

SERVING HEALTH INSURANCE NEEDS OF ELDERERS

MEMORANDUM OF UNDERSTANDING

_____ 2009 – _____, 2010

This **Memorandum of Understanding** serves to document the mutually beneficial relationship between the **West Central Florida Area Agency on Aging, Inc.** (WCFAAA), Inc.) and the _____ **Public Library**, a Host Site for the Serving Health Insurance Needs of Elders (SHINE) Program. This collaboration will educate seniors about Medicare, long-term care options and Pharmaceutical Assistance Programs.

WCFAAA, Inc. will:

- Provide the Host Site with detailed information about the Serving Health Insurance Needs of Elders Program and the role of the Host Site in fulfilling the grant requirements, along with materials about the SHINE Program for use by the Host Site.
- Provide volunteer training and criminal background checks prior to placing a volunteer at the Host Site.
- Have staff and/or volunteers available to provide informational presentations and education forums about the SHINE Program and other WCFAAA, Inc. activities.
- Promote the Host Site in SHINE Program publicity materials.

The Host Site will:

- Provide WCFAAA, Inc. staff with ongoing, up-to-date information about the programs and services it provides to the community.
- Provide space for presentations to be given to the elderly in the community and the public at large specific to SHINE.
- Provide space for one-on-one meetings between the volunteer(s)/staff and consumers about Medicare _____ times per week at an in-kind value of _____ per month for the contract period ending _____ 2010.
- Publicize the SHINE Program in its newsletters, bulletins, announcements to the community, etc.
- Work with the SHINE Program staff to coordinate volunteer presentation and counseling schedules.

This **Memorandum of Understanding** may be modified at any time by either party and is subject to the terms of the grant renewal.

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