



EAST SIDE ADULT ED CENTER

Community Education Program

Chris D. Funk, Superintendent
625 Educational Park Drive San Jose, CA 95133
(408) 347-5010

East Side Union High School District – CalWORKs
Scope of Services
July 1, 2016 – June 30, 2017
Inter-Agency Memorandum of Understanding Between
East Side Adult Education and Milpitas Adult Education

This letter of agreement between East Side Adult Education, recipient of CalWORKs funds for Santa Clara County, and Milpitas Adult Education, to provide services to CalWORKs participants such as Basic Skills, GED, High School Diploma, Vocational Training, and English as a Second Language.

East Side Adult Education agrees to hire, place, house, and compensate a CalWORKs site representative who will serve CalWORKs clients at Milpitas Adult Education. By mutual agreement, site representative hours at Milpitas Adult Education may be adjusted based on caseload. Milpitas Adult Education agrees to provide the site representative a place to meet with Milpitas Adult Education students, and telephone access, copy machine, and attendance reports if needed.

Site representative will ensure reimbursement from CalWORKs to Milpitas Adult Education for client-related expenses (i.e. books, materials fee, and GED Test Battery).

The MOU may terminate this agreement at any time in the event of loss of funding.

I agree to support and assist the above activities from July 1, 2016 to June 30, 2017.

Superintendent, East Side Union High School District, Adult Education

4-1-16

Director, Milpitas Unified School District, Adult Education

4-1-16