

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: F-Additional Services for Children with Disabilities

**Section: 1302.63 Coordination and Collaboration with the Local Agency
Responsible for Implementing IDEA**

Subject: Interagency Agreement

Policy:

The Head Start/Early Head Start program will develop or establish a plan for sharing resources and services with other agencies to meet the needs of children with disabilities and their families.

Procedure:

1. Head Start/Early Head Start will develop an interagency agreement with LEA/Early Steps and other agencies that provide services to children with disabilities and their families.
2. Head Start/Early Head Start will mail two original copies of the agreement to the cooperating agencies or service providers. Cooperating agencies will review the agreement and make any changes necessary. The LEA will return the agreement. If a disagreement occurs regarding the responsibilities, the Head Start Director and Coordinate agency representative will resolve the dispute.
3. After the LEA and Head Start/Early Head Start make the corrections to the satisfaction of both parties, two original copies of the amended agreement will be sent to the Executive Director for signature. Head Start will send two original copies to the cooperating agencies for signature. The LEA will keep one copy and the second copy will be mailed to Tri-County Head Start/Early Head Start.
4. Head Start/Early Head Start will renew the Cooperative Agreements with the service provider annually unless either party gives a 30-day notice before the renewal date. Head Start/Early Head Start or the service provider may terminate the agreement upon a 30-day written notice.
5. The Content of the Interagency Agreement consists of the responsibility of LEA implementing IDEA to improve service delivery to eligible children under IDEA and the responsibility of the Head Start/Early Head Start program.

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6. The LEA is responsible for the referral and evaluation process, services coordination, promotion of service provision in the least restrictive appropriate setting and reduction in dual enrollment, with reduced time in a less restrictive setting, and transition services as children move from service provider under Part C to service to Part B.
7. The Head Start/Early Head Start program must participate in the development of the IEP/IFSP if requested by the child's parent, and implementation of IEP/IFSP.
8. The Head Start/Early Head Start will provide relevant information from its screening, assessment, and observations to the team developing the IEP/IFSP.
9. The Head Start/Early Head Start will participate in the meeting with the local agency responsible for implementing the IDEA to develop or review an IEP/IFSP for a child considered for Head Start/Early Head Start enrollment, a currently enrolled child, or a child transitioning from the program.
10. The Head Start/Early Head Start must retain a copy of the IEP/IFSP for any child enrolled in the Head Start/Early Head Start for the time the child is in the program, consistent with the IDEA requirements in 34 CFR parts 300 and 303.