pennsylvania
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

LOCAL INTERAGENCY COORDINATING COUNCIL (LICC) GUIDELINES

Act 212-1990: The Early Intervention Service System Act (P.L. 1372, No. 212) provides for the establishment and maintenance of Local Interagency Coordinating Councils (LICCs). While each LICC is unique, the overall goal of an LICC is to support a coordinated and comprehensive Early Intervention (EI) service delivery system in their specified geographic area.

The Office of Child Development and Early Learning (OCDEL) Bureau of Early Intervention Services and Family Supports (BEISFS) guidelines provide direction to LICCs on roles and responsibilities as well as some parameters to consider for membership composition and meeting structures.

Roles

1. Serve as an advisory body for the planning, development, and quality improvement efforts of local EI programs in a specified geographic area.

2. Support efforts to increase family engagement activities in a specified geographic area.

3. Serve as a key partner in the local EI programs' child find activities and participate in public awareness.

4. Establish linkages with other local early childhood programs and family support programs (for example: Pre-K Counts, Head Start, childcare programs), healthcare systems, advocacy organizations, and other local community groups.

5. Serve as a community group to support and facilitate the resolution of local community issues that impact young children and their families.

6. Ensure local coordination of Early Intervention services, supports, and resources. This includes, but is not limited to, smooth transitions for children and families between Infant/Toddler and Preschool Early Intervention services, as well as transition into kindergarten/first grade.

7. Serve as a local linkage and conduit of information between the SICC and local community.

Responsibilities

1. Advise and comment on the development of local interagency agreements for their specified geographic area.

2. Advise and provide recommendations related to policies and procedures of the local Early Intervention program.

3. Review Early Intervention family survey results.

4. Facilitate and provide learning and family connection opportunities for families, based on the unique needs of the community and family input.

5. Facilitate public participation and input on local policy issues that impact Early Intervention/early childhood systems.

6. Participate in monitoring and continuous quality improvement activities, ensuring that family voice and experiences are part of this process.

7. Participate in the review of the local EI program's verification results, data related to outcomes, and how the local EI program plans to engage in continuous improvement including the development and/or the review of the Quality Enhancement Plan (QEP).

8. Support the collaboration and coordination of other local family support organizations and resources, to ensure families are connected to resources. For example: Parent to Parent of Pennsylvania, federally funded Parent Training Information Center (PTI): PEAL, and our Community Parent Resource Centers (CPRC): HUNE and Mission Empower, local Arc chapters, Early Learning Resource Centers.

9. Ensure families are aware of their State & Local Task Forces as they transition out of Preschool EI.

10. Identify and promote access to community resources for families, EI and ECE professionals.

Organization

1. Local EI administrative bodies, the Infant/Toddler and Preschool EI Programs, should be jointly responsible for the organization of LICCs.

2. Efforts should be made to ensure the local health Department and the local Early head Start/Head Start agency shall be responsible parties to the LICC and signatories of the Local Interagency Agreement.

3. The local Infant/Toddler and Preschool EI Programs should designate a staff person who can provide technical assistance and other support services to the LICC. Staff designees should have annual rotations with other lead agencies.

4. The LICC should meet these guidelines for the organization. However, the LICC can be joined or a part of another early childhood group or advisory committee.

Geographic Area

The Office of Child Development and Early Learning enters into grant agreements with Preschool EI Programs. In accordance with Act 212, these Preschool EI Programs can be Intermediate Units, School Districts and/or public and private agencies that serve eligible young children in a specific geographic area. When a Preschool EI Program covers several Infant Toddler programs, it is appropriate to serve as the LICC lead in the Infant Toddler program with the largest number of eligible young children. However, a Transition Agreement is necessary between the Infant Toddler program and the other Preschool EI program(s) for those transitioning to the Preschool EI program.

Membership

1. Composition

   The total membership should be determined by the local entities and should be comprised of agency representation from the following groups:

   a) Infant Toddler and Preschool EI Programs
   b) State or County/Municipal Health Department
   c) Early Head Start/Head Start Programs
   d) Early Intervention Providers
   e) School District(s) as appropriate
   f) Other local early childhood/family support programs e.g. Early Learning Resource Centers, Family Support Programs, parent support groups, local advocacy groups.

2. Family Representation

   Family members of children currently receiving services in the local Early Intervention programs (Infant/Toddler and Preschool) and/or family members of recent graduates (families of children under 12) should represent, at a minimum, 50% of the total voting members. The LICC should elect a family member co-chair to serve in a leadership position.

3. Recruitment.

   a) The LICC should be responsible for the ongoing membership of the LICC. The method of selection should be determined by the parties.

   b) To the extent possible, there should be equal representation of agencies which provide service or advocate for the infant, toddler, and preschool-age groups.

   c) LICCs should develop their own policies to determine voting membership. Policies should not be a barrier to participation on the LICC for families.

   d) The local District Health Departments and/or County Health Departments should appoint their representatives.

   e) A membership committee should be established by the LICC to review and recommend

candidates for ongoing membership.

f) The LICC should welcome and invite participation of not only voting members, but non-voting members as well.

4. Selection of Chairperson

a) LICC leadership should be provided by one family member and one agency representative.

b) Chairpersons should be voting members and signatories of the LICC Agreement.

Meetings

1. LICC meetings should be conducted on a quarterly basis at a minimum. However, more frequently scheduled meetings are recommended.

2. All meetings are considered public meetings and are subject to the requirements of the amended Sunshine Act (Act 65 of 2020).

3. Meetings must be accessible as per the Rehabilitation Act of 1973, P.L, 93-112, see. 504 ensuring physical accessibility to public buildings and structures for all persons with a disability and the Americans with Disabilities Act.

4. LICC should also consider other accessibility needs such as meeting materials, power points, captioning, etc.

5. An annual calendar for meetings should be posted and agendas with meeting minutes should be made available. Families enrolled in EI should be periodically informed of the upcoming LICC meetings by their EI team.

6. To support access to a variety of interested parties, LICCs should consider a range of offerings to support participation. For example: offering a virtual option, offering language interpretation.

Funding/Agency In-Kind Support

Funding necessary to establish and support the ongoing maintenance of the LICC should be the joint responsibilities of the Infant/Toddler and Preschool EI Programs. Funding responsibilities should be described in the Local Interagency Agreements. The funding should be transparent to all LICC members. Funding must be allocated to support family member participation, including:

- Mileage (travel) reimbursement at the federal mileage reimbursement rate.
- Childcare reimbursement.

- Financial support for family member co-chairs and family members who have specific roles in supporting the LICC should also be provided.

Funding for the LICC may include office supplies, technology supports, training for members and interested parties, and financial reimbursement for family member expenses to attend conferences/other meetings, and other expenditures. Other agencies may voluntarily become involved in collaborative funding of special projects as an optional activity.

Relationship to the State Interagency Coordinating Council

1. LICC participants should be encouraged to attend SICC meetings.

2. LICCs and the SICC should exchange information, resources, or actions which may assist the local community and agencies in their efforts to carry out the provisions of federal and state statutes.

3. The SICC may provide technical assistance to local councils, as indicated.