

School District Letter of Agreement

Dear

This letter serves to outline the agreement between Hunger Free Oklahoma ("HFO") and *Sapulpa* Public Schools ("School District") for partnership and participation in HFO's SNAP in Schools Program.

By partnering with HFO, the School District agrees to:

- Be listed publicly as a member of the Oklahoma Community Partner Network
- Receive updates and SNAP outreach support
- Use HFO-approved SNAP outreach promotional material
- Adhere to the United States Department of Agriculture Food and Nutrition Services' Anti-discrimination policy as outlined in **Appendix A**
- Protect the confidential information of families and SNAP applicants as outlined in **Appendix B**
- Require staff to sign a confidentiality agreement before assisting clients with SNAP applications as shown in the example provided in **Appendix C**
- Assign a primary contact person to liaison with HFO
- Participate in feedback, complete requested reporting, and provide information updates related to SNAP outreach
- Maintain accurate contact records for the organization and designated contact

Furthermore, the School District understands and agrees that:

- Resources provided for SNAP outreach and application assistance are meant to be used to assist families in applying for benefits and not to supplement or supplant other resources or programs
- Data and information gathered from this project will be de-identified and used for research and grant reporting purposes throughout the duration of this project
- HFO may use project-related case studies, lessons, and resources to inform project strategies, develop resources, recruit network members, and promote peer learning

Finally, HFO commits to providing the following:

- Promotional material
- Assistance in identifying project needs and resources
- Technical Assistance and training for duration of partnership
- Consulting and guidance on promising and best practices around school SNAP outreach and sustainability planning

Date

Chris Bernard, Hunger Free Oklahoma

Date



Appendix A

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA.

The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. MAIL:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- 2. FAX:**
(833) 256-1665 or (202) 690-7442; or
- 3. EMAIL:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Appendix B

Maintaining Confidentiality

The School District and Employee(s) hereby agree as follows:

Specifically, without limitation, the following information is deemed confidential:

- Client identifying information including name, date of birth, social security, income, status, or any other information shared during the application process
- Documents provided by the client for the purpose of their SNAP application
- Administrative procedures and manuals related to SNAP Outreach
- Business and financial plans related to SNAP Outreach
- Programs created and managed by Hunger Free Oklahoma
- Lists or information regarding vendors, partners, volunteers, donors or Department of Human Services clients
- Contacts
- Research or data related to SNAP Outreach

The School District and Employee(s) agree to keep all confidential information in a secure place and further agree not to:

- Publish
- Communicate or share
- Divulge
- Use
- Disclose (directly or indirectly) to any third party any confidential business information, for personal benefit or for the benefit of another.

Appendix C

Example Confidentiality Agreement for Staff and Volunteers

This Confidentiality ("Agreement") is made and entered into by _____ (Partner Organization") and the "Employee/Volunteer".

The Partner Organization and Employee/Volunteer hereby agree as follows:

The Partner Organization and Employee/Volunteer recognize that during the course of their work, the Employee/Volunteer may acquire knowledge, confidential client information, or proprietary business information. Specifically, without limitation, the following information is deemed confidential:

- Client identifying information including name, date of birth, social security, income, status, or any other information shared during the application process
- Documents provided by the client for the purpose of their SNAP application
- Administrative procedures and manuals related to SNAP Outreach
- Business and financial plans related to SNAP Outreach
- Programs created and managed by Hunger Free Oklahoma
- Lists or information regarding vendors, partners, volunteers, donors or Department of Human Services clients
- Contacts
- Research or data related to SNAP Outreach

The Employee/Volunteer agrees to keep all confidential information in a secure place and further agrees not to:

- Publish
- Communicate or share
- Divulge
- Use
- Disclose (directly or indirectly) to any third party any confidential business information, for Employee/Volunteer's benefit or for the benefit of another.

Upon request by the Partner Organization or Hunger Free Oklahoma, Employee/Volunteer shall deliver all records, data, information, and other computer media or documents produced or acquired and all copies thereof to Partner Organization. Such material shall remain the property of the Partner Organization. This obligation of confidence shall not apply with respect to information that:

1. Becomes available to the Employee/Volunteer from a source other than the Partner Organization, Hunger Free Oklahoma, or the Oklahoma Department of Human Services;
2. Is developed independently by the Employee/Volunteer without any portion of the development having been based on the information or data received from the Partner Organization, Hunger Free Oklahoma, or the Oklahoma Department of Human Services;
3. Is or becomes within the public domain;
4. Is required by the Employee/Volunteer to be disclosed pursuant to lawful order or governmental action; provided, that the Employee/Volunteer shall promptly notify Partner Organization of such order or action, and shall only disclose the minimum Confidential Information that is required to comply with the order or action.

This Agreement shall be governed by and construed in accordance with State and Federal laws.

IN WITNESS WHEREOF, this Confidentiality Agreement is executed as of the date indicated.

Acknowledgment:

- ☐ I agree to the terms and conditions above.
☐ I do not agree.

Employee/Volunteer Printed Name: _____

Employee/Volunteer Signature: _____ Date: _____