



Erie 2-Chautauqua-Cattaraugus BOCES

Adult Education &
Workforce Development

SUNY FREDONIA

Tech Incubator

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**ERIE 2-CHAUTAUQUA-CATTARAUGUS BOCES
and
Kenmore-Tonawanda Union Free School District
Continuing Education Division**

Memorandum of Agreement

This agreement is entered into this 2nd day of November, 2017 by and between the Erie 2-Chautauqua-Cattaraugus BOCES and Kenmore-Tonawanda Union Free School District Continuing Education Division for the purpose of compiling SNAP voucher for invoicing to NYSED and training E2CCB staff person(s) the system at the rate of \$270 per day. The terms and conditions of this agreement shall be in effective for the time period November 2017 through June 2018.

1. Kenmore-Tonawanda Union Free School District Continuing Education will provide the following:
 - Invoice for E2CCB on a monthly basis.
 - Release of Liza Acanfora to come to E2CCB one to two days per month to compile and submit SNAP voucher and train E2CCB Workforce Development staff person(s) the SNAP grant, procedures, vouchering system and invoicing.
2. The Erie 2-Chautauqua-Cattaraugus BOCES will provide the following:
 - SNAP records for the purpose of compiling and submitting voucher for E2CCB, Maryvale Community Education and Ken-Ton participants.
 - Payment after receipt of invoice from Ken-Ton Continuing Education.
3. This agreement may be cancelled or amended by either party with 30 days written notification.

Erie 2-Chautauqua-Cattaraugus BOCES

Kenmore-Tonawanda Union Free School District

Date: _____

Date: _____