

Memorandum of Cooperation
Between
Insert Name of Housing Authority
And
Walgreen Co.

A.) Background:

Since the enactment of the Personal Responsibility and Reconciliation Act of 1996, the results within the first three years show that welfare caseloads have declined by 54% and 4.7 million Americans have moved from welfare dependency to self-sufficiency. In light of this, President George W. Bush is calling on Congress to sustain and expand on the success of welfare reform. The President's plan is designed to strengthen families and help more welfare recipients work toward independence and self reliance. The Walgreen Company, located in suburban Chicago, has been in support of this initiative since its involvement in 1997 when it participated with 50 of the nation's largest corporations. Together they agreed to form the Welfare to Work Partnership, which would promote the efforts of corporations to train and hire welfare recipients. As Walgreens continues to grow as a company, now operating over 4,000 stores in 43 states across the Nation, it allows more opportunities for qualified people to become Walgreen employees and be given a chance to advance within the store's career ladder.

Given the training and employment needs of public housing residents, the **Insert Name of Housing Authority**, in addition to implementing a welfare to work program, is seeking to establish collaborations with for profit and non-profit organizations that will facilitate the transition of residents from unemployment to gainful employment. Given the need of the Walgreen Co. for entry level workers and the need for the **Insert Name of Housing Authority** to create linkages that lead to employment, a relationship between the two appears to be synergistic. For purposes of the agreement, the focus will be finding employment from **Insert Name of Housing Authority** public housing developments, including Hope VI sites.

B.) Purpose:

The purpose of this Memorandum of Cooperation is to"

- 1) Describe the goals of the parties to this Memorandum of Cooperation
- 2) Define the role of the **Insert Name of Housing Authority**
- 3) Define the role of Walgreen Co.
- 4) Define time lines and key milestones
- 5) Define how communication will occur between the Walgreen Co. and the **Insert Name of Housing Authority**

C.) Goals:

The creation of job opportunities at Walgreens stores will provide **Insert Name of Housing Authority** residents a chance at sustainable self-sufficiency. This will be accomplished by: 1) identifying entry level jobs and career opportunity tracks at Walgreens; 2) identifying stores within easy commute of **Insert Name of Housing Authority** properties; 3) communicating arrangement for job placement between Walgreens store managers and **Insert Name of Housing Authority** properties; 4) working with the **Insert State** Department of Transitional Assistance where appropriate to ensure residents participate in TANF related programs; 5) counseling

residents on drug testing procedures; 6) providing residents with FSS type classes which include job-readiness and retail training; and 7) setting up retail training sites for residents.

Roles and Responsibilities:

The following tables outline the roles of the parties to the agreement.

Role of the Insert Name of Housing Authority			
#	Task	Due Date	Person Responsible
1	Identify site(s) for retail training and provide security for training equipment	Date	Insert Name Insert Position
2	Career counselor will develop 40-hour retail training curriculum in conjunction with Walgreens. Curriculum includes: job readiness, basic math, customer service, ethics and mock interviews	Date	Insert Name Insert Position
3	Identify and provide salaries for least two people to become retail trainers.	Date	Insert Name Insert Position
4	Conduct monthly outreach sessions to on site and relocated residents to participate in retail training	Date	Insert Name Insert Position
5	Conduct training classes of no more than 10 students at one time	Date	Insert Name Insert Position
6	Insert Name of Housing Authority will provide counseling on Walgreens' drug screening procedures. Walgreens' potential new hires will be asked to report to a clinic within a specified period of time, to be tested for usage of illegal drugs.	Date	Insert Name Insert Position
7	PHA will arrange for Retail and Customer Service graduates to apply for employment at Walgreens online (www.walgreen.com). Graduates may also apply on-line at any Walgreen store.	Date	Insert Name Insert Position
8	Insert Name of Housing Authority will outreach to other businesses and employers for additional employment opportunities for graduates.	Date	Insert Name Insert Position
9	Insert Name of Housing Authority will for three months monitor employed residents for personal problems with employment. Also monitor TANF eligible residents to ensure no conflicts arise with state requirements for self-sufficiency. Inform Walgreens on a quarterly basis, the number of people trained, hired by Walgreens and hired by other businesses	Date	Insert Name Insert Name Insert Position

Role of the Walgreen Co.			
#	Task	Due Date	Person Responsible
1	Identify Walgreen stores within easy commute of Insert Name of Housing Authority properties (www.walgreens.com)	Date	Insert Name Insert Position
2	Identify and provide needed retail Point of Sale equipment and maintain such equipment which will be used at Insert Name of Housing Authority retail training site	Date	Insert Name Insert Position
3	Walgreen Training Supervisor(s) will communicate information regarding this partnership to Walgreen store managers	Date	Insert Name Insert Position
4	Provide necessary materials to train the Insert Name of Housing Authority retail trainers in retail services such as cash register operations, customer service and Walgreen store operations	Date	Insert Name Insert Position
5	Provide necessary materials for the retail trainer(s) to train students in basic retail scanning cash register and customer service skills.	Date	Insert Name Insert Position
6	Walgreen Training Supervisor(s) will communicate to Walgreen store managers the location of Retail and Customer Service pre-trained applicants within Walgreens' People Click application.	Date	Insert Name Insert Position
7	Store managers will give "priority consideration" to interview and possible hiring of qualified applicants who have participated in Insert Name of Housing Authority retail training and have applied for employment on-line	Date	Insert Name Insert Position
8	Potential job candidates called by store management for interviews will complete an on-line SmartHire and background check application.	Date	Insert Name Insert Position
9	Potential new hires will be asked to report to a clinic within a specified period of time, to be tested for usage of illegal drugs.	Date	Insert Name Insert Position

Communications:

The following persons will be primarily responsible for the communications between parties:

Organization	Contact Person	Role
Insert Name of Housing Authority	Insert Name Insert Position	Structure of Partnership
	Insert Name Insert Position	Implementation of partnership agreement
	Insert Name Insert Position	Implementation of training component of partnership agreement
Walgreen Co.	Insert Name Insert Position	Develop partnership agreement between Walgreens and Insert Name of Housing Authority
	Insert Name Insert Position Walgreens' District Supervision	Assist the implementation of partnership agreement at local level

Regular meetings should be held at the local level between **Insert Name of Housing Authority** staff and Walgreens District Supervision to resolve any issues interfering with the operation of the retail training center(s). If issues are insurmountable, and the need should arise to cancel this memorandum, either party may do so in writing with thirty-(30) days advance notice.

By signing below, the parties agree to the terms of this Memorandum of Cooperation for a period of one year. The Memorandum of Cooperation may be extended.

Signed by:

Insert Name of Housing Authority

Walgreen Co.

Insert Name
Insert Position

Insert Name
Insert Position

Date: _____

Date: _____