

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
NUECES COUNTY COMMUNITY ACTION AGENCY
BIRTH-TO-FIVE HEAD START PROGRAM
AND THE
ROBSTOWN INDEPENDENT SCHOOL DISTRICT
FOR PROVIDING APPROPRIATE PLACEMENTS FOR
CHILDREN WITH DISABILITIES

I. PURPOSE OF MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is designed to provide services to children three to five years of age with known or suspected disabilities and who reside within the boundaries of the Robstown Independent School District (Robstown ISD). The intent of this cooperative agreement, through joint efforts of Nueces County Community Action Agency Birth-to-Five Head Start Program (NCCAA Head Start) and Robstown Independent School District is to avoid duplication of services and to provide an appropriate placement for children with disabilities.

Both agencies recognize that children with disabilities can benefit from a Head Start and a public school model. To clarify terminology used by both agencies and to facilitate a better understanding of each other, Appendix A Definition of Terms is included for reference.

II. PROGRAM DESCRIPTION

A. Head Start

Nueces County Community Agency Head Start Program
Chief Executive Officer
101 South Padre Island Drive
Corpus Christi, Texas 78405
(361) 654-7921
Fax: (361) 654-7955

Person Responsible for Implementing MOU:
Disability Mental Health Coordinator
101 South Padre Island Drive
Corpus Christi, Texas 78405
(361) 654-7914
Fax: (361) 654-7955

A. ROBSTOWN ISD

Robstown Independent School District
Special Education Director
Person Responsible for Implementing the MOU:
Special Education Director
400 West Ligustrum
Robstown, Texas 78380
(361) 767-6600 ext. 3445
Fax: (361) 767-6686

III. SUMMARY OF RESPONSIBILITIES

A. NCCAA Head Start Program will:

Recruit, enroll, and serve children three to five years of age who meet the required income guidelines and are found eligible according to the NCCAA Head Start Programs approved enrollment criteria. For these Head Start eligible children, NCCAA Head Start will assist Robstown ISD in identifying children potentially eligible for IDEA, Part B services. NCCAA Head Start will be considered as part of the continuum of placement options available to those children who meet Head Start enrollment criteria and for whom such a placement would constitute an appropriate education in the least restrictive environment.

Provide all Head Start Program services including those outlined in the Head Start Disability Program Plan as mandated by 45CFR Parts 1304 & Part 1308.

Participate in the interagency referral process with Robstown ISD.

B. Robstown ISD will:

Provide services to Head Start children with disabilities as mandated by the current revisions of IDEA, Parts A & B

Consider placement of Head Start children with disabilities in the least restrictive environment as required by IDEA, Parts A & B. Provide Head Start children with disabilities a Free and Appropriate Public Education (FAPE), including the development and implementation of an IEP.

Participate in interagency referral process with Head Start.

IV. INTERAGENCY REFERRALS

NCCAA Head Start will refer to Robstown ISD, any child enrolled in the Head Start Program with known or suspected disabilities.

Robstown ISD will refer to the Head Start Program, children who:

- Meet Head Start age and income criteria.
- Are currently enrolled in the Special Education program and who would qualify and benefit from Head Start services.

V. CHILD FIND/EVALUATION

Robstown ISD is the local education agency responsible for Child Find, which is an on-going system for identifying, locating, and evaluating children with disabilities from birth to 22 years of age who live in the Robstown ISD attendance zone. The Robstown ISD Child Find contact persons are: Special Education Director, Speech Therapist, and Educational Diagnostician.

NCCAA Head Start, as a Child Find partner, will assist Robstown ISD in its efforts to identify and locate children with disabilities.

NCCAA Head Start and Robstown ISD will share and exchange screening instruments utilized by each respective agency.

NCCAA Head Start will complete developmental screenings on all children enrolled in the program within 45 calendar days of the child's date of entry. If a disability is suspected, the Disability Coordinator will refer the child to the Special Education Director, Speech Therapist, or Educational Diagnostician.

If a non-Head Start child is screened by Robstown ISD and does not qualify for special education services, but does meet Head Start age and income criteria, the Robstown ISD designated staff member will assist parent(s)/guardian(s) in completing a referral to Head Start.

VI. REFERRAL FOR EVALUATION

If a Head Start child is suspected of having a disability through the screening process, the NCCAA Head Start Disability Coordinator/Head Start staff will refer the parent to the Robstown ISD Diagnostician for assessment/evaluation.

The NCCAA Head Start Disability Coordinator will assist the Diagnostician in obtaining any additional information needed for completion of the evaluation for special education services.

The Robstown ISD Diagnostician or Speech/Language Pathologist will present and explain the procedural safeguards to the parent, explain and present a list of tests that will be administered, and obtain parental consent to assess the child.

The Robstown ISD Diagnostician or Speech/Language Pathologist will schedule evaluation appointments with the parent/primary caregiver.

VII. EVALUATION

Robstown ISD will provide evaluations and a professional diagnosis according to IDEA, Part B eligibility criteria, or notice of ineligibility for special education services.

The Diagnostician or Speech/Language Pathologist will review and share the developmental screening results completed by NCCAA Head Start with the assessment team.

NCCAA Head Start Program staff will participate in the evaluation process by providing input to the Diagnostician or Speech Language Pathologist.

VIII. ADMISSION, REVIEW, AND DISMISSAL (ARD) COMMITTEE MEETINGS

The Robstown ISD Diagnostician or Speech/Language Pathologist will notify the NCCAA Head Start Disability Coordinator at least five days prior to the ARD meeting by phone, e-mail or fax.

NCCAA Head Start Program will send a representative to Robstown ISD ARD meetings for which they are invited.

All Robstown ISD and NCCAA Head Start members of the ARD committee will be active participants in developing the child's IEP.

Robstown ISD will provide a copy of the ARD and IEP's to the Head Start staff.

IX. SERVICE IMPLEMENTATION

A. Service Options

Placement and service delivery decisions for children with disabilities will be made through the Admission, Review, and Dismissal Committee. Each child will be provided the most appropriate education in the least restrictive environment. Joint placement and services will be determined by the ARD Committee.

Robstown ISD may furnish necessary equipment if needed in the Head Start classroom.

B. Transportation

Robstown ISD will provide transportation services when identified in each child's IEP.

X. TRANSITION

NCCAA Head Start Disability Coordinator will provide to Robstown ISD, by March 1st of each year, a list of Head Start children with disabilities that will be transitioning to Kindergarten.

The Head Start Disability Coordinator will participate in the 120-day Transition meetings for children and families interested in attending Head Start. The Robstown ISD Diagnostician will notify the Head Start Disability Coordinator at least five days in advance of the 120-day Transition meetings.

XI. PERSONNEL TRAINING

Pre-service and in-service training needs relating to children with disabilities will be evaluated, planned, and shared cooperatively. Joint training efforts will be utilized when possible. This training will be for both staff and parents. The Robstown ISD and NCCAA Head Start Program will provide technical assistance to each other as needed.

Robstown ISD and NCCAA Head Start will participate in ESC II sponsored in-service workshops and activities, including opportunities for collaboration meetings.

XII. COUNTING AND REPORTING CHILDREN WITH DISABILITIES

NCCAA Head Start will report the number of children with disabilities with IEPs to Robstown ISD by October 1st of each program year.

Robstown ISD will report the number of children with disabilities that meet Head Start age and income criteria by October 1st of each program year.

XIII. CONFIDENTIALITY

It is the responsibility of NCCAA Head Start and Robstown ISD to adhere to the protection of confidentiality of educational, medical, psychological, and other records and documents pertaining to the student/child. The information is not exchanged

between agencies until written parental consent is obtained. Robstown ISD will share ARD packets and IEP's with the Disability Coordinator/Technician and the Head Start Teachers.

All NCCAA Head Start staff will receive annual training regarding responsibility in maintaining confidentiality. All student/child records are to be kept in a locked cabinet and a record kept of anyone that accesses the records.

Robstown ISD must also keep a record of anyone who accesses the student/child special education records. The record must include the person's name, the date access was given, and the purpose for which the person was authorized to use the record.

The following Head Start information is necessary to carry out this MOU (Refer to Appendix):

- Head Start Enrollment Criteria
- Head Start Center Directory
- Head Start Eligibility Criteria
- Head Start 45 CFR Part 1308
- NCCAA Head Start Organizational Chart
- NCCAA Head Start Annual Calendar
- Head Start LEA Referral Packet:
- NCCAA Head Start Release & Exchange of Information Form
- Developmental Screening Results
- Head Start Application
- Head Start Disability Consent Form
- Head Start Disability Referral Form
- All Previous Assessment Information (if available):
- Evaluation Report
- IEP
- ARD Information

Additional Robstown ISD information necessary to carry out this MOU (Refer to Appendix):

- Robstown ISD list of campuses and map
- Robstown ISD ECSE Brochure
- Robstown ISD Screening Instruments
- Robstown ISD Initial Contact
- Robstown ISD Procedural Safeguard/Receipt Information
- Robstown ISD Notice of Comprehensive Assessment
- Robstown ISD Release of Information Form
- Robstown ISD IDEA Section 300.7 (currently pending criteria)
- Robstown ISD ARD process

Appendix A

Definitions

NCCAA Head Start	Nueces County Community Action Agency Head Start Program
Robstown ISD	Robstown Independent School District
ECSE	Early Childhood Special Education
ESC II	Education Service Center Region II located in Corpus Christi, Texas
ARD	Admission, Review, Dismissal Committee
IEP	Individual Education Program
Disability Coordinator	The person on the Head Start staff designated to manage the services for children with disabilities.
FAPE	A free appropriate public education is available to all children with disabilities residing in the State between the ages of three and twenty-one.
IDEA, Parts A & B	Individuals with Disabilities Education Act, revised in 2004. This Act requires school districts to provide a free and appropriate education to children with disabilities in the least restrictive environment. These services must commence on the child's third birthday.
IDEA, Part C	Individuals with Disabilities Education Act, revised in 2004. This Act states that children participating in early interventions programs who will participate in preschool programs will experience a smooth and effective transition.
LEA	Local Education Agency

This Memorandum of Understanding will be effective upon signature by both parties and will be effective through August 31, 2025. The parties will review it on a yearly or as needed basis.

This Memorandum of Understanding may be terminated by either party at anytime by giving thirty (30) days prior written notice to the other party at the address as specified below:

ROBSTOWN INDEPENDENT
SCHOOL DISTRICT
400 West Ligustrum
Robstown, Texas 78380

Superintendent

Date

Special Education Director

Date

NUECES COUNTY COMMUNITY ACTION
AGENCY HEAD START PROGRAM
101 South Padre Island Drive
Corpus Christi, Texas 78405



03/29/2023

Chief Executive Officer

Date