Memorandum of Understanding Between
K to College and
San Leandro Unified School District

This Agreement is made on October 12, 2011, by and between K to College (K TO COLLEGE) and San Leandro Unified School District (SLUSD). K TO COLLEGE is a tax-exempt non-profit corporation organized under § 501(c)(3) of the Internal Revenue Code. SLUSD is a public school district in Alameda County, CA.

K TO COLLEGE hereby agrees to use its best efforts to provide as many of the 4,772 SLUSD students enrolled in the Free or Reduced Price Meal Program (FRPM) as possible with kits of school supplies and kits of dental supplies pursuant to K TO COLLEGE's School Supply Initiative (SSI) and Dental Kit Initiative (DKI), programs that provides essential material resources to eligible under-resourced students. As a condition of participation in the SSI and DKI, SLUSD hereby agrees to the following:

1. To utilize its "robo-call" system, mailing lists and/or any other outreach methods to inform **eligible** and targeted students about the SSI and DKI
2. To verify that at least 70% of students receiving kits are at or below 200% of the federal poverty level by either:
    Option 1: Community/Centralized Distribution: Distributing to students verified as FRPM eligible, homeless (as defined by the McKinney-Vento Homeless Assistance Act) or below 200% of the federal poverty level as follows:
        i. Providing no less than three district officials at each community distribution venue or school with a list of those eligible (as defined by above or by amendment to this agreement) to ensure only those at or below 200% of the federal poverty level benefit from the program, by
        ii. Facilitating the check-in process at each community distribution venue and/or school, verifying each student is enrolled in the district before they receive a kit, and
        iii. Maintaining ownership of the list for the duration of the distribution at each distribution venue and/or school, and
        iv. Following the distribution, having a confidential employee or other appropriate administrator compare the list of recipients to the list of eligible students for a final report as outlined in the verification letter, OR
    Option 2: Distributing to every student at **eligible** schools* and/or distributing to select grade-level(s) of students at schools as follows:
        v. Providing no less than three district employees at each school or schools with a list of *every* enrolled student, regardless of FRPM status,
        vi. Facilitating the distribution process, verifying each student's identity and checking his or her name off the roster before they receive a kit,
        vii. Maintaining ownership of the lists for the duration of the distribution at each distribution venue and/or school and
        viii. Comparing the distribution lists to the district's internal FRPM enrollment lists, verifying the exact number of students who were eligible to receive kits and the exact number of those who were not eligible
        ix. Verifying the two calculated numbers are the same as initially submitted to K TO COLLEGE and
        x. Compensating K TO COLLEGE for any discrepancy resulting in an increased number of students **not** eligible

3. To maintain an *internal* detailed district-wide roster that includes every child/family that receives assistance through the SSI and DKI for auditing and/or any other purposes. This may be done by maintaining ownership of the lists of those served by the SSI and DKI at each school and/or community venue within SLUSD. This list will include:
   - Name of child/family
   - Proof of income eligibility and/or FRPM enrollment
   - Date and description of services provided

   NOTE: Audits will only be conducted by appropriate government agencies and/or a certified contractor of a government agency. K to College does NOT collect any student information as a matter of policy. There is only potential for an audit if one or more funding sources are from a government source that requires it.
4. To confirm in writing the process by which the supplies were distributed to eligible and targeted students as outlined in the provided sample verification letter, certifying those served were eligible and identifying the date, time and place of each distribution event

*Unless otherwise noted eligible schools are defined as those with a minimum of 70% FRPM enrollment

Notices
All notices and/or correspondence shall be addressed and mailed to Parties as follows:

K to College
Benito Delgado-Olson
Executive Director
7730 Pardee Lane
Oakland, CA 94621

San Leandro Unified School District
Cindy Cathey
Superintendent
14735 Juniper Street
San Leandro, CA 94579
(510) 667-3500
ccathey@sanleandro.k12.ca.us

This Agreement may not be amended or modified except in writing signed by both parties. This Agreement is valid through December 31, 2016.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above.

Accepted for K to College:

_____ Date_____
Benito Delgado-Olson, Executive Director

Accepted for San Leandro Unified School District:

_____ Date_____
Cindy Cathey, Superintendent