

MEMORANDUM OF UNDERSTANDING

SHARING WIC PARTICIPANT INFORMATION/DATA

between

(Name of your Agency) IDAHO WOMEN, INFANTS, AND CHILDREN PROGRAM; DIVISION OF HEALTH

and

Name of Agency you are working with

PARTIES TO AGREEMENT:

This document is to serve as a Memorandum of Understanding (MOU) between the (your WIC agency name Women, Infants, and Children Program) (hereafter referred to as WIC) and (name of agency you are working with).

BACKGROUND:

Brief info on what is being shared and why (just need 2-3 sentences).

- Height, weight and/or hemoglobin for the purpose of program coordination

PURPOSE:

Summary of how information will be used.

- Information/data will be used to determine program eligibility; for program coordination

Summary of each party's responsibilities

- For example, Head Start program requesting participant data will be responsible for collecting a signed release of information from program participants giving permission for WIC to share participant data. The release will clearly state 'what' data is being requested. Head Start will provide WIC program with a copy of the signed release from participant(s). WIC program will provide requested data upon receipt of signed release.

The data will be used for the sole purpose of....

- Determining program eligibility and/or coordination of services for participant(s) within (specified programs involved in MOU).

Any use of the data not specified in this agreement is not authorized.

TERMS OF THE AGREEMENT:

The term of this agreement shall be (Dates MOU will be effective.)

Signed by:

Your Agency (WIC Coordinator or Director)

Date

Agency you are working with

Date