

SAMPLE MEMORANDUM OF UNDERSTANDING

For the Period of Performance

of

September 30, 2019 through September 30, 2023

This Memorandum of Understanding sets forth the role and responsibilities of the XXXXX, School Food Authority (SFA) participating in the Team Nutrition Training Grant: E-STAR Program, for the period of performance of September 30, 2019 through September 30, 2023.

The purpose of FY 2019 Team Nutrition Training Grant: E-STAR Program is for State agencies to implement and evaluate the E-STAR Program within the NSLP. This grant awards funding to State agencies to support professional development and job-skills training for school nutrition managers and to support managers in providing training for frontline staff to implement changes to practices affecting meal quality at schools.

Activities under this grant are clearly aligned to the three objectives below.

	Objectives
1.	To implement the E-STAR Program to increase school nutrition managers' and frontline staff' knowledge, skills, and self-efficacy related to school meal quality.
2.	To engage school nutrition managers in implementing a goal-oriented action plan to improve school meal quality or students' perceptions of school meal quality.
3.	To assess activities and impacts that result from participation in the E-STAR Program to inform best practices for training school meal professionals and increasing their capacity to improve school meal quality.

This grant enables States to:

- Provide extensive professional development training for school nutrition professionals (53 hours for managers, and 4 hours for frontline staff).
- Award sub-grants to schools to implement strategies that improve meal quality.
- Assist in the development of evidence-based training for school nutrition professionals.
- Receive recognition for grant activities in FNS presentations, reports, social media, etc.
- Participate in a rigorous evaluation of a job skills training program.

The SFA agrees to fully participate and complete the required activities outline in the E-STAR Grant Application and this document. The SFA will choose at least one manager from its school

Attachment B- Sample Memorandum of Understanding

food service operation to participate in E-STAR. Each manager(s) supervises a minimum of three frontline staff (based out of one location) to which ongoing E-STAR training can be provided.

The SFA agrees to the following:

1. To participate regardless of assignment in control or experimental group.
2. SFA's managers will participate in scheduled workshops and trainings:
 - Managers will meet with their assigned mentor, who will provide Technical Assistance to meet their chosen (and agreed upon with SFA administration) SMART Goal. There will be at least 8 meetings (calls) within 2 year period.
 - Managers will participate in a 2.5 day in person training. All travel related costs will be paid for by the grant.
 - Managers will participate in six, one--hour VILTs within two years.
 - Managers will provide 16, fifteen-minute trainings to their frontline staff over a two-year period.
3. To work with the social scientist and evaluation contractor to develop and execute an evaluation of grant activities.
4. The SFA agrees to have _____ managers participate in E-STAR.

Both parties agree to adhere to the items outlined in this MOU, throughout the period of performance of the E-STAR Grant.

Signature of the SFA: _____ Date: _____

Signature of the State agency _____ Date: _____