



**East Central Indiana First Steps Council
Carey Services Early Head Start
Transition Memorandum of Agreement**

This Memorandum of Agreement is made and entered into upon this 1st day of June 2009, and shall remain in effect until the 1st day of June 2010, by and between East Central Indiana First Steps (hereafter First Steps) and Carey Services Early Head Start (hereafter EHS), serving Blackford County for the purpose of ensuring uninterrupted transition for children progressing from First Steps Early Intervention Services to the Early 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, Early Head Start is a federally funded program administered by the Department of Health and Human Services for the purpose of fostering the development of children ages birth to three.

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 Early 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. The Service/Intake Coordinator will obtain the appropriate release of information forms for the purpose of exchanging and sharing future information with any other parties regarding this child.
- C. 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 EHS representative with the referral.
- D. The First Steps Representatives will participate, as appropriate, in meetings with or visits to the Early Head Start Program for children referred to their program.
- E. First Steps representatives will work collaboratively with Early 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. Early 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 EHS representative will assist

the First Steps team in helping the family identify appropriate early childhood services that they might participate in after they transition out of First Steps and EHS.

- B. Early Head Start will work collaboratively with First Steps to implement transition activities which ensure smooth transition activities between early intervention services to the Early Head Start Program.

III. INTERAGENCY DISPUTE PROCESS:

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

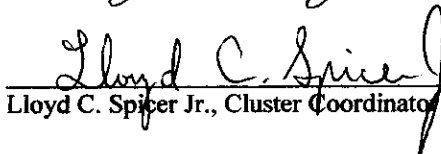
1. Disputes against the First Steps program or its representatives shall be handled in accordance with the Cluster Conflict Resolution Policy (enclosed).
2. Disputes against the Early Head Start program (or its representatives) will be forwarded to the program director for resolution.
3. Disputes between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




Head Start Representative

3/16/09
Date



Lloyd C. Spicer Jr., Cluster Coordinator

3/2/09
Date



Joy Koch, East Central First Steps Cluster Council Chair

3/10/09
Date