



Lilliam Barrios-Paoli  
Commissioner  
  
Digna Sanchez  
Assistant Commissioner/EEO  
  
2 Lafayette St.  
New York, NY 10007  
  
212-442-3117 tel  
212-442-9133 fax

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**The NYC Department for the Aging –**  
**(CNCS) Foster Grandparent Program**  
**And**  
**New York City Mayor’s Office to Combat Domestic Violence-**  
**Hereafter referred to as “volunteer Stations”**

**NYC Family Justice Center, Bronx**  
**Executive Director: Rachelle Abrahami**  
**Children’s Services Coordinator:**  
**Anna Fewell**

198 East 161<sup>st</sup> Street  
Bronx, New York 10451

**Telephone: (718) 508-1299**  
**Fax: (347) 788-4545**

**NYC Family Justice Center, Brooklyn**  
**Executive Director: Jennifer DeCarli**  
**Director of Children’s Services:**  
**Charlotte Bednarsh, MPA**

350 Jay Street  
Brooklyn, New York 11201

**Telephone: (718) 250-5114**  
**Fax: (718) 624-5459**

**THE NYC DEPARTMENT FOR THE AGING FOSTER GRANDPARENT PROGRAM**, under the oversight of the Corporation for National and Community Service will:

1. Designate a staff member to serve as liaison with the volunteer station designee.
2. Recruit, interview, select and enroll appropriate volunteers in the program that meet the Corporation’s criteria for enrollment.
3. Provide accident and liability insurance coverage to volunteers as required.
4. Be responsible for the management and fiscal control of the program.

5. **Work together with volunteer station designee to assign (3) Foster Grandparents, (one FGP to work between the hours of 9 – 1 pm; one FGP to work between the hours of 1- 5 pm; one FGP to work between 2 – 6 pm, five days per week), to serve an average of twenty children per week at the volunteer station.**
6. Provide orientation and technical assistance to volunteer station designee.
7. Provide a bi-weekly stipend, special trainings, an annual recognition celebration and counseling as needed.
8. In conjunction with volunteer station designee, arrange and deliver monthly in-service trainings for Foster Grandparents.
9. Provide a daily meal for all Foster Grandparents valued up to \$6.00 per day. Donor verifies that funds are not from other federal sources unless authorized by law.
10. Provide transportation reimbursement for all Foster Grandparents up to \$2.20 to \$4.50 per day. Donor verifies that funds are not from other federal sources unless authorized by law.

**NEW YORK CITY FAMILY JUSTICE CENTER OF THE MAYOR'S OFFICE TO COMBAT DOMESTIC VIOLENCE-(BRONX) - (BROOKLYN):**

1. Designate the following staff member to serve as liaison with the Foster Grandparent Program designated field coordinator:  

<b>Name:</b> <u>Rachelle Abrahami</u> (Bronx)	<b>Title:</b> <u>Executive Director</u>
<b>Telephone:</b> 212-788-3150	<b>E-Mail:</b> <u>rachellea@fjcnyc.org</u>
<b>Name:</b> <u>Charlotte Bedharsh, MPA</u> (Brooklyn)	<b>Title:</b> <u>Director of Children's Services</u>
<b>Telephone:</b> <u>718-250-5114</u>	<b>E-Mail:</b> <u>charleyb@finyc.org</u>

2. Select appropriate children for each Foster Grandparent volunteer and develop a written Assignment Plan that identifies the children to be served; the activities that each volunteer will engage in with their assigned child (ren), and the period of time each child should receive such services. This Assignment Plan must be signed by the volunteer station designee, the Foster Grandparent volunteer and the Foster Grandparent field coordinator, and will be used to review the Foster Grandparent's services as well as the impact of the assignment on the child (ren's) development.
3. Assure adequate health and safety provisions for the protection of the volunteers.
4. Investigate incidents, accidents and injuries involving volunteers and notifying the Foster Grandparent Program on a timely basis.
5. Assign children with designated special and/or exceptional needs to each volunteer.
6. Provide site specific orientation and training to Foster Grandparent volunteers.
7. Foster Grandparents will be assigned to work **one-on-one**, providing supportive services and companionship to children with special and exceptional needs, or in circumstances that limit their academic, social or emotional development within the project's service area.
8. Implement the Work plan for Impact/Outcome Based Activities (Programming for Impact) at the volunteer station as described in the attached Addendum, in order to assist the Foster Grandparent Program in evaluating the impact Foster Grandparents have on the children served.
9. Submit required completed paperwork to the Foster Grandparent Program on a timely basis – i.e. – individual Volunteer Assignment Plan, Foster Grandparent Performance Evaluation, Quarterly Accomplishment Reports; bi-weekly timesheets and yearly Work plan for Impact – 6 Element Statement.
10. Designate space for use by volunteers in their activities with their assigned children and for the project-related activities.
11. Ensure that Foster Grandparents serve in a volunteer capacity. The Station will verify that Foster Grandparents will not displace or replace paid or contracted employees, relieve staff of their routine duties or infringe upon the site supervisor's supervisory role with the children. Supervise Foster Grandparents at all times while they are performing as volunteers and not leave Foster Grandparents alone with children.
12. Provide a central location for attendance and travel sheets to be kept.

13. Designate a person who will mail signed attendance and travel sheets to the Foster Grandparent Program Office.
14. Ensure that any screening processes required of other volunteers at the station are required for the Foster Grandparent volunteers.
15. Provide confidentiality training for all Foster Grandparents in accordance with station policies and procedures.
16. Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out or reassignment of the assigned Foster Grandparent as necessary.
17. Maintain that the programs and activities to which Foster Grandparent volunteers are assigned, are accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
18. The volunteer station will not discriminate against Foster Grandparent volunteers or in the operation of its programs on the basis of race, color, national origin, sex, age, political affiliation, religion, or on the basis of disability if the volunteer is a qualified individual with a disability.
19. The volunteer station will ensure that the National Service Criminal check is completed for all Foster Grandparents prior to beginning their service with children at this site.
20. **The Foster Grandparent Program mandates that Foster Grandparents are placed in public or private organizations.**  
New York City Family Justice Center of the Mayor's Office to Combat Domestic Violence (Bronx & Brooklyn) a Community based agency acknowledge that it meets this requirement, and is (check one)  public or  private non-profit organization.



**Department for  
the Aging**

This agreement may be amended at any time with mutual consent of both parties. It must be reviewed and re-negotiated every three (3) years. Either party may terminate this agreement on thirty (30) days written notice.

\_\_\_\_\_  
Janice Chu  
Director  
NYC Department for the Aging  
Foster Grandparent Program

\_\_\_\_\_  
Florence Hutner  
Deputy Commissioner/Chief of Staff  
New York City Family Justice Center-  
Mayor's Office to Combat Domestic Violence

3/16/12

\_\_\_\_\_  
Date

3/8/2012

\_\_\_\_\_  
Date