



## Memorandum of Understanding

This Memorandum of Understanding represents an understanding between SCAN (Stop Child Abuse Now) of Northern Virginia and \_\_\_\_\_

\_\_\_\_\_. This understanding establishes agency collaboration with SCAN's Operation Safe Babies initiative. This includes the coordination of cribs and education materials. This agreement will be effective June 1, 2016 through March 31, 2017.

### Agency Responsibilities:

#### SCAN of Northern Virginia

- A. Organize and execute 2 trainings for service providers related to Operation Safe Babies education materials and programmatic responsibilities.
- B. Provide access to educational materials in both printed and electronic formats.
- C. Requests for cribs must be made through a referring agency in which a M.O.U. has been established with SCAN. Self-referrals will not be accepted.

#### Other agency

- A. Send a minimum of 1 staff member to both service provider trainings.
- B. Use the minimum requirements of low-income family, infant under 6 months of age, 1 crib per household unless a multiple birth, and reside within the grant boundaries in order to receive cribs at no cost.
- C. Relate all educational material content to the families receiving cribs including Safe Sleep and Abusive Head Trauma.
- D. Provide copies of completed Family Checklists and Hold Harmless Agreements to SCAN in a timely manner. This secures your ability to receive more cribs at a future date.
- E. Complete an Internal Product Order Form in order to receive cribs and educational materials.

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Executive Director, SCAN of Northern Virginia

DATE

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Executive Director, Other Agency

DATE