



Procedure: Memorandums of Understanding (MOU's)

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: C1 c

Approval Date: 6/2015

Citation:

Revised Date: 7/2013

Purpose	To describe when MOU's are required and identify the components of MOU's.
Federal Requirements	Federal WIC regulations and USDA policy require MOU's or agreements in order to disclose client information to other public health or welfare programs for the purpose of eligibility for program services. MOU's may also be developed for other purposes ex. Delineation of responsibilities or activities to be conducted by WIC and another party.
State and Local Agency Requirements	State and local WIC agencies must have MOU's in place with any program (within or outside of the agency) in which services are coordinated and/or client information is shared, such as height, weight, and hemoglobin. Examples include Head Start, family planning and county extension offices.
Development of MOU's	<p>Prior to sharing of confidential client information to other public organizations that serve similar populations, a Memorandum of Understanding (MOU) must be signed between WIC and the receiving agency/program. The MOU must state the purpose(s) for which the confidential information will be used.</p> <p>The receiving organization may use the confidential information received from WIC only for:</p> <ul style="list-style-type: none">• Establishing the eligibility of WIC applicants or clients for programs that the organization administers;• Conducting outreach to WIC clients and applicants for such programs;• Enhancing the health, education or well-being of WIC applicants or clients who are currently enrolled in the program, including the reporting of known or suspected child abuse or neglect that is not otherwise required by state law.• Streamlining administrative procedures in order to minimize burdens on staff, applicants or clients in either the receiving program or the WIC program; and/or• Assessing and evaluating the responsiveness of the state's health system to clients' health care needs and health care outcomes. <p>The MOU must contain the receiving organization's assurance that it will not use the information for any other purpose or disclose the information to a third party.</p>

Development of MOU's (cont.)

A template for developing a Memorandum of Understanding (MOU) follows at the end of this procedure.

State Agency Approval

All MOU's developed by local agencies must be submitted to and approved by the State Agency prior to implementation.

Notice of MOU's in Place

Each year as part of the Clinic Services and Program Operations Survey local agencies must provide a list of agencies/programs they have current MOU's with. A copy of the MOU must be provided to the State agency.

Developing a MOU

DEVELOPING A MEMORANDUM OF UNDERSTANDING

The following provides the basic components of a Memorandum of Understanding (MOU) follows:

1. TITLE

Memorandum of Understanding
Between
XXX WIC Program
And
XYZ Program

2. BACKGROUND AND PURPOSE

Brief information on what is being shared and why (just need 2-3 sentences)

Background:
Brief information on what is being shared and why (just need 2-3 sentences)

- Height, weight and/or hemoglobin for the purpose of program coordination.

Purpose:
Summary of how information will be used.

- Information/data will be used to determine program eligibility; for program coordination.

3. WHAT THE XYZ PROGRAM AGREES TO

May include the:

- Responsibilities of XYZ Program
- Support and resources needed
- Timeframes

**Developing a MOU
(cont.)**

4. DISCLOSURE OF WIC CLIENT CONFIDENTIAL INFORMATION

If the MOU includes the disclosure of WIC client confidential information, the following must be included:

1. The use of WIC client confidential information will be limited to:
 - a. Establishing the WIC client’s eligibility for XYZ program, and
 - b. Conducting XYZ program outreach activities/follow-up.
2. The XYZ Program will not use the information for any other purpose or disclose the information to a third party.
3. Restrictions on the disclosure of WIC client information shall survive the termination, expiration or cancellation of this MOU.

5. WHAT THE XXX WIC PROGRAM AGREES TO

May include the:

- Responsibilities of XXX WIC Program including oversight, maintenance, and compliance
- Support and resources needed
- Timeframe

6. BOTH PROGRAMS AGREE TO

May include the:

- Responsibilities of both parties
- Support and resources needed
- Specific timeframes as indicated
- Re-assess needs of program and review and update MOU after a set period of time before renewing

- Both programs agree to:
1. The term of this MOU shall be Month/Day/Year through Month/Day/Year.
 2. Re-assess programs needs and review and update this MOU

7. SIGNATURES/DATES

Designated representatives of each party sign and date the MOU document.

_____ Signature XXX WIC Program	_____ Signature XYZ Program
_____ Title	_____ Title
_____ Program	_____ Program
_____ Date	_____ Date