



**East Central Indiana First Steps Council  
CAECI Head Start  
Transition Memorandum of Agreement**

This Memorandum of Agreement is made and entered into upon this 1<sup>st</sup> day of June 2009, and shall remain in effect until the 1<sup>st</sup> day of June 2010, by and between East Central Indiana First Steps (hereafter First Steps) and CAECI Head Start (hereafter Head Start), serving Wayne County for the purpose of ensuring uninterrupted transition for children progressing from First Steps Early Intervention Services to the Head Start Program.

**Whereas**, the First Steps Early Intervention System is a State initiative within the Family and Social Services Administration Bureau of Child Development, to develop community-based systems for coordinated comprehensive services for infants and toddlers, with special needs and their families, pursuant to Part C of the Individuals with Disabilities Education Act.

**Whereas**, Head Start is a federally funded preschool program administered by the Department of Health and Human Services for the purpose of fostering the development of children age's three to five.

**Whereas**, this agreement supports a comprehensive service delivery system for children with special needs, birth through age five (5), and serves to operationalize transition procedures for children moving from Part C to the Head Start Program.

**Now therefore**, it is agreed by and between the parties as follows:

**I. RESPONSIBILITIES AND DESCRIPTION OF SERVICES TO BE PROVIDED BY THE FIRST STEPS PROVIDER.**

- A. The First Steps Service/Intake Coordinator is responsible for the development and implementation of the transition plan process which must include discussions with, training of, and instructions for parents regarding due process rights, future service options, and other matters related to the child's transition within or from the early intervention system.
- B. At least 90 but not more than 270 days prior to the child's third birthday, or as soon after if the child is enrolled after the age of thirty (30) months, the First Steps Service/Intake Coordinator will convene a transition meeting between the First Steps Service/Intake Coordinator, the family (legal guardian), current service providers and with parent permission the local education agency, potential service providers, and any other parties the family wishes to invite. In the event that the family **does not** wish to include any of the above parties in this meeting the First Steps Service/Intake Coordinator will document this in the meeting minutes.
- C. The Service/Intake Coordinator will obtain the appropriate release of information forms prior to inviting any non First Steps providers to the transition meeting for the purpose of exchanging and sharing future information with any other parties regarding this child.
- D. The First Steps Service/Intake Coordinator will ensure that the most recent IFSP, provider reports, and any other information determined to be relevant are sent with parental consent to the Head Start representative at or immediately following the transition meeting.
- E. The First Steps Representatives will participate, as appropriate, in meetings with or visits to the Head Start Program for children transitioning out of First Steps services.
- F. First Steps representatives will work collaboratively with Head Start Representatives to implement transition activities which reflect the family's choices along with the child's needs and ensure a smooth transition from early intervention services to other appropriate early childhood services.

**II. RESPONSIBILITIES AND DESCRIPTION OF SERVICES TO BE PROVIDED BY THE HEAD START PROGRAM**

- A. Head Start will attend all transition meetings (at the families request) scheduled by the First Steps Service/Intake Coordinator (which will be held at a time and location that reflects the families choices along with the child's needs) at least 90 but not more than 270 days prior to the child's third birthday. At this meeting the representative from Head Start will explain how their program works specific eligibility criteria and what steps families need to take to enroll in these services.
- B. Head Start will work collaboratively with First Steps to implement transition activities which ensure a smooth transition from early intervention services to the Head Start Program.

**III. INTERAGENCY DISPUTE PROCESS:**

Disputes regarding activities included in this agreement shall be handled in the following manner:

- 1. Disputes against the First Steps program or its representatives shall be handled in accordance with the Cluster Conflict Resolution Policy (enclosed).
- 2. Disputes against the Head Start program (or its representatives) will be forwarded to the program director for resolution.
- 3. Disputes between First Steps (or their representatives) and Head Start (or their representatives) shall be forwarded to the State for resolution.

This agreement will remain in force for a period of one (1) year or until such a time as one of the parties notifies the other in writing of its termination. This agreement will be reviewed annually to ensure that provisions are up-to-date with the current laws and practices of the parties. Changes to this agreement will be considered at any time during the life of the agreement.

Melissa Lingard  
Head Start Representative

4/16/09  
Date

Lloyd C. Spicer Jr.  
Lloyd C. Spicer Jr., Cluster Coordinator

4/14/09  
Date

Joy Koch  
Joy Koch, East Central First Steps Cluster Council Chair

4/23/09  
Date