

**Interagency Agreement
Franklin Community Schools
And
Human Services, Inc-Head Start**

The agreement is made between Human Services, Inc.-Head Start and Franklin Community Schools. HSI-Head Start and Franklin Community Schools realize the need of early intervention in providing services to children. From that need both parties agree as follows:

Joint functions and responsibilities:

1. We agree that this is not a contract but an understanding to assure the clarity of roles of both agencies.
2. All staff from both agencies that have any involvement in this agreement will receive a copy.
3. This agreement will be renewed at the beginning of each school year and will remain in effect unless either party request revisions. Any interagency disputes/conflicts will be directed to the signing parties of this MOA.
4. We will work together to monitor our compliance with rules and laws pertaining to Special Education IDEA 2004, Article 7 and Head Start Performance Standards.
5. Both agencies will provide services that are within the federal and state laws governing identification, assessment, diagnosis, and treatment of children with disabilities.
6. Work in collaboration with the placement of dually enrolled children in the appropriate educational program.
7. Both agencies will abide by the policies of confidentiality and exchange of information of clients/student.
8. Ensure that parents are included in the IEP process and assist in locating interpreters when a child(ren) and/or parents, are non-English speaking.
9. Staff from both agencies will be informed of training opportunities provided. Each agency will be responsible for release time to allow staff to attend.

Functions and responsibilities of HSI-Head Start:

1. Head Start will identify the key individual with whom the Franklin Community Schools will work with during the school year.
2. Head Start will provide parental consent to screen and share information between Franklin Community Schools and HSI-Head Start prior to screenings. (Done through signing of Parent Agreement Form)

3. After the initial enrollment screenings on all children, the Early Intervention Specialist will provide a list of children needing re-screened for speech.
4. Work collaboratively with Franklin Community Schools to ensure that the Early Intervention Specialist has received adequate training and can serve as liaison between parents and Franklin Community Schools to assist if needed in acquiring permission to evaluate and explain parent rights to parents who have a child in need of speech/language services.
5. Assist speech therapist with gaining permission for evaluation for any children enrolled in Head Start suspected with a communication disorder.
6. Provide a suitable location for testing and therapy at each Head Start center (Franklin and Cross Cliff Center).
7. Early Intervention Specialist and/or other pertinent staff will attend case conferences and assist in the development of the IEPs for Head Start children in collaboration with Franklin Community Schools.
8. Head Start will implement IEP goals and objectives into the child's individualized daily curriculum.
9. The Early Intervention Specialist will assist in arranging time schedules that will benefit Franklin Community Schools and the Head Start staff in providing speech/language services to Head Start children.
10. Work with Franklin Community Schools to arrange dual placement of children who qualify and need additional services in a preschool program.
11. Children enrolled in Head Start who may be eligible for special education services will be referred to the Preschool Transition Coordinator after conferencing with the parents and a Release of Information has been signed.
12. Early Intervention Specialist will send the following documents to Preschool Transition Coordinator when making a referral to Franklin Community Schools: Assessment data (Brigance, speech screening, and any other relevant information), Health data if appropriate, Copy of parent Release of Information.

Functions and responsibilities of Franklin Community Schools:

1. Provide to Early Intervention Specialist speech and language re-screening results and which children need further evaluations.
2. Provide speech/language services to eligible children ages 3-5 at no cost to the HSI-Head Start program.
3. Maintain confidential records to meet the obligations for the delivery of services.
4. Accept referrals and information from the Head Start Early Intervention Specialist for any children that might be eligible for services.

5. Upon receipt of the parent permission to evaluate, testing will be completed and the case conference will be conducted with 50 school days.
6. Franklin Community Schools will contact parents to schedule a case conference at a mutually agreed upon time and place.

Either party can amend this agreement within thirty days written notice and will be reviewed annually during the Franklin Community School and Human Services, Inc.-Head Start meeting to discuss disabilities delivery of services between the two entities.

Mindy Velez
Program Director of Head Start/Early Head Start

Date

Becky Nelson
Board of School Trustee, President

Date

