

**Memorandum of Understanding**  
**between**  
**Milwaukee County Disabilities Services**  
**Division Birth to 3 Program**  
**and**  
**Next Door Foundation**

The Next Door Foundation Head Start Program and the Milwaukee County Disabilities Services Division Birth to 3 Program, agree to provide transition and referral services to children and their families through their cooperative efforts.

1. Parties to this Agreement

The parties to this agreement are the Milwaukee County Disabilities Services Division Birth to 3 Program and the Next Door Foundation Head Start / Early Head Start Program. This agreement is limited to the responsibilities and activities of these two entities in working cooperatively to implement an effective informed referral network and transition process.

2. Purpose of this Agreement

- Designate staff from each program to oversee and manage this Memorandum.
- To provide access and information regarding the referral process for Milwaukee County Birth to 3 Program to the Next Door Foundation Early Head Start / Head Start staff.
- To cooperatively facilitate the smooth transition of children and families from the Birth to 3 program to the Next Door Head Start Program.
- To cooperatively facilitate potential referral of children and families in Birth to 3 programming to parents that are interested in Next Door Early Head Start program.
- Develop opportunities for cross training with staff to educate each other about program language, goals, objectives, policies and available services.

- To establish and maintain regular and ongoing communication to support and educate children and families who are either potentially eligible for the Birth to 3 Program or are age and income eligible for Next Door Foundation Early Head Start and Head Start services.
- To ensure that parents and children in the Birth to 3 Program have access to information, resources and staff from Next Door Foundation Head Start Program during the transition process out of the Milwaukee County Birth to 3 Program.
- To work cooperatively to ensure that each agency shares appropriate information and activities regarding the IEP/IFSP (Individual education Plan/Individual Family Service Plan).

### 3. Agreement

Milwaukee County Birth to 3 agrees:

- To provide written materials, provided by Next Door Foundation Early Head Start program to interested parents during the transition planning meetings.
- To provide information to Next Door Foundation staff regarding opportunities to participate in transition planning conferences with families interested in Head Start.
- To communicate with appropriate Next Door Foundation Staff regarding participation in Birth to 3 transition planning, outreach and staff training activities.

Next Door Foundation

- Make referrals to Milwaukee County Birth to 3 Program using the appropriate mode of communication, when it is suspected that a child under the age of three may have a delay or the parent wants/needs more information.
- Provide Milwaukee County Birth to 3 Program with written materials in various languages, appropriate for the demographic of the populations served, regarding Next Door Foundation Head Start and Early Head Start Programs.
- Identify appropriate staff to participate in Birth to 3 transition-planning conferences when parents are interested in Next Door Foundation Head Start Program.
- To contact an appropriate Milwaukee County Birth to 3 staff for referrals, program information, program policy, outreach and staff training activities.

Procedural Safeguards

The specific rights, confidentiality and procedural safeguards for children and families that are built into the Birth to 3 Program through IDEA Part C and DHS 90 and the Wisconsin Head Start Program through the

Wisconsin Education Code and IDEA Part B shall be afforded to all individuals participating in the referral and transition process involving Milwaukee County Birth to 3 Program and Next Door Foundation Early Head Start and Head Start Program.

Milwaukee County Birth to 3 shall:

- Inform parents of their legal rights and protection, including due process hearings and complaint procedures;
- Provide written prior notice to parents as outlined in DHS 90 regarding transition;
- Participate in Individual Education Plan (IEP) meeting when requested by parents and written approval to participate is completed by the parent;
- Provide information to Next Door Foundation with parent's written consent.

Next Door Foundation Head Start shall:

- Ensure that all procedural safeguards in accordance with federal, state and local laws and regulations are implemented;
- Inform Milwaukee County Birth to 3 Program of changes in Next Door Head Start or Early Head Start sites, and responsibilities in a timely manner as soon as possible (within 30 days or sooner).
- Inform parents of their legal rights and protections;
- Participate in transition planning conferences when informed by Milwaukee County Birth to 3 Program;
- With written parental consent provide information on individual children to Milwaukee County Birth to 3 Program.

This agreement will become effective upon signatures by the authorized representatives of all parties. A review of this agreement will take place each year between the months of April and June in order to renew this MOU.

Devi A. Syday      03/14/2014      Carol Kewer      3/17/14  
signature                      date                      signature                      date



**MEMORANDUM OF UNDERSTANDING BETWEEN THE MILWAUKEE PUBLIC SCHOOLS  
AND THE NEXT DOOR FOUNDATION HEAD START FOR PROVISION OF SPECIALIZED  
SERVICES TO STUDENTS**

I. Preface

A. Parties to this Agreement

The parties to this agreement are the Milwaukee Public Schools (hereinafter "MPS") and the Next Door Foundation Head Start (hereinafter "NDF"). This agreement is limited to the responsibilities and activities of these two entities in carrying out the pre-school options together.

B. Background of Interagency Efforts

Prior to the initiation of the original agreement in 1991, Milwaukee Public Schools (MPS) Department of Specialized Services and Social Development Commission (SDC) Head Start had coordinated efforts in several ways: e.g., referring children with suspected disabilities for IEP Team Evaluation; enlisting technical assistance from Special Services personnel; providing training to Head Start personnel in areas such as speech/language intervention and the identification of all other disability areas.

Since October, 1991 MPS Specialized Services and SDC Head Start jointly coordinated the "Integrated Services Project" now called Pre-school Options which linked Head Start staff and resources with MPS Special Services professional in three endeavors: pre-referral strategies; supporting referrals for children with suspected disabilities; and planning and programming for children diagnosed with Special Education Needs (SEN), whose families chose to retain their children in Head Start classrooms from the MPS Division of Special Services Support staff.

In July, 2013, pursuant to a request for proposal issued by 1044 head start seats were awarded to NDF. MPS and NDF will continue coordination of Pre-School Options which links Head Start staff and resources with MPS Special Services professionals in the above referenced three endeavors.

C. Pre-School Options Program Administration

Program planning, budget development and overall project development: MPS Specialized Services and NDF Head Start administrative and other identified staff are mutually involved in program planning, budgeting, and project development of the ISP.

MPS Specialized Services and NDF Head Start liaison staff would be clearly identified for supporting operations of the ISP, including carrying out program objectives and monitoring budgets.

Should interagency problems in personnel, finances, or program management occur, they should be referred to the Director of MPS Department of Specialized Services and the NDF Head Start Director.

II. Responsibilities of the Parties

A. Responsibilities of MPS

i. Personnel:

MPS Department of Specialized Services will provide salaries, fringe benefits, and other contract requirements for the Pre-School Options itinerant teachers and Speech/Language staff, previously referred to as ISP staff.

MPS Department of Specialized Services is responsible for supervision of Pre-School Options staff and for assuring compliance with federal, state and local requirements regarding the provision of special education for children identified as having special needs, the Individual Education Program and the LEA of the IEP.

ii. Referrals:

- <sup>35</sup><sub>17</sub> Include Head Start in the child find plan;
- <sup>35</sup><sub>17</sub> Inform Head Start of the appropriate local referral procedures;
- <sup>35</sup><sub>17</sub> Identify district staff responsible for accepting and processing the referral of students from Head Start;
- <sup>35</sup><sub>17</sub> Report results of referral and assessment process to Head Start with Parent's written consent;
- <sup>35</sup><sub>17</sub> Provide monthly reports regarding NDF enrollment/referrals.

iii. Assessment and Individualized Educational Plans (IEPs):

- <sup>35</sup><sub>17</sub> Ensure that a full and individual evaluation is conducted for each child being considered for special education and related services under Part B and IDEA. The evaluation is conducted in accordance with the procedures described in the MPS IEP Procedural Handbook;
- <sup>35</sup><sub>17</sub> Parents shall be notified of the individualized education plan meeting early enough to ensure an opportunity to attend.
- <sup>35</sup><sub>17</sub> Take steps to ensure that one or both of the parents are present;
- <sup>35</sup><sub>17</sub> Provide itinerant staff to support IEP service delivery;
- <sup>35</sup><sub>17</sub> Provide IEP's at a Glance to the Head Start classroom teacher and the disabilities coordinator.

iv. Procedural Safeguards:

- <sup>35</sup><sub>17</sub> Implement all procedural safe guards in accordance with Wisconsin and federal laws and regulations;
- <sup>35</sup><sub>17</sub> Inform parents of legal rights and protections, including due process hearing and complaint procedures;

<sup>35</sup><sub>17</sub> Inform Head Start of any due process hearing, of grievances of children and families who are provided special education by the District and enrolled in Head Start (in accordance to Wisconsin Code);

<sup>35</sup><sub>17</sub> With parent's written consent, provide information to Head Start.

v. Transition:

<sup>35</sup><sub>17</sub> Establish a system to ensure a smooth transition of all children from Head Start programs to the public schools.

B. Responsibilities of NDF Head Start

i. Personnel:

<sup>35</sup><sub>17</sub> NDF Head Start will provide the Pre-School Options storage space. Program support will include consumables, teaching materials, and activity packets for diagnosed children. Local Head Start programs will provide classrooms and other site resources. Space will be provided at various sites for Pre-School Options staff to use.

<sup>35</sup><sub>17</sub> NDF will have all Department of Specialized Services staff sign in and sign out of each building daily. The sign in sheet will be provided to the Special Services administration monthly or when requested.

<sup>35</sup><sub>17</sub> NDF Head Start administrative staff will provide supervision of center and program staff that interacts with MPS staff. Center or programs-specific issues involving Head Start Personnel or program operations should be referred to the Next Door Head Start Director.

<sup>35</sup><sub>17</sub> NDF Head Start will meet the requirements of its Performance Standards (1304), related guidance, and validation instrument indicators in Disabilities Services (Disabilities Regulations 1308).

ii. Referral:

<sup>35</sup><sub>17</sub> Participate in the District child find plan;

<sup>35</sup><sub>17</sub> Refer children suspected of needing special education to the District;

<sup>35</sup><sub>17</sub> Provide the District supplied information on special education and the referral process to all families with a child suspected of having a disability. This is done throughout the year in Head Start child recruitment efforts and meetings.

iii. Assessment and Individualized Educational Plan (IEPs):

- <sup>35</sup><sub>17</sub> Assist the District in collecting the screening results and ongoing assessment information;
- <sup>35</sup><sub>17</sub> Provide health screening/assessment (medical, dental, nutritional, developmental and speech data);
- <sup>35</sup><sub>17</sub> Share with the District educationally relevant assessments including the results of Ages and Stages and all other developmental appropriate information;
- <sup>35</sup><sub>17</sub> Assist the District by working with parents to schedule and keep assessment appointments;
- <sup>35</sup><sub>17</sub> Make appropriate referrals throughout the calendar year;
- <sup>35</sup><sub>17</sub> Assist the District in locating interpreters for children and families as needed.
- <sup>35</sup><sub>17</sub> Participate in the development of the IEP for each child with special needs who is or may be enrolled in Head Start. Head Start personnel who attend IEP meetings will explain all IEP information and objectives to the Head Start teachers when the teachers are unable to attend the IEP meeting;
- <sup>35</sup><sub>17</sub> Provide all comprehensive child development services to all children enrolled at Head Start;
- <sup>35</sup><sub>17</sub> Head Start will implement IEP goals and objectives into the child's individualized daily curriculum with the support of MPS itinerant staff;
- <sup>35</sup><sub>17</sub> Participate in annual IEP reviews;
- <sup>35</sup><sub>17</sub> Participate in re-evaluations when requested or as they come up in the 3 year Federal cycle;
- <sup>35</sup><sub>17</sub> 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.

iv. Procedural Safeguards:

- <sup>35</sup><sub>17</sub> Ensure that all procedural safe guards in accordance with Wisconsin and federal laws and regulations are implemented;
- <sup>35</sup><sub>17</sub> Inform parents of legal rights and protections;
- <sup>35</sup><sub>17</sub> With parent's written consent, Head Start will provide information to the District.

v. Transition:

- <sup>35</sup><sub>17</sub> Participate on the Preschool Transition Committee;
- <sup>35</sup><sub>17</sub> Provide the District an annual list of children completing Head Start by the end of the first week in January to support the 3-Choice process;
- <sup>35</sup><sub>17</sub> Assist the District in establishing a transition plan for Head Start students moving to the public schools;
- <sup>35</sup><sub>17</sub> Update and notify MPS of the list of all students attending Head Start: home address, emergency information, and telephone number;
- <sup>35</sup><sub>17</sub> Forward records of children completing or leaving Head Start to MPS liaison;
- <sup>35</sup><sub>17</sub> Inform MPS of site changes of current special education students;
- <sup>35</sup><sub>17</sub> Inform MPS of the childcare partnership sites each year in September.

III. Evaluation of Pre-School Options

An evaluation will be conducted twice per year (fall/spring) to determine the effectiveness of services, and give guidance developing additional or improving Pre-School Options.

IV. Counting and Reporting

MPS and NDF staff will jointly develop a monitoring system that interfaces with SSIMS to ensure that children entering or leaving NDF/MPS are documented. Specifically, NDF will provide data to MPS, including, but not limited to a summary of services and estimated costs of services provided at the agency (NDF) level. The summary of services and estimated costs must include information regarding which services and costs are federally-funded. MPS LEA services cannot be counted toward any in-kind match for federal grant reporting purposes.

V. Proposed Future Collaboration Initiatives

A. Joint Staff Development

- i. MPS Department of Specialized Services Staff will continue to "train" and collaborate with Head Start Staff through regular interactions and in-services based on the needs of children with possible or identified handicaps in order to increase understanding and ability to service all children with disabilities in their natural environment.
- ii. Pre-School Options Staff has the opportunity to participate in Head Start training as opportunities arise. Head Start Staff has the opportunity to participate in Pre-School Options Staff training as opportunities arise.

B. Transition Procedures

- i. The Pre-School Options will continue to attempt a smooth transition of children into MPS. Specific transition procedure that would support children with SEN and their family in adapting maximally to the next school year may include the following: inform parents of special transition activities, visitation of possible MPS sites when requested, consultation with parents regarding three-choice forms, follow up with MPS regarding three-choice forms, assist parents in choosing sites for children who may need a more restrictive environment, inform parents of types of classrooms available, follow up after MPS placement has occurred if necessary. Pre-school



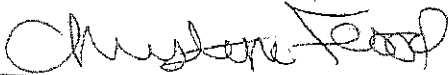
Options staff will also be available to answer parent questions and help them find appropriate services for their children upon request throughout the school year.

VI. Term of Agreement

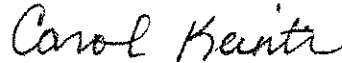
This Agreement will become effective upon signature by the authorized representative of all parties (agencies). This Agreement will expire on June 30, 2014 and is renewable with written consent of both parties for two (2) additional one (1) year terms. This provision does not preclude the parties from revising the interagency agreement at any time, when they determine a revision is necessary.

MILWAUKEE PUBLIC SCHOOLS:

NEXT DOOR FOUNDATION  
HEAD START:



Christina Flood, Chief Academic Officer



Carol Keintz, Executive Director

4/7/14

Date

3/28/2014

Date