Memorandum of Understanding
between

Dress for Success Greater NYC (DFSGNYC)
and

_____ **(Agency)**

This memorandum establishes an understanding between both parties concerning obligations to be met in the referring clients to Dress for Success Greater NYC for services.

DFSGNYC agrees to provide the following services where applicable:

1. Provide workforce development services, employment retention services, career development services, professional interview and/or employment styling, and life-long support and networking.

2. Communicate relevant client information to agency regarding client's progress, with client consent.
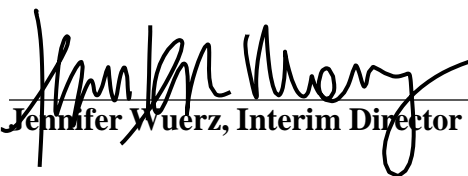
The Agency Agrees to:

1. Screen all potential clients to be "job ready." Prepare clients as outlined in the "Dress for Success Greater NYC Client Referral Toolkit." Fill out and submit the online "Partner Referral Form."

2. Follow up with your client to make sure their experience ran smoothly and provide relevant feedback, to DFSGNYC.
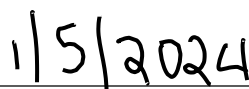
Both Parties Agrees to:

1. Share any information relating to the employment of the client.

This memorandum of understanding will begin on _____ and terminate at the end of the calendar year. Any party wishing to discontinue the memorandum of understanding shall notify the other in writing at any time prior to termination.

_____
Agency Authorized Agent

Date

_____
Jennifer Wuerz, Interim Director

1/5/2024
Date