**Family Literacy Partnership Expectations**

|  |
| --- |
| ***Between***  ***and*** |

**Part I**

**Purpose:**

This Family Literacy Partnership Expectations document (the Agreement), dated herein, outlines the agreement between the above named parties, to collaborate in providing Family Literacy Services during the fiscal year beginning on July 1, 2022, and ending on June 30, 2023.

**Definition:**

The partnership covered by this Agreement must offer all four Family Literacy components, in adherence to the federal definition of Family Literacy Services ([20 USC § 7801(24)](https://www.law.cornell.edu/uscode/text/20/7801#24)), i.e., services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and that integrate all of the following activities:

1. Parent literacy training that leads to economic self-sufficiency (Adult Education including Adult Basic Education [ABE], Adult Secondary Education [ASE], or English Language Acquisition [ELA])
2. Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children (Parent Education)
3. Interactive literacy activities between parents and their children (ILA, parent/child together activities [PACT])
4. Age-appropriate educational activities to prepare children for success in school and life experiences.

**Partner Responsibilities:**

All partners to this Agreement must agree to commit the necessary resources to deliver and ensure integration of the components of Family Literacy listed above. The Adult Education partner must provide an adult instructional Program that meets all Maryland Department of Labor (MD Labor) standards for Adult Education and Family Literacy. Under no circumstances may Adult Education and Family Literacy funds be used to support the interactive parent and child activities or the children’s educational activities. Child-focused activities must be delivered and funded by a qualified partner with demonstrated expertise in age-appropriate children’s education. Either the Adult Education Family Literacy program or the partner may deliver and fund the Parent Education component. Additionally, all partners to this partnership expectations document agree to commit resources for joint planning for integration of the four components and for team meetings.

**Part II**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Adult Education** | | | |
| **Description of Activity, Location, Staff Responsible, and Schedule** | **Expected Outcome(s)** | **Method of Measuring Outcome(s) (Evaluation)** | **Cost and Partner Responsible for Funding Cost** |
| *Add or delete rows as needed. Each row represents one activity.* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Parent Education** | | | |
| **Description of Activity, Location, Staff Responsible, and Schedule** | **Expected Outcome(s)** | **Method of Measuring Outcome(s) (Evaluation)** | **Cost and Partner Responsible for Funding Cost** |
| *Add or delete rows as needed. Each row represents one activity.* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Interactive Literacy Activities** | | | |
| **Description of Activity, Location, Staff Responsible, and Schedule** | **Expected Outcome(s)** | **Method of Measuring Outcome(s) (Evaluation)** | **Cost and Partner Responsible for Funding Cost** |
| *Add or delete rows as needed. Each row represents one activity.* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Children’s Educational Activities** | | | |
| **Description of Activity, Location, Staff Responsible, and Schedule** | **Expected Outcome(s)** | **Method of Measuring Outcome(s) (Evaluation)** | **Cost and Partner Responsible for Funding Cost** |
| *Add or delete rows as needed. Each row represents one activity.* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Coordination and Planning for Integration** | | | |
| **Description of Activity, Location, Staff Responsible, and Schedule** | **Expected Outcome(s)** | **Method of Measuring Outcome(s) (Evaluation)** | **Cost and Partner Responsible for Funding Cost** |
| *Add or delete rows as needed. Each row represents one activity.* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

This Agreement shall become effective when fully executed by all parties. It shall remain in effect for the fiscal year beginning July 1, 2022, and ending June 30, 2023. A written notification is required of all parties and the Department of Labor, Division of Workforce Development and Adult Learning, Office of Adult Instructional Services, at least 90 days prior to the termination date, to terminate this Agreement.

**Signatures**

**Signature 1 Signature 2**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adult Education Program Administrator

**Signature 3 Signature 4**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_