

FAMILY SERVICE AGENCY



OF MID MICHIGAN

1422 West Court Street, Flint, Michigan 48503
PHONE (810) 767-4014 • FAX (810) 767-0020

www.fsamich.org

MEMORANDUM OF UNDERSTANDING

Between

Family Service Agency of Mid Michigan
Foster Grandparent Program
1422 W. Court Street
Flint, MI 48503
Phone: (810) 257-3779 or (810) 767-4014
FAX: (810) 767-0020

Brooke Gow, Executive Director
Robyn M. Johnston, Foster Grandparent/Senior Companion Program Director

And

Genesee County
Genesee County Community Action Resource Department (GCCARD)
324 S. Saginaw, Suite 7C
Flint, MI 48502
Telephone: (810) 235-5613

Kellie Webb, Director

In order to assure the efficient operation of its Foster Grandparent Program at Genesee County/GCCARD (Volunteer Station), Family Service Agency of Mid Michigan (Grantee Agency) enters into the following agreement with Genesee County/GCCARD:

Family Service Agency of Mid Michigan (FSA), acting in its role as the Foster Grandparent Program (FGP) grantee agency and sponsor, will provide the following:

1. Designate the following staff member to serve as liaison with the Volunteer Station:

Name: Robyn M. Johnston
Title: Foster Grandparent/Senior Companion Program Director
Telephone: (810) 257-3769
E-mail: fgpsepf Flint@fsamich.org

The Foster Grandparent Program Director is ultimately responsible for the overall performance of the Foster Grandparent volunteers.

2. Recruit, interview, select and enroll Foster Grandparents to serve in the project at Genesee County/GCCARD.
3. FSA will not discriminate against Foster Grandparent volunteers or in the operation of its program 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.
4. Conduct and document a criminal history check for all Foster Grandparents in accordance with the requirements established by AmeriCorps Seniors.
5. Arrange for pre-service physical examinations to include a TB test for new Foster Grandparents assigned to Genesee County/GCCARD as required.
6. Provide orientation to volunteers and in-service training on an on-going basis.
7. Furnish adequate accident and liability insurance coverage as required by federal guidelines established by AmeriCorps Seniors.
8. Retain full responsibility for the management and fiscal control of the project.
9. In cooperation with Family Service Agency of Mid Michigan's Board of Directors, arrange for a Foster Grandparent volunteer appeals procedure to resolve problems arising between the volunteer, the host setting/volunteer station and/or the grantee agency.
10. Provide orientation to the staff of Genesee County/GCCARD prior to the placement of a Foster Grandparent volunteer and at other times as the need arises.
11. Refer volunteers to Genesee County/GCCARD for the purpose of determining assignment acceptability.
12. Assign at least five (5) Foster Grandparent volunteers, a minimum of 15 hours per week each, to serve students who would benefit from one-on-one interaction, as identified through Genesee County/GCCARD.
13. Channel all communications with Genesee County/GCCARD's assigned liaison.

Genesee County/GCCARD, acting within its role as a Foster Grandparent volunteer station and host site, agrees to the following:


1. Genesee County/GCCARD will designate a coordinator to serve as a liaison with FSA and the Foster Grandparent Program, hereafter identified as Roberta Cox.
2. Provide site specific orientation and training to assigned Foster Grandparent volunteers.

3. Ensure that Foster Grandparents serve in a volunteer capacity. The station will verify that Foster Grandparents will not: displace nor replace paid or contracted employees or relieve staff of their routine duties.
4. **It is a federal requirement that all Foster Grandparents have a completed Child ID Form/Assignment Plan for each child with whom they are assigned to work. In consultation with the Program staff, develop a Child ID Form/Assignment Plan for each child served by a Foster Grandparent volunteer that identifies the name of Foster Grandparent assigned and the needs of child to be served. Due to confidentiality; codes, numbers, "Child A" etc. can be used. The Child ID Form/Assignment Plan will be signed by the Foster Grandparent volunteer and GCCARD. A POST Evaluation will be completed near the end of the school year to measure impact.**
5. Assign at least three (3) children with an identified need(s) to each volunteer that would benefit from one-on-one interaction.
6. Genesee County/GCCARD will not discriminate against Foster Grandparent volunteers or in the operation of its program 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.
7. Maintain the programs and activities to which Foster Grandparent volunteers are assigned accessible to persons with disabilities and/or persons with limited English proficiency, and provide reasonable accommodation to allow persons with disabilities to participate in the programs and activities.
8. Assure adequate health and safety provisions for the protection of Foster Grandparent volunteers assigned to the facility.
9. Validate/submit required paperwork to the Foster Grandparent Program in a timely manner i.e. volunteer timesheets, in-kind reports, volunteer Child ID Forms/Assignment Plan and Post Evaluations, as well as other appropriate paperwork.
10. Investigate incidents, accidents and injuries involving volunteers and notify the Foster Grandparent Program office in a timely manner. It should be noted that volunteers are not covered under Workman Compensation laws.
11. **Provide reimbursement to the Foster Grandparent Program in the following form:**
 - a. Assist FSA with the costs of transporting volunteers to and from the site each day of service, at the rate of \$1.25 per day per volunteer.

So that both parties may know:


1. This memorandum may be amended at any time by the mutual consent of both parties.
2. A thirty (30) day notice in writing, one to the other, is required by either party when termination of the Program at this setting is intended.
3. This agreement covers the period from October 1, 2025 to September 30, 2028.

By signing this MOU, the Volunteer Station Representative certifies that the volunteer station is a public or non-profit private organization, or a proprietary health care agency.




Dale Weighill, Chairman
Genesee County Board of Commissioners

03/09/2026
Date



Family Service Agency of Mid Michigan
Brooke Gow, Executive Director

3-10-26
Date



Foster Grandparent Program
Robyn M. Johnston, FGP/SCP Director

3/10/26
Date