

**A Memorandum of Agreement for Special Education Services Between
The City of San Antonio, Family Service Association of San Antonio, Inc.
and Fort Sam Houston Independent School District (FSHISD)**

I. PURPOSE AND TIMEFRAME:

The City of San Antonio, serving as the Grantee for the San Antonio & Bexar County Head Start Program (COSA), the Family Service Association of San Antonio, Inc., and the Fort Sam Houston ISD, Special Education Department (FSHISD), share responsibility for students residing on the Fort Sam Houston U.S. Army Installation who are enrolled in the Head Start program. This agreement clarifies the roles that each party plays in providing special education services to eligible students residing within the Fort Sam Houston Independent School District. This agreement will be in effect as of the ~~2010-2011 and~~ 2011-2012 school years. Subsequent agreements may be negotiated on a yearly basis thereafter, should the services agreed upon require amendments.

COSA, FSHISD, and Family Service Association of San Antonio, Inc. hereby agree to the following services to be provided cooperatively by the aforementioned agencies as outlined herein for the 2011-2012 school year.

II. AGENCY RESPONSIBILITIES:

a. COSA (Head Start Grantee):

- i. Provide direct program management, coordination, oversight and monitoring.
- ii. Provide program content support and technical assistance.
- iii. Assist each Agency with communication efforts and shared leadership responsibilities.
- iv. Ensure available resources are utilized in the most effective manner.
- v. Advocate for the Head Start program.
- vi. Communicate with the Department of Health and Human Services.
- vii. Determine program level disability numbers are at 10% of enrollment.

b. Family Service Association of San Antonio, Inc. (Head Start Service Provider):

- i. Ensure 10% or more of actual enrollment slots are filled with children with disabilities.
- ii. Recruit, enroll, and serve eligible children ages 3 to 5 years of age.
- iii. Screen all enrolled children for potential problems in the areas of health, dental health, and development.
- iv. Participate in the Individualized Education Plan (IEP) planning, annual reviews and Admission, Review and Dismissal (ARD) process for each eligible child.
- v. Head Start Disabilities Specialist will explain all IEP information and objectives to the Head Start teachers.
- vi. Implement IEP goals and objectives into the eligible child's individualized daily curriculum as directed and under the supervision of the certified Special Education Staff.
- vii. Ensure provision of ~~-~~comprehensive child development services for each enrolled child.
- viii. Obtain physical health information and a developmental history for each enrolled child.
- ix. Ensure provision of a medical and dental examination for each enrolled child.
- x. Ensure provision of ~~-~~follow-up services/treatment for any identified health or dental problems and assure that all appropriate immunizations are received by-for each enrolled child.

- xi. Refer children residing on the Fort Sam Houston U.S. Army Installation to FSHISD for diagnostic evaluation screening throughout the year.
- xii. Ensure provision of all services to Head Start enrolled children with diagnosed disabilities that would be provided to any other Head Start child.
- xiii. Provide appropriate educational opportunity and referral for further assessment and services for any special needs.
- xiv. Assure that professionals on the multi-disciplinary team are informed of the Head Start eligibility disabilities criteria as outlined in the 2007 Head Start Reauthorization Act, 45 CFR, part 1308, so that eligibility under Head Start, as well as the Individuals with Disabilities Education Act (IDEA), can be determined. Assure that all evaluations are not culturally biased (CFR 34, 300.530).
- xv. Assist in identifying other appropriate community agencies that provide services to children 3 to 5 years of age utilizing our Community Resource Directory.
- xvi. Work with School District through open lines of communication to promote parent participation in the completion of the referral, in IEP planning and ARD process.

c. FSHISD:

- i. Include Head Start in the Child Find Plan under part B of the IDEA.
- ii. Identify district staff responsible for accepting and processing the referral of students from Head Start that reside on the Fort Sam Houston Installation.
- iii. Assist with finding resources for parents needing a mix of services such as therapies, transportation, assistive technology and other related services.
- iv. Provide a current list of names of Head Start children receiving special education to the Head Start Disabilities Specialist throughout the school year.
- v. Work with the Head Start program through open lines of communication to promote parent participation in the completion of the referral, in IEP planning and ARD process.
- vi. Family Service Association of San Antonio, Inc. Disabilities Specialist will be invited to attend ARD meetings involving Head Start children. Family Service Association of San Antonio, Inc Disabilities Specialist and/or other designated staff will be invited to attend ~~120~~ face-to-face 3 year-old meetings in order to gain information regarding the child and inform prospective Head Start parents of the Head Start Program. Provide Family Service Association of San Antonio, Inc Disabilities Specialist ~~will be with provided~~ the name of the contact person regarding ARD schedules.
- vii. Establish a system to ensure a smooth transition of children with disabilities ~~from enrolled in the~~ into the public schools.

III. CONFIDENTIALITY

COSA, FSHISD, and Family Service Association of San Antonio, Inc will follow all regulations pertaining to confidentiality as outlined in IDEA Part B.

IV. TRAINING AND TECHNICAL ASSISTANCE

COSA, FSHISD, and Family Service Association of San Antonio, Inc will provide training to parents and staff on services of children and disabilities

V. DOCUMENTATION

COSA, FSHISD, and Family Service Association of San Antonio, Inc will inform each other of changes in children's status

VI. TRANSITION ACTIVITIES

COSA, FSHISD, and Family Service Association of San Antonio, Inc will prepare children with disabilities and their parents for transition, 6 months prior to transition~~ing~~ out of the Head Start program.

SIGNATURES

For the City of San Antonio

Gloria Hurtado, Director
Department of Community Initiatives

Date

Head Start Administrator

Date

Family Service Association of San Antonio, Inc.

Nancy L. Hard, CEO/President

Date

Head Start Director

Date

For Fort Sam Houston Independent School District

Gail E. Siller, Ph.D., Superintendent of Schools

Date

Hans Palmer, Executive Director of [Military Districts Special Education Cooperative](#)

Date

~~Head Start Director~~

~~Date~~