

# MEMORANDUM OF UNDERSTANDING (MOU)

Between

COUNTY COLLEGE OF MORRIS

and

**FACILITY NAME:** \_\_\_\_\_

This is an agreement between the County College of Morris, hereinafter called “Party A”, and \_\_\_\_\_ (Facility), hereinafter called “Party B”.

## I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the Child Care Access Means Parents in School, hereinafter called CCAMPIS. The goal of CCAMPIS is to assist low-income students who are taking six (6) or more County College of Morris (CCM) degree-seeking credit hours with child care expenses, towards minimizing the financial burden, ensuring their academic success towards program completion. In addition to providing access to affordable high-quality child care while increasing connection between area child care centers and the [CCM Early Childhood Education Program](#), CCAMPIS promotes and supports student achievement while attending CCM ensuring their success, in addition to the growth of childcare facilities toward accreditation and the [Grow NJ Kids](#) designation.

## II. BACKGROUND

Through this grant, CCM will partner with Morris County child-care agencies with a Grow NJ Kids designation.

## III. RESPONSIBILITIES of CCM UNDER THIS MOU

CCM shall undertake the following activities:

1. Identify eligible CCAMPIS participants through a formal application process utilizing the requirements and guidelines established under the [US Department of Education](#). Candidates will only be evaluated for participation in the program and receive a subsidy once all required documents are evaluated by the Office of Financial Aid at CCM.
2. Once the CCAMPIS participant has confirmed his/her dependent(s) enrollment in \_\_\_\_\_ (Facility), CCM will subsidize the child-care fee(s) on a monthly basis directly to the CCM-approved childcare facility as long as the student meets the requirements of the program and remains enrolled in the college. The potential subsidy will be based upon the CCAMPIS participant’s EFC as determined by the participant’s [FAFSA](#) results. Below is an estimated funding scale.

EFC (Pell eligible only)	9 or more credits	6 to 8.5 credits (three days only)
\$0 - \$200	90% Subsidy funded	70% Subsidy funded
\$501-\$1,500	70% Subsidy funded	
\$1,501 and up	50% Subsidy funded	

3. CCM will monitor the CCAMPIS participant’s enrollment status on a weekly basis and will notify the child-care facility within 48 hours (2 business days) of any future subsidy adjustments based on a change in enrollment of the CCAMPIS participant.

#### IV. RESPONSIBILITIES OF THE CHILD CARE CENTER UNDER THIS MOU

\_\_\_\_\_ (Facility) shall undertake the following activities:

1. The child-care facility will provide and place the CCAMPIS dependent in an appropriate classroom/group based on the dependent’s age.
2. The child-care facility understands that the subsidy will be paid directly to the facility from CCM and may be at a time that is different from the pay schedule established for its patrons, as such the facility will not penalize (remove the dependent or charge late fee) the CCAMPIS participant for any subsidy payment that is outside the established schedule.
3. The child-care facility Coordinator or Director will provide attendance or non-attendance confirmation to CCM CCAMPIS Program Coordinator for the subsidy recipient dependent(s) by way of email (preferable) or fax with a signed statement on the facilities letterhead. This confirmation is to include the dependent’s name, age, day and time of care on a bi-weekly basis during a semester period and prior to the first CCM subsidy payment.
4. The child-care facility will not hold CCM accountable for any payments that have been deemed the responsibility of the CCAMPIS participant. If the participant fails to uphold his/her financial responsibilities and loses his/her dependent’s space, the facility will alert CCM of such ensuring that subsidized payments are stopped and/or returned to CCM.
5. The child-care facility understands that it is the CCAMPIS Participant responsibility to provide their term [CCAMPIS Application](#) and facility invoice to the CCM CCAMPIS Program Coordinator for process of the subsidy.
6. The child-care facility agrees to provide an opportunity for the CCAMPIS participant to volunteer an hour at the facility; provide proof of the volunteer activity to CCM’s CCAMPIS Program Coordinator.
7. The child-care facility agrees to maintain all necessary certifications, licenses and accreditations with the state of New Jersey and Grow New Jersey in order to maintain its status as a child-care facility.
8. The child-care facility understands that the CCAMPIS subsidy amount shall be refunded directly to student parent, if payment was already made in full or partial by the parent if subsidy amount exceeds tuition.

**V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. The agreement will remain in effect for a period of one year and/or as long as a CCAMPIS participant’s dependent is enrolled with the child-care facility and a CCAMPIS participant is enrolled at CCM.
2. The child-care facility understands that the [CCM CCAMPIS](#) Participant is responsible for payment to the facility in full if they cease their CCM enrollment during the subsidy term payment period.
3. Each party will indemnify and hold harmless the other, including its officers, directors/trustees, employees, and agents from any and all liability and claims for damages or injury caused by, or resulting from, the negligent acts or omissions of the indemnifying party, its officers, directors/trustees, employees, and agents arising out of this Agreement and its performance hereunder, except to the extent such damage or injury is caused by the negligent acts or omissions of the other party and/or its officers, directors/trustees, employees, and agents. Each party shall: (1) give prompt notice to the other of any claims threatened or made, or suits instituted against it which could result in a claim or right to indemnification as provided herein; (2) cooperate in the defense of any such claim or action; and (3) not settle such action or claim without the prior consent of the other party, which consent shall not be unreasonably withheld. This provision shall survive termination of this Agreement. Notwithstanding the foregoing, this agreement shall be subject to all the provisions of the New Jersey Tort Claims Act, *N.J.S.A. 59:1-1 et seq.*

**VI. EFFECTIVE DATE AND SIGNATURE**

This MOU shall be in effect upon the signature of the authorized officials of Party A and Party B. It shall be in force for a period of one year based on the continuation of the grant program.

Parties A and B indicate agreement with this MOU by their signatures\* below.

**County College of Morris** *(Party A)*  
**Address:** 214 Center Grove Road,  
 Room# SCC-210  
 Randolph, NJ 0786  
**Phone:** 973-328-5239 or 5230 - Fax. 973-328-5237  
**Email** [finaid@ccm.edu](mailto:finaid@ccm.edu)

**Facility** *(Party B):*  
 Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Ph. \_\_\_\_\_ Fax. \_\_\_\_\_  
 Contact Name:  
 Email:  
 \_\_\_\_\_

*\*Authorized signatures below –*

\_\_\_\_\_  
*(County College of Morris) Date*

\_\_\_\_\_  
*(Facility) Date*