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**PARTICIPATING PARTNER AGREEMENT [ppA]**

**New Jersey EFNEP classes are designed to teach people to:**

* Improve Their Food Security: Their ability obtain enough food for their families and themselves;
* Improve Their Dietary Quality: The variety of healthful foods they choose to eat and feed their families;
* Improve Their Physical Activity: Get them up and moving at least 30 minutes per day;
* Improve Their Food Safety Practices: Their means of safely handling, preparing, and storing their foods;
* Improve Their Resource Management and Shopping Practices: Their food budgets and related resources;
* Increase Their Access to Food Resources and Assistance Programs.

**Classes Must Meet For:**

* A series of at least eight classes;
* At least one hour per class;
* A period of at least five weeks.

Class series do not run for more than a year with the same individuals. Class size should consist of 4-15 participants. If the number of participants in a class drops to less than four participants, the educator must get special permission from her/his supervisor to continue the class. Agency support personnel must be present and willing to assist during each entire lesson session and be responsible for behavioral problems and discipline.

Participants who attend at least eight lessons will receive a certificate. For enrollment consistency, all efforts should be made to ensure that the people who start the series are the same as those who complete it. For EFNEP, at least 50% of adult class participants must either be pregnant and/or have children under the age of 19.

The University requests that at least four site observations of the educator be completed each year by her/his supervisor for the purpose of performance evaluation. Host agencies will be notified by telephone or mail prior to these site evaluation visits. The educator is notified in advance of some visits; but some will be a surprise.

It is the policy of Rutgers Cooperative Extension to make the benefits and services of its educational programs available to all regardless of race, religion, color, national origin, age, gender, sexual orientation or disability.

Nutrition Educator: Date:

Start Date for Class Series: End Date for Class Series:

|  |  |  |
| --- | --- | --- |
| Day(s) Classes Will Be Held | Class Time Periods | Dates of Classes |
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Site Name and Address: Phone: Fax:

Site Director Name/Title:

Site Director Signature:

EFNEP Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTIFY:**   **AT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AT LEAST TWO HOURS IN ADVANCE OF ANY CANCELLATION.**