

2025-2026 Memorandum of Understanding

ECI and Temple ISD

Event	ECI Responsibilities	TISD Responsibilities
LEA Notification of Potentially Eligible Children	<ol style="list-style-type: none">1. Early Childhood Intervention (ECI) service coordinator will inform ECI families of the purpose, content, timelines and opt out option related to the Notification of Potential Eligibility. The notification includes basic identifying information such as name, ethnicity, address, email address if available, date of birth, phone number, parent name, primary language, and service coordinator. The notification will be sent to the LEA before the day the child reaches 33 months of age. The notification will be sent to the CCCIS Special Education Director and Assistant Special Education Director via email no later than 90 days before the child's third birthday. Parental consent is not required to send the notification of Potential Eligibility to the LEA. TAC 350.1211 (a)(b)(c)(l). However, it is required before the LEA may contact the parent.2. If this notification of potential eligibility is made less than 90 days before the child's third birthday, the reason for the late referral will be documented on the LEA Notification of Potential Eligibility form, TAC 350.1215.3. ECI will keep a copy of all notifications sent to the LEA.4. ECI will ensure accurate address, to include apartment number.	<ol style="list-style-type: none">1. The LEA shall confirm receipt of the notification via email to the referring service coordinator.2. The LEA will provide procedural safeguards to the family of a child determined potentially eligible for Part B services if parental consent is provided.

<p>Transition Conference</p>	<ol style="list-style-type: none"> 1. ECI Service Coordinator will begin planning the transition conference with the family at least 120 days before the child's third birthday. If the parent is considering special education services and the child is potentially eligible, then with parent approval, the ECI Service Coordinator will e-mail or call the TISD special education contact to notify them of the transition so that it occurs at least 90 days before the child's third birthday. TAC350.1217(B)(2)(3). ECI will contact the LEA at least 14 school days prior to the suggested date for the transition conference. The transition conference will be scheduled at a time and location that is convenient for all parties and conducted in the parent's primary language. 2. For Children who are referred to ECI fewer than 45 days before the child's third birthday, ECI will, with parental consent send the notification of potential eligibility to the LEA. If not parental consent then ECI will provide the family with information on how to access an evaluation for Part B services. 3. If TISD Staff is unable to attend the transition conference, the ECI Service Coordinator will conduct the meeting as scheduled and provide the family with information about preschool special education and related services, including a description of the Part B eligibility definitions, timelines, the process for consenting to an evaluation, and eligibility determination and extended school year services TAC 350.1217c (1- 4). The family will also be given contact information for the TISD special education representative for any follow-up. If there is a specific family need that requires the presence of the TISD special education representative, the ECI Service Coordinator will communicate this need to the TISD special education representative. 	<ol style="list-style-type: none"> 1. The TISD special education representative will attend the transition conference with the ECI Service Coordinator whenever possible or when specifically requested to meet the needs of the family. The TISD special education representative will meet with the family at the mutually agreed upon location for the transition conference. 2. During the transition conference, the family will receive information about preschool special education and related services, including a description of the Part B eligibility definitions, timelines, the process for consenting to an evaluation and eligibility determination and extended school year services. 3. If only a mild speech delay is suspected, the child may go through a formal speech screening, with parental consent prior to a referral for special education services being made. 4. For children who are referred to ECI fewer than 45 days before the child's third birthday, the LEA will, upon receipt of the notification of potential eligibility arrange a meeting with the parents concerning a referral for special education, possible eligibility, and/or temporary placement for special education. 5. For children receiving VI services, TISD will ensure that an Orientation and Mobility evaluation is completed commensurate with the Functional Vision Assessment.
-------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>4. If the child has an auditory or visual impairment, the ECI service coordinator will notify TISD of these conditions and with parent consent invite the appropriate service providers to the transition conference, including Auditory Impairment (DHH) certified teachers, Visual Impairment (VI) certified teachers, Orientation & Mobility (O&M) teachers, and the Health and Human Services (HHS).</p> <p>EIC will continue to provide services until the child's third birthday.</p>	
Referral for Evaluation	<p>1. With parental consent, the ECI Service Coordinator will provide TISD with the following information to assist with determining the child's eligibility for special education, TAC 350.1211(d).</p> <ul style="list-style-type: none"> a. A copy of the release of information form b. A copy of the ECI eligibility statement c. A copy of the most current IFSP d. A copy of professional reports e. Copies of pertinent medical report, if completed within 6 months of the referral to TISD. f. If BDI-2 was completed, copies of the assessment summary. g. If progress notes are requested by TISD and they are in Spanish, the ECI service coordinator will provide a summary to TISD in English. 	<p>1. The TISD special education contact will attend the referral meeting. A referral packet from the ECI service coordinator will be sent via mail or fax or be hand delivered at the transition conference to provide parents with:</p> <ul style="list-style-type: none"> a. An explanation of their rights and procedural safeguards. b. Notice and Consent for Full and Individual Evaluations, if applicable. c. Consents for release of needed information as applicable. d. An opportunity to complete information on their child's background and development. <p>2. TISD service providers will contact ECI service coordinator if they need additional information about the child, such as recent progress notes or test protocols.</p> <p>3. TISD will evaluate children under the IDEA only if there reason to suspect that the child</p>

		<p>has a disability and needs special education and related services. If the LEA determines that it will not conduct an evaluation it will provide the parent with Prior Written Notice and a copy of the Notice of Procedural Safeguards.</p>
<p>Evaluation and ARD Meeting</p>	<ol style="list-style-type: none"> 1. ECI staff will attend the evaluation if requested by family and ECI is notified of date, time, and location. 2. ECI staff will attend the initial Admission Review Dismissal (ARD) meeting if requested by family and ECI is notified of date, time, and location. 	<ol style="list-style-type: none"> 1. The LEA will schedule the full and individual evaluation (FIE) for the child with the parent and obtain consent for the FIE. The FIE will include an OM evaluation if needed. 2. The evaluation and report will be completed within 45 school days of the parent signing the consent for the FIE. The ARD will be completed within 30 calendar days of completion of the evaluation report. If the child will be turning 3 prior to the 45 school days, then the evaluation and ARD will be completed on or before the 3rd birthday. 3. The LEA will notify the ECI service coordinator if they have difficulty contacting the family to schedule the evaluation or the ARD meeting. The ECI Service Coordinator agrees to work collaboratively with TISD in contacting the parents within legally required timelines. 4. The LEA will schedule the ARD meeting with the parent and other required committee members. The ARD committee will determine

		<p>whether the child is eligible for special education and related services.</p> <p>5. If a child three years old during the summer, the child's IEP committee will determine when services will begin for the child, assuming the child is eligible for special education and related services.</p>
DHH/VI Referrals and Services	<ol style="list-style-type: none"> 1. ECI Service Coordinator, with parental consent, will refer any child with a documented hearing or vision impairment via medical records and if available Part A, Audiological evaluation and Part B Audiological report, or the Texas Eye Report), to TISD Special Education contact to determine the need for DHH/VI/O&M services. This referral will be provided to 2. TISD within 5 days of receipt of this documentation, TAC 350.813/350.815, and will include: <ol style="list-style-type: none"> a. The referral forms b. A copy of the consent for release of information c. A copy of the reports documenting the hearing or vision impairment 3. ECI Service Coordinator will work to ensure the completion of the required documents and provide TISD copies of these reports when received. 4. ECI Service Coordinator will schedule a meeting with the parent and appropriate TISD service providers to complete the necessary assessments to determine the need for DHH/VI/O&M services. 5. ECI Service Coordinator will schedule and facilitate any IFSP team meetings with the family and appropriate TISD service providers to develop or modify the child's plan or services. 6. ECI Service Coordinator will give the DHH/VI (include O&M for vision) teachers a 10-day notice of any IFSP team meetings to review or modify 	<ol style="list-style-type: none"> 1. The TISD special education representative will receive the referral for DHH/VI assessment. They will notify the appropriate special education provider of the need for assessment and provide the ECI Service Coordinator the name and contact information of the provider to facilitate the scheduling of the assessment meeting after all documentation needed has been received. 2. The DHH/VI/OM providers will contact the ECI Service Coordinator to facilitate the necessary evaluations to ensure that the required ECI notices and consents are provided to the family. 3. The DHH/VI/OM providers will complete their first visit with the child within 28 calendar days of the IFSP meeting where the DHH/VI/OM services were added as a new service to the child's IFSP. (OARS contract requirement) 4. The DHH/VI/OM providers will attend any IFSP meetings to develop or modify the child's plan for DHH/VI/OM services. The DHH/VI/OM providers will provide the ECI

	<p>DHH/VI/O&M services, unless waived by the provider.</p> <p>7. ECI Service Coordinator will email copies of all IFSP reviews and changes to the TISD special education representative to be maintained in the child's TISD file.</p>	<p>program with their assessment reports within 10 school days of the completion of the evaluation.</p> <p>5. The DHH/VI/OM providers will document all contacts with the ECI parent and child on progress notes that include the required elements. This documentation is to include cancellations and no shows. The required elements include child name, date of service, start time of service, duration of service and who was present at the appointment.</p> <p>6. The DHH/VI/OM providers will deliver via email, postal mail or in person ALL documentation of services provided or cancelled to the ECI program no later than the 5th working day of the month following the month the services were provided. This documentation should be addressed to the assigned ECI Service Coordinator. The Program Director will contact the TISD special education representative by the 15th working day of the month to follow up on any missing DHH/VI/O&M documentation.</p> <p>7. DHH/VI/O&M services will be provided as planned on the IFSP 12 months of the year. If TISD does not have an appropriate provider for the needed service, as planned on the IFSP, and compensatory services are agreed to by the IFSP team, to include the parent, a review of progress will be completed by the IFSP</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>team and a compensatory action plan will be decided on. The compensatory action plan will be specific to the needs of the child and will include amount, frequency, and deadlines of the compensatory action plan will be specific to the needs of the child and will include amount, frequency, and deadlines of the compensatory services. TISD must also document efforts to provide the services on the IFSP.</p> <p>8. The DHH/VI/O&M service providers will notify ECI Service Coordinator with any changes or concerns.</p>
--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Other Considerations:

When a child is referred to ECI within 45 days of his/her 3rd birthday, the child's family will be referred to the LEA, TAC 108.1207(h). The special education process will begin on the child's 3rd birthday if ECI has not evaluated the referred child.

Special education services will begin on an eligible child's 3rd birthday or the first school day following the 3rd birthday. A child enrolled in ECI may continue to receive ECI services until the child's third birthday even if the IEP meeting has occurred. Once school services begin ECI may no longer provide the same service, TAC350.1219.

TISD Special Education Office

254-215-2112

Fax-254-215-2111

TISD Email Format: firstname.lastname@tisd.org

Special Education Director	Angela Solis	254-215-6844	254-215-6842
Supervisor for RDSPD	Kristina Ford	254-215-6844	903-239-1039
District Representative	Jenni Frei	254-215-5626	254-217-2674
CTVI Teacher	Natalie Parsley	254-215-6844	
Orientation & Mobility	LaTonya Richardson	254-716-3957	

Speech Pathologist

Jenny Frei Lead
Maureen Bennett
Marilynn Chen
Jane Hunt
Alexandria McNair

Julianna Steffek
Megan Sulton
Linda Velasquez

Special Education Office
401 Santa Fe Way
Temple, Texas 76501

Telephone: 254-215-6744
Fax: 254-215-6881
Special Education Secretary: Jana Copeland

DHH Regional Day School

Temple, Belton, Academy, Holland, Troy, Rogers, Salado, HOT Coop (Moody, McGregor) Gatesville

Early Childhood Intervention

2170 North Main Suite E

Belton, Texas 76513

Phone: 254-699-2090

Fax: 254-770-0516

ECI Email Format: firstname.lastname@childteam.org

Program Director	Rebecca Wagner	254-780-6139
Regional Coordinator	Kathryn Peters	254-444-2856
Trainer	Jessica Collier	254-444-2662
Service Coordinator	Bridget Finch	254-563-3926
Service Coordinator	Amy Young	254-346-5415
Service Coordinator	Jackie Noiseau	254-444-6785
Service Coordinator	Rene Schoppe	254-239-7614
Intake Coordinator	Jasmin Skul	254-228-9919


Additional Terms and Conditions

1. This Agreement will be in effect for the 2025-2026 school year. This Agreement may be extended for additional terms upon mutual consent of the parties. Either party may terminate this agreement upon 60 days prior written notice via facsimile or certified mail.
2. TISD and ECI agree that they are subject to the requirements of the Family Educational Rights and Privacy Act (FERPA) and that all information regarding students shall be protected as education records as defined by FERPA. Such protected information includes, but is not limited to, medical records, personal information, and other documents that by the information contained within them could identify an individual student. If either party terminates this Agreement, both parties agree to continue to abide by the requirements of FERPA. Both parties agree that injunctive or other equitable relief, to the extent allowed by law, shall be available to enforce this covenant.
3. This Agreement shall be construed and enforced by the laws of the State of Texas. Exclusive venue for any dispute arising out of this Agreement shall lie within the state courts of Bell County.
4. If any of the terms and provisions of this Agreement are found to be unenforceable, the remaining provisions of this Agreement will remain valid and enforceable, and this Agreement shall be construed as though the unenforceable terms and provisions were never included.
5. Resolution of disputes concerning implementation of this MOU must first be attempted at the staff level by designated liaisons, and, if not resolved, in accordance with TISD policy GF(LOCAL).
6. Nothing in this Agreement will be construed to waive, modify, or amend any legal defense available to TISD or any past or present trustee, officer, agent, or employee, including but not limited to governmental immunity from suit as provided by law.
7. The parties to this Agreement are independent contractors. Neither party will have any rights, power, or authority to act or create an obligation, express or implied, on behalf of another party except as specified in this Agreement.
8. This Agreement may not be assigned by either party without the prior written consent of the other party.
9. This Agreement contains the entire agreement between the parties and supersedes any prior agreements with respect to its subject matter. This Agreement may not be modified without a written agreement between the parties stating the modifications to be made.

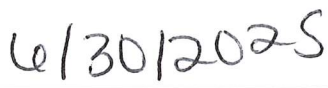
Signature Page

Dr. Bobby Ott
TISD Superintendent

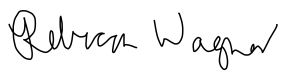
Date



Angela Solis
TISD Special Education Director



Date



Rebecca Wagner
Early Childhood Intervention Program Director

6/30/2025

Date