

MEM TO MOW
2/26/05 JLC

MEMORANDUM OF AGREEMENT

Meals on Wheels Satellite Site: Mercer Island

This Memorandum of Agreement is between Senior Services Meals on Wheels Program and the Mercer Island Parks and Recreation Department.

In recognition of the need to provide home-delivered meal service to the elderly in the Mercer Island area through the use of senior center facilities and volunteer delivery staff, and in recognition that Senior Services has been granted funds to contribute to the cost of such activities, it is hereby agreed that Mercer Island Parks and Recreation Department and Senior Services Meals on Wheels Program will work together to achieve these ends for the greater good of the community.

1. It is agreed that this satellite home-delivered meal distribution site shall be located at the Mercer Island Community Center, 8236 SE 24th, Mercer Island, Washington 98040.
2. The program has supplied a freezer for storage of the meals. The Meals on Wheels site coordinator is responsible for proper maintenance of that freezer, including defrosting and keeping it free of non-Meals on Wheels items. In the case of malfunction, the main office shall be notified immediately and be responsible for its repair.
3. Client meal delivery will occur every Wednesday, unless there is a schedule change due to a holiday or emergency situation.
4. The Mercer Island site provides volunteers to operate the meal delivery system.
5. The site shall not deny meals to any eligible participant because of his/her ability to donate. In turn, the program will not deny meals to the site because of participant's inability to pay.

The suggested donation per meal is \$3.00, and participants must be given the opportunity to decide for themselves how much they wish to donate toward the cost of the meal.

Eligible participants under 60 years of age must be charged \$3.75 for each meal provided to them.

6. All donations received from participants shall be handled in accordance with "Meals on Wheels Program Procedures for the Handling of Participant Donations." It is the responsibility of the Meals on Wheels Coordinator to safeguard the donations.
7. Deposit slips validated by the bank should be forwarded to the main office by month's end along with the monthly deposit reports, client delivery report, monthly inventory and new applications.
8. The weekly ordering of meals is the responsibility of the Meals on Wheels Site Coordinator. The order should reflect the number of clients being served and additional inventory should be kept to a minimum.
9. The participant has the right to select any meal item up to fourteen meals per person per week. Except in extreme cases, substitutions shall not be made without notifying the participant.

10. The program agrees to provide the site with the necessary forms to assist in the operation of the home-delivered meal service to the elderly (information sheets, application forms, menus, etc.).
11. The site shall provide a professional and reasonably safe work environment for Senior Services staff and volunteers. Racial and sexual harassment of Senior Services staff and volunteers will not be tolerated, and will be grounds for service termination.
12. Any program information or community/senior center information intended for Meals on Wheels participants must first be approved by Senior Services prior to distribution.
13. Initial assessments to determine eligibility will be made by the Site Coordinator, with the support of other Meals on Wheels staff, when a person applies to the program. Reassessments of all participants shall be conducted by the Site Coordinator or other designated volunteer once a year.
14. The site shall maintain client and other program service records (meals delivered). Such records shall be maintained for a period of seven (7) years. If necessary, any outdated records may be stored at the Meals on Wheels warehouse.
15. Client data is considered confidential and the property of Senior Services. This data must not be used for any purpose other than for the Meals on Wheels program.
16. The program shall provide consultation and support services.
17. This Memorandum of Agreement may be terminated with thirty (30) days written notice by either party.
18. The term of this Agreement shall begin January 1, 2008 and may be amended thereafter by mutual agreement of the parties.

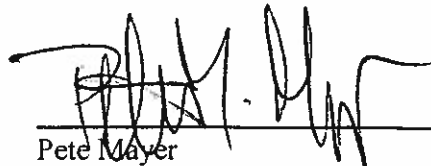


SENIOR SERVICES

MERCER ISLAND
PARKS AND RECREATION DEPARTMENT



Denise Klein
Executive Director



Pete Mayer
Director of Parks & Recreation

Date

Date

2-20-08

FREEZER INVENTORY NUMBER: _____