a minimum of (insert number) and maximum of (insert number) clients per class.
2. Work with the MSU Extension Family and Consumer Sciences agent and the Program Associate to identify education session topics that are in compliance with WIC nutrition education criteria (see WIC Procedure Manual) and within the job responsibilities of the Extension educator (see MSU Extension Guidelines for Working with Individuals on Modified Diets.)

WIC POLICY AND PROCEDURE MANUAL

Michigan Department of Community Health

Chapter/Section: Exh. 6.08B

Effective Date: 12/16/02

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3. Provide space and room set-up for education sessions. [Negotiable]
4. Provide the following educational materials: (Insert materials; examples might be making copies of handouts, food for demonstrations.) [Negotiable]
5. Communicate regularly with the MSU Extension Family and Consumer Science Agent about identifying the meeting client needs, evaluation of sessions, and related issues.
6. During education sessions, have a WIC Nutrition Staff person (CPA, Nutritionist or Nutrition Counselor) available to answer participant questions on nutrition material beyond the EFNEP/FNP staff person's scope of practice.

C. Civil Rights Assurances

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

D. Amendments

This Nutrition Education Cooperative Agreement may be amended at any time, but only by the mutual consent of both parties. Such amendment must be written, signed by all parties, affixed to this Nutrition Education Cooperative Agreement and made part thereof. Should any part of this Nutrition Education Cooperative Agreement be deemed invalid by action or law, the remaining sections shall remain in full force and effect.

This Nutrition Education Cooperative Agreement is in full force and effect from (insert date) through (insert date), contingent upon availability of funds. This Nutrition Education Cooperative Agreement may be terminated by either party by giving 60 days written notice to the other party stating the reasons for termination and effective day, or upon the failure of either party to carry out the terms of the Nutrition Education Cooperative Agreement by giving 10 days written notice stating the cause and effective date.

If the WIC Coordinator, Family and Consumer Science Agent, Director/Health Officer, or County Extension Director changes, the agreement must be initialed and dated by the new personnel and a copy sent to the other three parties.

WIC Coordinator ()
Date

Family and Consumer Science Agent ()
Date

Director/Health Officer ()
Date

County Extension Director ()
Date

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** FUNDS EXCHANGED FOR SERVICES **

Nutrition Education Collaboration Agreement

between Local Agency, Special Supplemental Nutrition
Program for Women, Infants and Children (WIC) and County,
Michigan State University (MSU) Extension

We, (insert name), Family and Consumer Science Agent, and (insert name), WIC Coordinator, agree to work together to provide education to participants in the Women, Infants and Children (WIC) program according to the following terms.

A. _____ County, MSU Extension agrees to:

1. Provide (insert number) of WIC education sessions for the year beginning (insert date) and ending (insert date.) Total number of education sessions is based on (insert number) different topics, each repeated (insert number) times.
2. Engage WIC participants in education for approximately (insert number) minutes at each session.
3. Evaluate the education provided to participants and what participants might have learned from the education. Share evaluation results with the WIC Coordinator (insert frequency of sharing.)
4. Provide education on the following schedule: (insert specific days and times each week or month; for example "Every Wednesday between 1 and 3 PM unless the WIC agency or MSU Extension offices are closed for an official holiday.")
5. Conduct education sessions at (insert location.) [Negotiable]
6. Work with the WIC Coordinator to identify education session topics that are in compliance with WIC nutrition education criteria (see WIC Procedure Manual) and within the job responsibilities of the Extension Educator (see MSU Extension Guidelines for Working with Individuals on Modified Diets.)
7. Acknowledge that it is the responsibility of the Family and Consumer Science Agent to train and supervise the MSU Extension Program Associate(s) providing the education.
8. Provide the following educational materials: (Insert materials; examples might be educational materials such a food models, copies of handouts, food for demonstrations, food preparation equipment.) [Negotiable]
9. Acknowledge that it is the responsibility of the Family and Consumer Science Agent to provide back-up instruction in the event that the Program Associate is unable to teach the class.
10. Acknowledge that it is the responsibility of the Family and Consumer Science Agent to notify the WIC Coordinator at least 24 hours prior to the education session in the event that the program associate or the Family and Consumer Science agent is unable to provide the education sessions outlined in this agreement. Session not taught that are part of this agreement will not be reimbursed for that portion of the agreed upon fee.
11. Communicate regularly with the WIC Coordinator about identifying and meeting client needs, evaluation of sessions, and related issues.

B. _____ Health Department, WIC Program agrees to:

1. Recruit and schedule WIC participants for education sessions, aiming for a minimum of (insert number) and a maximum of (insert number) clients per class.
2. Work with the MSU Extension Family and Consumer Sciences Agent and the Program Associate to identify education session topics that are in compliance with WIC nutrition education criteria (see WIC Procedure Manual) and within the job responsibilities of the Extension Educator (see MSU Extension Guidelines for Working with Individuals on Modified Diets.)
3. Provide space and room set-up for education sessions. [Negotiable]
4. Provide the following educational materials: (Insert materials; examples might be making copies of handouts, food for demonstrations.) [Negotiable]
5. During education sessions, have a WIC Nutrition staff person (CPA, Nutritionist, or Nutrition Counselor) available to answer participant questions on nutrition material beyond the EFNEP/FNP staff person's scope of practice.

WIC POLICY AND PROCEDURE MANUAL

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6. Provide payment of (insert amount) for the year, based on a fee of (insert amount) per session. The total fee will be adjusted on a prorated basis in the event that sessions are cancelled. Payments will be made according to the following schedule: (Insert schedule.)
7. Communicate regularly with the MSU Extension Family and Consumer Science Agent about identifying and meeting client needs, evaluation of sessions, and related issues.

C. Civil Rights Assurances

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If the WIC Coordinator, Family and Consumer Science Agent, Director/Health Officer, or County Extension Director changes, the agreement must be initialed and dated by the new personnel and a copy sent to the other three parties.

WIC Coordinator ()
Date

Family and Consumer Science Agent ()
Date

Director/Health Officer ()
Date

County Extension Director ()
Date