

**Memorandum of Understanding between
Webb County Community Action Agency (WCCAA)
And
Holding Institute Community Center
1102 Santa Maria Ave. Laredo, TX 78040
For the Transition Out of Poverty (T.O.P.) Program**

The purpose of this Memorandum of Understanding (M.O.U.) is to set forth mutual terms of agreement for cooperation and participation in the Transition Out of Poverty (T.O.P.) Program, to help facilitate educational opportunities (tuition, licensing, testing, etc.) for the low income citizens of Webb County, who are interested in furthering their education in a field of study that may render a “living wage”. A living wage will assist in the pursuit of a better standard of living and the transition out of poverty.

The term of this M.O.U., shall be for a two (2) year term, commencing July 16, 2018 thru July 15, 2020.

HOLDING INSTITUTE COMMUNITY CENTER, as Partner Organization shall:

1. Identify and refer individuals interested in pursuing their education via referral to WCCAA for eligibility qualification that is based on program criteria
 - a. Provide cost breakdown/detail of individual’s need for submission to WCCAA.
2. Submit invoice/billing for initial payments after 7 days of attendance and subsequent payments to WCCAA.
 - a. Billing/invoice will include
 - i. Name and address of partner organization
 - ii. Name of student
 - iii. Name of course/program in which student is enrolled
 - iv. Detailed tuition and/or fee breakdown
3. Monitor and track student attendance and academic progress
 - a. Provide the following information as detailed
 - i. Student attendance records
 1. After initial 7 days
 2. Weekly for course of study less than 9 weeks
 3. Monthly for course of study greater than 9 weeks
 - ii. Proof of course/program completion
 1. Submit original certificate, transcript or similar document
4. Direct initial notice of payment and proof of attendance and any other required paperwork to:

Webb County Community Action Agency
520 Reynolds Street 2nd Floor
Laredo, TX 78040

WCCAA shall:

1. Identify, qualify and refer individuals interested in pursuing their education to Partners for possible enrollment
2. Determine program eligibility for all potential students identified and referred by partner organizations
3. Coordinate and collaborate with partner organization to the extent possible to provide all the necessary information to meet the needs and intent of service available to achieve the goals set forth by mutual agreement
4. Enroll eligible student household in WCCAA TOP Case Management Program
5. Process authorization of payment (Notice of Payment) to partner organization in two (2) or three (3) equitable amounts, via mail, upon student compliance with monthly appointment(s) as scheduled by Case Manager. Total amount of invoice should not exceed more than \$5,000 per individual.
 - i. Two (2) equitable authorizations of payment (Notice of Payment) will be dispersed for a course of study less than 9 weeks
 - ii. Three (3) equitable authorizations of payment (Notice of Payment) will be dispersed for a course of study greater than 9 weeks
- b. In the event a student does not comply with monthly appointment (s), WCCAA will hold 2nd and 3rd authorization of payment until student is in compliance.
- c. Noncompliance with the Case Management Program will result in discontinuation of tuition assistance.

HOLDING INSTITUTE COMMUNITY CENTER

Federal Identification Number: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Webb County Community Action Agency

Javier Ramirez, Executive Director _____

520 Reynolds Street 2nd Floor _____

Laredo, Texas 78040

Date: _____