**OFFICERS**

**MONIKA JOSHI**

**CHANDER JOSHI**

**BRAD HUFF**

**HARI ELLEN HUFF**

**VISHAL VASHISHT**

**MEMORANDUM OF UNDERSTANDING (MOU)**

**Between**

***Please Type AEL Program/Grantee Name***

&

**Studentnest Foundation (SNF) for the Math Assistance Call Center (MACC)**

**Date of Referral: *Please Type Today’s Date***

**SNF hereby agrees to:**

1. Provide name of the Math Assistance Call Center (MACC) instructor to AEL Program/Grantee.
2. Provide MACC partricipant usage data in encrypted format for each sub contractor/CBO on bi-weekly basis.
3. Provide usage report in excel spreadsheet format including participant name, TEAMS ID, AEL program name, hours on Provide Support (website customer service), hours tutored, total hours, number of session attended, subject tutored, topic and AEL standard covered during session, caller status(repeat or first time caller), date of attendance.
4. Name usage report as *“Contract#-Month-Week-Name of AEL Pogram/Grantee-Name of Sub-Contractor”*

***Please Type AEL Program/Grantee Name* hereby agrees to:**

1. AEL will assign the MACC as a site in TEAMS upon request to [teams.technicalassistance@twc.state.tx.us](mailto:teams.technicalassistance@twc.state.tx.us)
2. Create a class under the TWC assigned site for each sub provider/contractor/CBO in TEAMS and assign an “instructor of record” for each class using the naming convention MACC\_class name.
3. Assign AEL participants to above-mentioned class or classes.
4. Include a MACC section in local data management plan that includes but is not limited to:
   1. Name of Site and Class dedicated for MACC contact hour reporting
   2. Instructor of record name being used by each grantee and/or each provider
   3. Process outlined in this MOU on how student participation and contact hours will be supplied to and recorded by Grantee/Providers in TEAMS
   4. How student records received from Student Nest will be retained by Grantee/Providers
5. Provide AEL program grantee/sub-contractor/CBO a point of contact to the MACC in order to ensure that students are appropriately identified for services and create a collaborative partnership.
6. Enter MACC usage data shared by SNF in TEAMS for each sub-contractor/ CBO on bi-weekly basis as Direct Hours.
7. Maintain records of student attendance for monitoring purposes.

**Period of Service -** MOU will commence on Oct 15th, 2020-June 30th, 2022.

All documents are to be forwarded to the following addresses:

Studentnest Foundation *Name of AEL Program/Grantee*,

2121 Merced St. *Address Line1*

Fresno, CA-93721 *City, State-Zip Code*

Attn: Chander Joshi *Attn: Authorized Representative*

[cjoshi@studentnest.com](mailto:cjoshi@studentnest.com) [*authorized representative email address*](mailto:mgodinez@seacharter.net)

**Studentnest Foundation Representative *AEL Program/Grantee Representative***