

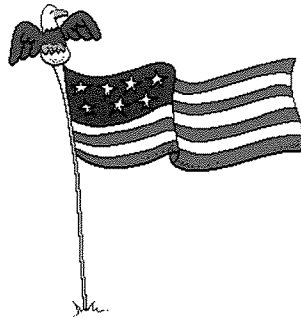
INTERAGENCY AGREEMENT

BETWEEN

COMMUNITY ACTION PARTNERSHIP  
OF SAN LUIS OBISPO COUNTY, INC.  
MIGRANT AND SEASONAL HEAD START and  
REGIONAL HEAD START PROGRAMS

&

SAN LUIS OBISPO COUNTY  
SPECIAL EDUCATION LOCAL PLAN AREA



NOVEMBER 2009

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### LOCAL INTERAGENCY AGREEMENT

This agreement is between the Community Action Partnership of San Luis Obispo County, Inc., Migrant/Seasonal Head Start Program (MSHS) and Regional Head Start Programs of San Luis Obispo County, and the Special Education Local Plan Area (SELPA) of San Luis Obispo County.

The purpose of this local agreement is to provide guidelines and working procedures for staff and designees of the San Luis Obispo County SELPA, and the Community Action Partnership of San Luis Obispo County, Inc. , Migrant/Seasonal Head Start and Regional Head Start Program; the grantees responsible for the implementation of the State Interagency Agreement. The State-level agreement is between the California Department of Education and the Administration for Children, Youth and Families (ACYF), California Region IX Head Start Programs.

The basic intent of this agreement is to coordinate services for individuals with exceptional needs, ages three to five years, inclusive, served by the agencies, and to delineate the responsibilities of these agencies for the delivery of services.

This agreement is entered into in order to provide a systematic, effective, continuum of service options to individuals with exceptional needs and their parents. The implementation of this agreement will ensure interagency coordination, smooth, timely transition of children from one agency to another, and effective utilization of agency resources to meet the needs of individuals with exceptional needs.

#### Review of Interagency Agreement

It is our plan to annually review this agreement and make changes, as necessary or as required by new legislation. No additions, deletions, or modifications may be made to this agreement without the joint, written approval of the parties to the agreement.

This document is in effect until replaced by a revised interagency agreement signed by all parties.  
The current date of adoption is: November 2009.

William Castellanos  
Date  
William Castellanos, CYFS Division  
Director  
Community Action Partnership of San  
Luis Obispo County, Inc.

Jill Heuer  
Date  
Jill Heuer, Director  
San Luis Obispo County SELPA

11-25-09  
Date  
12-7-09  
Date

## **PURPOSE STATEMENT**

The purpose of this agreement is to provide guidelines and working procedures between local education agencies of San Luis Obispo County and the Community Action Partnership of San Luis Obispo County, Migrant Seasonal and Regional Head Start Programs; for the provision of services to preschool children eligible for special education in compliance with federal and state laws and regulations. This agreement follows IDEA law of 2004 and Head Start Law of 2007 guidelines.

It is the intent of this agreement to:

1. Define which services will be provided by each agency, coordinate services for individuals with exceptional needs (ages three years to compulsory school age) in the most effective manner and to delineate the responsibilities of these agencies for the delivery of services;
2. Ensure that cooperative arrangements between local education agencies, SELPA and CAPSLO Migrant Seasonal and Regional Head Start are developed, implemented and preserved.
3. Ensure that preschool children eligible for special education and related services receive a free, appropriate public education (FAPE), as required by law, in the least restrictive environment.
4. Ensure interagency coordination, smooth and timely transition of children from one agency to another;
5. Ensure that each agency maintains communication and shares leadership responsibility at the local level so that available resources are utilized in the most effective manner.

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## **PROGRAM MANDATES**

### Responsibilities of Local Education Agencies

1. Mandated to serve eligible children with disabilities from birth through compulsory school age.
2. Provide assessment in all areas of suspected disability upon receipt of a written request for assessment.
3. Hold an Individualized Family Service Plan (IFSP) meeting within 45 days of written parental authorization for assessment or IEP team meeting within 60 days of receipt of written parental authorization for assessment. At this meeting, the assessment results are reviewed, eligibility determined and, if appropriate, special education services are determined.

### Responsibilities of Migrant Seasonal and Regional Head Start Program

1. Recruit, enroll and serve eligible children ages three to compulsory school age. We will enroll a minimum of 10% of children with disabilities of all levels of severity who are eligible to participate.
2. Screen children and begin needed services by 45 calendar days after the child enters the program. Screening consists of standardized health screening and developmental screening which includes speech, hearing and vision. Refer children found to be “at risk” to the appropriate professionals for diagnostic evaluation.
3. Implement IEP, when appropriate, to provide the appropriate services for children with disabilities.
4. Work with other agencies in order to provide services for children with disabilities.

## **AGREEMENT TOPIC AREAS**

Interagency Agreement: Migrant Seasonal/Regional Head Start/SELPA

**1. CHILD FIND/SCREENING/REFERRAL:**

All children with disabilities who require special education must be identified, located and evaluated. (California Education Code sections 56300-56302, IDEA Part B Regulations 34 CFR section 300.220, Head Start – 45 CFR 1304.20(b), 1308.4, 1308.6(b),(c),(e))

| <p align="center"><b>EDUCATION<br/>LEAs of San Luis Obispo County</b></p>  | <p align="center"><b>CAPSLO/Migrant Seasonal Head Start (MSHS)<br/>and Regional Head Start (HS)</b></p>  |
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| <ol style="list-style-type: none"> <li>1. Shall include Migrant Seasonal Head Start/Regional HS in the child-find system.</li> <li>2. The local LEA will assign a case carrier who will contact MSHS/Regional HS personnel as indicated on the referral.</li> <li>3. Each LEA shall exchange with CYFS Disabilities Coordinator or designated staff:                             <ol style="list-style-type: none"> <li>a. Special education eligibility criteria and program information. The child’s difficulties shall not be due primarily to unfamiliarity with the English language; temporary physical disabilities; social maladjustment; or environmental, cultural or economic factors.</li> <li>b. Procedures for request for consultation about program eligibility and referral for special education.</li> <li>c. Copies of all current IEP forms, parent rights and procedures.</li> </ol> </li> <li>4. Will coordinate with MSHS/Regional HS in screening activities. Appropriate district liaison participates, upon request, in MSHS/Regional HS pre-referral consultation.</li> </ol> | <ol style="list-style-type: none"> <li>1. Shall participate in the local education agency’s (LEA’s) child-find system.</li> <li>2. MSHS/Regional HS will designate a coordinator of services for children with disabilities, who will ensure designated staff disseminates referrals to LEAs.</li> <li>3. MSHS/Regional HS will exchange with LEA case carriers:                             <ol style="list-style-type: none"> <li>a. MSHS/Regional HS eligibility criteria and program information;</li> <li>b. MSHS/Regional HS enrollment procedures, general eligibility requirements, slot sharing, dual enrollment, variations, and program options being offered;</li> <li>c. Procedures for identification of and provision of disability services for MSHS;</li> <li>d. Will Provide results of hearing, vision and developmental screenings as requested by LEAs</li> </ol> </li> <li>4. MSHS/Regional HS screens all children enrolled. For children suspected to be in need of special education, CYFS Disabilities Coordinator, or designee, will refer to the LEA special education program.</li> </ol> |

Interagency Agreement: Migrant Seasonal/Regional Head Start/SELPA

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| <p>5. District of residence accepts referral for special education eligibility determination and within 15 days develops an Assessment Plan.</p> | <p>5. CYFS Disabilities Coordinator, or designee, will notify/support the parent and follow referral procedures for the district of residence for assessment and consideration of special education eligibility. MSHS/Regional HS will provide a signed release of information with the referral enabling MSHS/Regional HS and the district of residence to exchange information.</p> |
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**2. ASSESSMENT/EVALUATION:**

Each child who is suspected of having a disability and needing special education who is referred for assessment shall have the benefits of a Tran disciplinary assessment process, and no single procedure shall be used as sole criterion for assessment. (California Education Code sections 56320-56321(a), IDEA PART B, 34 CFR Part 300.532, Head Start – 45 CFR 1308.6)

| <p align="center"><b>EDUCATION<br/>LEAs of San Luis Obispo County</b></p>  | <p align="center"><b>CAPSLO/Migrant Seasonal Head Start (MSHS)<br/>and Regional Head Start (HS)</b></p>  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Coordinate with MSHS/Regional HS to ensure parents are informed of their rights.</li> <li>2. District of residence shall develop an assessment plan and utilize screening results and additional information provided by MSHS/Regional HS in the development of the plan.</li> <li>3. District of residence shall obtain written parental consent to Assessment Plan and implement the plan, providing a copy to the local MSHS/Regional HS program.</li> <li>4. District of residence shall be responsible for assessment, according to the Individuals with Disabilities Education Act, California Education Code, and corresponding regulations, of all children referred for assessment to determine eligibility for special education. The LEA is responsible to ensure:                         <ol style="list-style-type: none"> <li>a. Shall respond and process referrals within applicable legal timelines.<br/>(EC 56321(a))</li> <li>b. Shall conduct assessments using appropriately qualified personnel.<br/>(EC 56320)</li> <li>c. Shall conduct assessments so as not to be racially, culturally, or sexually discriminatory.<br/>(EC 56001(j) and 56320)</li> <li>d. Shall conduct assessment in all areas of suspected disability.<br/>(EC 56320(f))</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>1. Coordinate with LEA to ensure parents are informed of their rights.</li> <li>2. MSHS/Regional HS shall provide additional information, including screening results to assist in the development of an assessment plan.</li> <li>3. MSHS/Regional HS shall obtain written parental consent and participate with the LEA in implementation of the assessment plan, as appropriate.</li> <li>4. MSHS/Regional HS shall be responsible for health screening/assessment (medical, dental, nutritional, and development) not performed by the LEA as part of the assessment for conditions resulting from a disability.</li> </ol> |

Interagency Agreement: Migrant Seasonal/Regional Head Start/SELPA

- e. Within 60 days of referral, shall conduct a meeting to develop the IEP.  
(EC 56344)

For children enrolled in Migrant Seasonal /Regional Head Start (Region XII) programs, develop the IEP, as soon as possible following the determination that the child needs special education related services.

- f. The assessment shall be conducted using a multidisciplinary team of professionals. (EC 56441.6 and 56426.6)
- g. The assessment shall be administered in the child's primary language unless it is clearly not feasible to do so.  
(EC 56320(b)(1))

- 5. District of residence shall be responsible for informing parents of assessment results MSHS/Regional HS should be invited.
- 6. District of residence will release, with written parental consent, assessment information and the diagnostic summary to MSHS/Regional HS.

- 5. CYFS Disabilities Coordinator or designee may assist parent(s) as appropriate and necessary when parent(s) receive assessment results.
- 6. If the LEA finds a child not eligible under IDEA criteria for special education services HS under 2007 law is no longer required to create a HS IEP for the child.

