| C:\Users\AnkrumS\Pictures\ODE Charts & Logos\Standard ODE Logo color (1).jpg | **Oregon Department of Education**  Office of Federal Programs  4975 Summer Wind Ct. NE, Salem OR 97310  Tel (503) 503-947-5600 **|** Fax (503) 378-5156 |
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**INSTRUCTIONS for MODEL FORM:**

**CARES Act ESSER equitable services: “District of Residence / Fiscal Agent District” Relationship**

**Memorandum of Understanding (MOU)**

Complete this Memorandum of Understanding (MOU) to commemorate agreement between the District of Residence and the Fiscal Agent District involving ESSER equitable services and funds-generating students attending a private school located in the Fiscal Agent District but residing in an outside district (the District of Residence).

**Questions?**

Contact: [Joni Gilles, State Ombudsman](mailto:joni.gilles@ode.state.or.us)

or

Your District Representative

**CARES Act ESSER equitable services: ‘District of Residence / Fiscal Agent District’ Relationship**

**Memorandum of Understanding (MOU)**

| **Parties to the MOU** | |
| --- | --- |
| **District of Residence** | **Fiscal Agent District** |
| [Name of District] | [Name of District] |
| **Federal Programs Director** | **Federal Programs Director** |
| [Name] | [Name] |
| **phone/e-mail** | **phone/e-mail** |
|  |  |

**Summary of Understanding**

The District of Residence will provide a per-pupil share of its ESSER allocation for each of its qualifying resident students attending a private school in **March 2020** in the Fiscal Agent District. The Fiscal Agent District will use these funds in the ESSER private school program and provide periodic evaluations of the program to the District of Residence.

**Understanding and Agreement**

During the Fiscal Agent District’s ESSER equitable services consultation with **[Name of Private School]**, a private school located at **[address]** in the attendance area of the Fiscal Agent District, it was determined that **[number]** low-income qualifying student(s) attending **[Name of Private School]** in **March 2020** reside(s) at an address or addresses located in the District of Residence’sattendance area.

Per statewide guidance provided by ODE’s Office of Federal Programs, the Fiscal Agent District will provide a list of the address(es) and grade level(s) (but not student names) to the District of Residence, which will verify that these student(s) residing in its attendance area would have attended a Title I-A served school and grade level had the student(s) attended public school in the District of Residence.

As referenced in the CARES Act, per ESEA § 1117 [20 U.S.C. 6320] (a)(1)(A) and (a)(5), the District of Residence agrees to convey a per-pupil share from its ESSER allocation to the Fiscal Agent District for each identified student, as invoiced by the Fiscal Agent District.

The Fiscal Agent District agrees to receive the invoiced funds and expend them in the ESSER equitable services program administered to **[Name of Private School]**. The parties understand that all students may receive ESSER equitable services which are not limited to the low-income qualifying students who generated the funding.

The Fiscal Agent District further agrees to advise the District of Residence of the progress of the ESSER equitable services program by providing periodic evaluations of the program.

| **Signatures of the Parties Acknowledging this MOU** |
| --- |
| District of Residence Representative: Signature / Printed Name / Title / Date |
|  |
| Fiscal Agent District Representative: Signature / Printed Name / Title / Date |
|  |