

WithinReach-ABCD Referral Source Data Sharing Agreement

A. The ABCD Referral Source is a program of WithinReach, a Washington nonprofit corporation ("WithinReach"). The ABCD Referral Source helps Washington State families identify health and food programs and other resources ("Benefits"), and apply for or otherwise obtain those Benefits. In particular, the ABCD Referral Source maintains a website and related information resources which individuals from qualified families ("Users" and "User Families" respectively) can use to obtain information about and apply for Benefits.

B. In order to facilitate the identification of and application for Benefits the ABCD Referral Source website includes a web-based service which allows Users to create and maintain online Accounts including demographic, financial, health and other personal information relevant to the Benefits eligibility ("Account Information") and apply for Benefits online or by sending a hard-copy printout ("Benefit Finder"). On the User's behalf WithinReach may transmit Account Information directly to organizations which provide one or more Benefits ("Benefit Providers"), so that the Benefit Providers can determine the User and/or User's Family's eligibility for such Benefits.

C. The organization identified below is a Benefit Provider, and would like to obtain Account Information through Benefit Provider to review User and/or User Family eligibility for such Benefits, and provide Benefits to eligible Users and User Families. WithinReach would like to share Account Information with the Benefit Provider Finder for those purposes.

The parties therefore agree:

1. Definitions.

For purposes of this Agreement:

"Account" means a User relationship in which WithinReach permits the User to maintain a persistent electronic record of demographic, financial, health and other personal information entered by the User using the ABCD Referral Source, associated uniquely with that User, which may be accessed and modified by the User.

"Account Information" is an electronic record of demographic, financial, health and other personal information entered by a User using the ABCD Referral Source, pertaining to the User and User Family members.

"Benefits" are one or more programs providing resources for individuals, families and children in Washington State, including but not limited to health and food programs maintained by governmental and non-governmental organizations.

"Benefit Provider" is any governmental or non- governmental organization which provides one or more Benefits in Washington State.

"Designated Agent" means an individual member of a Participant's Workforce who has been registered to use the Services on behalf of a Participant.

"Designated Agent Registration Form" means an online or printed form including all information, representations and acknowledgments required by WithinReach to apply for registration of a Designated Agent.

"Designated Agent Terms and Conditions" means a set of requirements for use of the Services by Designated Agents which supplement the requirements of this Agreement.

“Participant” means a Benefit Provider that has entered into an agreement with WithinReach to obtain Account Information by use of the Services in order to determine whether to provide one or more Benefits to a User and/or members of the User’s Family.

“Register” or “Registration” refers to the process of Participant authorization and WithinReach approval of an individual as a Designated Agent of a Participant.

“Services” means the data collection, maintenance and storage facilities used to obtain data from Users through the ABCD Referral Source, create and maintain Account Information, and provide Account Information to Participants via the Internet and Benefit Finder.

“User” means an individual who has created and uses an ABCD Referral Source Account.

“User Family” means any legal spouse or registered domestic partner of a User, as well as any children with respect to whom the User has existing parental or legal guardianship rights and obligations, and any adults with respect to whom the User has existing legal guardianship rights and obligations.

“Workforce” means employees, volunteers, trainees, and other persons whose conduct in the performance of work for a Participant is under the direct control of the Participant, whether or not they are paid by the Participant.

2. Description of Services.

The ABCD Referral Source is a web-based set of applications available via the Internet, hosted by or on behalf of WithinReach. Benefit Finder is a web-based application accessed by web browser through the ABCD Referral Source which allows Users to receive and enter data into Account files and create persistent Account Information. Account Information is maintained on behalf of Users in one or more databases operated by or for WithinReach. Upon initiation by a User WithinReach may transmit Account Information from these databases via the Internet to Benefit Providers who have entered into an agreement to be a Participant and use Account Information as part of the determination of User and/or User Family Benefit eligibility, so that appropriate Benefits may be provided. Collectively, these data collection, maintenance and transmission facilities are called the “Services.”

3. Grant of License to Use Services.

WithinReach grants the Participant a non-exclusive, personal, nontransferable, limited license to use the Services for access to and receipt of Account Information.

4. Maintenance, Change or Termination of Services.

WithinReach shall maintain the functionality of the Services to the best of its reasonable ability, and shall provide such service, security, and other updates as WithinReach determines are appropriate from time to time. WithinReach may change the ABCD Referral Source, Benefit Finder and/or the Services, or may cease providing the Services, at any time in its sole discretion upon notice to Users and Participants.

5. Software and Hardware Provided by Participant.

Each Participant shall be responsible for procuring all equipment and software necessary for it to access and use the Services.

6. Designated Agents

The Participant may authorize and register one or more individuals as its Designated Agents for purposes of this Agreement, under the following conditions:

6.1 Authorization. Participants are solely responsible for designating the individuals within their organizations who are authorized to use the Services under this Agreement as their Designated Agents, provided that only individuals who are current members of the Workforce of a Participant may use the Services on its behalf.

6.2 Application to Register. A Participant may apply to Register an individual it has authorized pursuant to this Section as its Designated Agent by providing WithinReach with the following and other information and representations reasonably required by WithinReach, on the Designated Agent Registration Form provided by WithinReach:

- a. Individual's Name, Title and Business Contact Information
- b. Individual's Supervisor's Name, Title and Business Contact Information
- c. Representation by Participant that the individual is authorized to use the Services on behalf of the Participant under the terms of this Agreement.
- d. Executed acknowledgment by the individual that s/he is bound by this Agreement and the Designated Agent Terms and Conditions.

6.3 Acceptance by WithinReach. WithinReach shall review each Designated Agent Registration Form and shall accept or disapprove each in its sole discretion as appropriate. WithinReach shall not be required to approve any Registration Form or other application to be a Participant. WithinReach may but is not required to confirm or request supplemental information from the Participant or individual prior to approval.

6.4 Notification of Acceptance. WithinReach shall notify the Participant and the individual whether or not the individual is accepted a Designated Agent of the Participant within a reasonable period after receipt of a complete Designated Agent Registration Form. The acceptance of an individual as a Designated Agent shall be effective as of the effective date stated in the notification.

6.5 Suspension and Termination of Designated Agent Privileges. A Designated Agent's privileges to access the Services and Account information may be suspended or terminated as follows:

- a. Access shall be terminated at once upon the termination of this Agreement for any reason;
- b. Access shall be terminated at once upon the request of the Participant which authorized the Designated Agent;
- c. Access may be suspended at any time by WithinReach at WithinReach's sole discretion if WithinReach has reason to believe the Participant or Designated Agent has permitted another party to use the user name and/or password issued for the Designated Agent, with notice to the Participant. If such misuse is confirmed WithinReach may at WithinReach's sole discretion terminate access privileges, or reinstate them under conditions WithinReach deems appropriate.

- d. Access may be suspended at any time by WithinReach at WithinReach's sole discretion if WithinReach has reason to believe the Participant or Designated Agent has breached this Agreement or the Designated Agent Terms and Conditions in any manner which could constitute a material threat to the functioning or use of the Services or the confidentiality, integrity or availability of Account Information or other User or User Family Information, or information about any Participant, Designated Agent or applicant for registration as a Designated Agent. If such breach is confirmed WithinReach may at WithinReach's sole discretion terminate access privileges, or reinstate them under conditions WithinReach deems appropriate.
- e. Access may be suspended at any time by WithinReach at WithinReach's sole discretion if WithinReach has reason to believe the Participant or Designated Agent has provided any materially false or incomplete information in the course of Registration. If such failure to provide true and complete information is confirmed WithinReach may at WithinReach's sole discretion terminate access privileges, or reinstate them under conditions WithinReach deems appropriate.

6.5 Designated Agent Records. Both parties shall maintain records of all current and past Designated Users at all times, and for a period of no fewer than six (6) years from the later of the date of termination of the Services access privileges of the Designated User or the termination of this Agreement. Either party may inspect the Designated Agent Records of the other party, at the other party's offices during business hours upon three (3) business days notice, or otherwise upon mutually agreed terms.

7. Designated Agent Terms and Conditions.

Designated Agents may use the Services only in compliance with this Agreement and with the Designated Agent Terms and Conditions, which supplement this Agreement.

7.1 Maintenance of Terms and Conditions. WithinReach is solely responsible for the development of the Designated Agent Terms and Conditions, and may amend, or repeal and replace, the Designated Agent Terms and Conditions at any time as WithinReach determines is appropriate.

7.2 Notice of Amendment of Terms and Conditions. WithinReach generally shall notify all Participants of any changes to the Designated Agent Terms and Conditions at least sixty (60) days prior to the implementation of the change. However, if the change is required in order for WithinReach and/or Participants to comply with applicable laws or regulations, WithinReach may implement the change within such shorter period of time as WithinReach determines is appropriate under the circumstances.

8. User Names and Passwords.

Designated Agent access to the Services and Account Information shall be by user name and password administered by WithinReach, as follows:

8.1. Generation of User Names and Passwords. Based on the information provided by the Participant to Register a Designated Agent, WithinReach shall issue a unique user name and password to each Designated Agent. WithinReach shall transmit each such user name and

password securely to the Participant and the Participant shall be responsible to communicate that information securely to the appropriate Designated Agent.

8.2 *Suspension and Cancellation of User Name and Password.* In the event of the suspension of a Designated Agent's access privileges for any reason, WithinReach shall cancel the Designated Agent's password. If the Designated Agent's access privileges are reinstated WithinReach shall generate a new password and transmit it to the Participant to provide to the Designated Agent. In the event of the termination of a Designated Agent's access privileges for any reason WithinReach shall cancel both the user name and password.

8.3 *No Use by Other than Designated Agents.* The Participant shall prohibit all members of its Workforce other than the appropriate Designated Agents from using user names and/or passwords issued by WithinReach for purposes of this Agreement, and both the Participant and each Designated Agent shall implement reasonable and appropriate safeguards to protect them against such use, consistent with the safeguards maintained by the Participant for its own systems.

9. *Use of the Services.* The Participant and its Designated Agents shall not use or permit the use of the Services for any purpose other than the determination of the eligibility for Benefits of Users and/or User Families, and the provision of Benefits if applicable. Neither the Participant nor its Designated Agents shall use the Services or any part of the Services to provide separate services or sublicenses to any third party, including without limitation providing any service bureau services or equivalent services to a third party.

10. *Use and Management of Account Information.*

10.1 *Permitted Uses.* The Participant and its Designated Agents shall use Account Information solely as follows:

- a. Prior to commencing the providing of Benefits, Account Information may be used to determine the eligibility of Users and/or User Families for Benefits.
- b. In the event the Participant determines an individual is not eligible for Benefits, or the individual declines or fails to receive an offered Benefit, the Participant may (i) permanently erase all Account Information from the Participant's electronic records, including unofficial files maintained for working purposes, and shred or otherwise thoroughly destroy any paper records including Account Information, or if such destruction is not feasible, (ii) retain Account Information to the extent necessary to fulfill any legal obligations or risk management functions which render destruction infeasible, subject to reasonable and appropriate safeguards to ensure it is not used for any other purpose.
- b. Upon the commencement of the providing of Benefits, the Participant shall incorporate the Account Information into its system of records used for individuals receiving such Benefits according to the Participant's customary policies and practices, subject to the Participant's customary use, disclosure and safeguards policies and practices for such information. Upon such incorporation, and the destruction of all other records of Account Information to the extent provided in the preceding subsection, the information incorporated in

the Participant's system of records shall no longer be considered Account Information subject to this Agreement.

10.2 Prohibited Uses and Disclosures. The Participant shall prohibit its Workforce from making any use or disclosure of Account Information not permitted under the preceding subsection.

11. Responsibility for Conduct of Participant and Designated Agents.

The Participant shall be solely responsible for all acts and omissions of the Participant and the Participant's Designated Agents, and all other individuals who access or use the Services and/or Account Information either through the Participant or by use of any user name or password received or obtained, directly or indirectly, lawfully or unlawfully, from the Participant or any of the Participant's Designated Agents with respect to the Services and/or any Account Information accessed in connection therewith, and all such acts and omissions shall be deemed to be the acts and omissions of the Participant. The Participant shall require that all of its Designated Agents use the Services and Account Information only in accordance with this Agreement and the Designated Agent Terms and Conditions, including without limitation those governing the use and security of Account Information. The Participant shall discipline appropriately any of its Designated Agents who fail to act in accordance with this Agreement and the Designated Agent Terms and Conditions, in accordance with the Participant's disciplinary policies and procedures.

12. Participant Security.

The Participant shall implement reasonable and appropriate security safeguards to prevent unauthorized access to the Services from the Participant's facilities, according to the Participant's customary policies and practices but specifically including identification of computers or workstations authorized for access to the Services, and maintenance of physical security and audit logs for such computers or workstations; maintenance of reasonable and appropriate firewalls and anti-virus software; and appropriate Workforce training.

13. Security Breaches.

In the event that the Participant has reason to believe that there has been an unauthorized acquisition of unencrypted Account Information in electronic form, except for a good faith acquisition of information by a member of the Participant's Workforce under conditions in which the information is not used or subject to further unauthorized disclosure, the Participant shall notify WithinReach in writing within one (1) day of discovery of the acquisition. In the event either WithinReach or the Participant determines that individuals potentially affected by such an unauthorized acquisition should be notified, WithinReach shall reasonably determine the methods and procedures for notification, and the Participant shall provide reasonable cooperation to WithinReach.

14. Termination of Agreement.

14.1 General Termination. This Agreement may be terminated by either party upon no less than thirty (30) days notice to the other party, with or without cause.

14.2 Effect of Termination. Upon any termination of this Agreement the Participant shall cease to be a Participant and thereupon and thereafter neither that party nor its Designated Agents shall have any rights to use the Services or obtain new Account Information.

15. Compliance with Laws and Regulations. Without limiting any other provision of this Agreement relating to the parties' compliance with applicable laws and regulations, each party shall perform in all respects in compliance with applicable federal, state, and local laws, ordinances and regulations. In particular, and without limitation, neither party is providing services on behalf of the other party; the Participant is performing activities under this Agreement on its own behalf, and WithinReach is providing services on behalf of Users. Therefore, neither party is a Business Associate of the other under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), its implementing regulations, or the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH").

16. Proprietary Information.

16.1 Scope of Proprietary Information. In the performance of their respective responsibilities under this Agreement, WithinReach and Participants may come into possession of certain Proprietary Information of the other. For the purposes hereof, "Proprietary Information" means all trade secrets, business plans, marketing plans, know-how, data, contracts, documents, scientific and medical concepts, member and customer lists, costs, financial information, profits and billings, and referral sources, existing or future services, products, operations, management, pricing, financial status, goals, strategies, objectives, and agreements, whether written or verbal, that are confidential in nature; provided, however, that Proprietary Information shall not include any information that (i) Is in the public domain; (ii) is already known or obtained by any other party other than in the course of the other party's performance pursuant to this Agreement; (iii) Is independently developed by any other party; and/or (iv) becomes known from an independent source having the right to disclose such information and without similar restrictions as to disclosure and use and without breach of any confidentiality or nondisclosure agreement by such other party.

16.2 Nondisclosure of Proprietary Information. WithinReach and the Participant each (i) shall keep and maintain in strict confidence all Proprietary Information received from the other, or from any of the other's employees, accountants, attorneys, consultants, or other agents and representatives, in connection with the performance of their respective obligations under this Agreement; (ii) shall not use, reproduce, distribute or disclose any such Proprietary Information except as permitted by the Terms and Conditions; and (iii) shall prevent its employees, accountants, attorneys, consultants, and other agents and representatives from making any such use, reproduction, distribution, or disclosure.

16.3 Equitable Remedies. All Proprietary Information represents a unique intellectual product of the party disclosing such Proprietary Information (the "Disclosing Party"). The unauthorized disclosure of said Proprietary Information would have a detrimental impact on the Disclosing Party. The damages resulting from said detrimental impact would be difficult to ascertain but would result in irreparable loss. It would require a multiplicity of actions at law and in equity in order to seek redress against the receiving party in the event of such an unauthorized disclosure. The disclosing Party shall be entitled to equitable relief in preventing a breach of this Section and such equitable relief is in addition to any other rights or remedies available to the Disclosing Party.

16.4 Notice of Disclosure. Notwithstanding any other provision hereof, nothing in this Section shall prohibit or be deemed to prohibit a party hereto from disclosing any

Proprietary Information (or any other information the disclosure of which is otherwise prohibited hereunder) to the extent that such party becomes legally compelled to make such disclosure by reason of a subpoena or order of a court, administrative agency or other governmental body of competent jurisdiction, and such disclosures are expressly permitted hereunder; provided, however, that a party that has been requested or becomes legally compelled to make a disclosure otherwise prohibited hereunder by reason of a subpoena or order of a court, administrative agency or other governmental body of competent jurisdiction shall provide the other party with notice thereof within five (5) calendar days, or, if sooner, at least three (3) business days before such disclosure will be made so that the other party may seek a protective order or other appropriate remedy. In no event shall a party be deemed to be liable hereunder for compliance with any such subpoena or order of any court, administrative agency or other governmental body of competent jurisdiction.

17. Disclaimers, Exclusions of Warranties, Limitations of Liability, and Indemnifications.

17.1 Carrier Lines. By using the Services, the Participant acknowledges that access to the Services is provided over various facilities and communications lines, and information will be transmitted over local exchange and Internet backbone carrier lines and through routers, switches, and other devices (collectively, “carrier lines”) owned, maintained, and serviced by third-party carriers, utilities, and Internet service providers, all of which are beyond WithinReach’s control. WithinReach assumes no liability for or relating to the integrity, privacy, security, confidentiality, or use of any information while it is transmitted on the carrier lines, or any delay, failure, interruption, interception, loss, transmission, or corruption of any data or other information attributable to transmission on the carrier lines. Use of the carrier lines is solely at user’s risk and is subject to all applicable local, state, national, and international laws.

17.2 No Warranties. Access to and use of the Services, and Account Information, are provided “as is” and “as available” without any warranty of any kind, expressed or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, and non-infringement. The Participant is solely responsible for any and all acts or omissions taken or made in reliance on the Services or Account Information, including inaccurate or incomplete information. It is expressly agreed that in no event shall WithinReach be liable for any special, indirect, consequential, or exemplary damages, including but not limited to, loss of profits or revenues, loss of use, or loss of information or data, whether a claim for any such liability or damages is premised upon breach of contract, breach of warranty, negligence, strict liability, or any other theories of liability, even if WithinReach has been apprised of the possibility or likelihood of such damages occurring. WithinReach disclaims any and all liability for erroneous transmissions and loss of service resulting from communication failures by telecommunication service providers or the System.

17.3 Unauthorized Access; Lost or Corrupt Data. WithinReach is not responsible for unauthorized access to the Participant’s computer or transmission facilities or equipment by individuals or entities using the Services or for unauthorized access to, or alteration, theft, or destruction of the Participant’s data files, programs, procedures, or information through the Services, whether by accident, fraudulent means or devices, or any other method. The Participant is solely responsible for validating the accuracy of all output and reports and

protecting the Participant's data and programs from loss by implementing appropriate security measures, including routine backup procedures. The Participant waives any damages occasioned by lost or corrupt data, incorrect reports, or incorrect data files resulting from programming error, operator error, equipment or software malfunction, security violations, or the use of third-party software. WithinReach is not responsible for the content of any information transmitted or received through WithinReach's provision of the Services.

17.4 Inaccurate Data. All Account Information originates from Users and not from WithinReach. All such data is subject to change arising from numerous factors, including without limitation, changes to Account Information made by the User, changes the User's or User Family's demographic, financial, health and personal status, the passage of time and other factors. WithinReach neither initiates the transmission of any data into any Account nor monitors the specific content of data being transmitted. Without limiting any other provision of this Agreement, WithinReach shall have no responsibility for or liability related to the accuracy, content, currency, completeness, content, or delivery of any data either provided by a User, or used by the Participant.

17.5 Limitation of Liability. Notwithstanding anything in this Agreement to the contrary, to the maximum extent permitted by applicable laws, the aggregate liability of WithinReach, and WithinReach's officers, directors, employees, and other agents, under this Agreement, regardless of theory of liability, shall be limited to one thousand dollars (\$1,000.00). The Participant acknowledges that WithinReach is providing the Services as a public services on a nonprofit basis, and that this limitation of liability is reasonable to help maintain this valuable public service.

18. Indemnification. WithinReach and the Participant (each, an "Indemnifying Party") each shall hold the other (the "Indemnified Party") free of and harmless from all liability, judgments, costs, damages, claims, or demands, including reasonable attorneys' fees, net of the proceeds of insurance, arising out of the act or omission of the Indemnifying Party or any of the Indemnifying Party's Authorized Users, members, agents, staff, or employees, including the Indemnifying Party's failure to comply with or perform its obligations under the applicable provisions of this Agreement.

19. General Provisions.

19.1 Applicable Law. The interpretation and the resolution of any disputes arising this Agreement shall be governed by the laws of the State of Washington. If any action or other proceeding is brought on or in connection with this Agreement, jurisdiction and venue for such an action shall be exclusively in the Superior Court for King County, Washington.

19.2 Assignment. Neither party may assign or transfer this Agreement, whole or in part, by operation of law or otherwise, without the prior written consent of the other party, which shall not be unreasonably withheld. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties and their respective successors and permitted assigns.

19.3 Survival of Provisions. The following provisions of this Agreement shall survive the termination of this Agreement for any reason: Terms and Conditions shall survive any termination of a Participant's Registration Agreement: Section 5.5 (Responsibility for Conduct of Participant and Authorized Users), Section 9 (Protected Health Information), Section 13 (Proprietary Information), Section 14.8 (Limitation on Liability) and Section 15.2.1 (Indemnification).

19.4 Relationship of the Parties. The parties to this Agreement are independent organizations and this Agreement will not establish any relationship of partnership, joint venture, employment, franchise, or agency between the parties. This Agreement does not establish either party as the subcontractor of the other for any purpose. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent.

19.5 Third-Party Beneficiaries. There shall be no third-party beneficiaries of this Agreement.

19.6 Supervening Circumstances. Neither the Participant nor WithinReach shall be deemed in violation of any provision of this Agreement if it is prevented from performing any of its obligations by reason of: (i) severe weather and storms; (ii) earthquakes or other natural occurrences; (iii) strikes or other labor unrest; (iv) power failures; (v) nuclear or other civil or military emergencies; (vi) acts of legislative, judicial, executive, or administrative authorities; or (vii) any other circumstances that are not within its reasonable control.

19.7 Severability. Any provision of this Agreement that shall prove to be invalid, void, or illegal, shall in no way affect, impair, or invalidate any other provision of the Terms and Conditions or such Registration Agreement, and such other provisions shall remain in full force and effect.

19.8 Notices. Any and all notices required or permitted under this Agreement shall be sent by United States mail, overnight delivery service, or facsimile transmission to the address provided by the Participant below or such different addresses as a party may designate in writing. If the Participant has supplied WithinReach with an electronic mail address, WithinReach may give notice by email message addressed to such address; provided that if WithinReach receives notice that the email message was not delivered, it shall give the notice by United States mail, overnight delivery service, or facsimile.

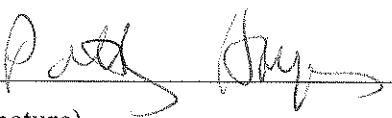
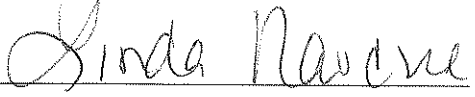
19.9 Waiver. No provision of this Agreement or the Designated Agent Terms and Conditions shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of a breach by the other, whether expressed or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.

19.10 Headings; Construction. Section headings are a matter of convenience and will not be considered part of this Agreement. This Agreement has been negotiated by the parties, each of which has had reasonable access to legal counsel. This Agreement will be fairly interpreted in accordance with its terms, without any construction in favor of or against either party as a result of having drafted any particular provision.

19.11 Order of Precedence. In the event of any inconsistency or conflict between this Agreement and the Designated Agent Terms and Conditions, the inconsistency or conflict shall be resolved by giving precedence to this Agreement. Terms or conditions that are more restrictive, specific, or particular than those contained in this Agreement shall not be construed as being inconsistent or in conflict.

19.12 Counterparts. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

19.13 Effective Date. The Effective Date of this Agreement shall be _____.

WithinReach	Participant: <u>KCPHD</u>
 (Signature) <u>Patty Hayes</u> (Print Name)	 (Signature) <u>Linda Navarre</u> (Print Name)
<u>Executive Director</u> (Title)	<u>Co-Interim Administrator</u> (Title)
<u>1/10/2011</u> (Date)	<u>1/4/2011</u> (Date)
Address for Notices	Address for Notices
<u>JoAnn Manke, Parent Help Mgr</u> <u>155 NE 100th St Suite 500</u> <u>Seattle, WA 98125</u> Phone: <u>(206) 830-8641</u> Fax: <u>(206) 270-8991</u> Email: <u>joannm@withinreachwa.org</u>	 Phone: _____ Fax: _____ Email: _____