



Kickapoo Head Start

July 22, 2024

Mr. David Reid

Superintendent

Choctaw School District

12880 NE 10th

Choctaw, Oklahoma 73020

Dear Mr. David Reid,

We need to establish our Interagency Agreements for Special Services between Kickapoo Head Start and the Choctaw School District for this year; included with this letter you will find our updated Local Education Agreement (LEA) for the 2024-2025 School Year.

I look forward to working with your Special Services Staff in the upcoming school year. Thank you for the services Choctaw School District provides for our Head Start children. Please return the signed agreement to the address listed below, as soon as possible. Feel free to contact us with any questions or concerns you may have.

Sincerely,

Gina Williams

Kickapoo Head Start

Education/Disabilities Manager

Work Number- (405) 964-4227 EXT: 1506

Fax Number: (405) 964-3417

Email: gwilliams@ktoheadstart.com

services to those eligible children with disabilities under IDEA enrolled in the Head Start Program. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/ agency specified for the provision of each service.

- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program.

II. Local Head Start Responsibilities:

- A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Performance Standards 45 CFR 1302.33 & 1302.63, will participate in Child Find activities under IDEA with the LEA, and in coordination with the LEA shall provide parents with their rights under these programs.
- B. The Head Start shall provide all Head Start services to any Head Start enrolled child who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, implementation of the portions of the IEPs identified for the Head Start Program, and the IEP review, as appropriate.
- D. The Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Disabilities Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. The Head Start will provide the number of children receiving IEP services to the LEA for the child count report prior to October 1, annually.
- G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents, as appropriate.

III. COORDINATION OF COST SHARING:

The local Head Start and the Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that the integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. The Head Start and the LEA agree to the following cost-sharing services:

V. Coordination of Screening:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

- A. The LEA special education program and the Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1302.33).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45-calendar daytime line for screening of all children enrolled in the Head Start, as mandated in the Head Start Performance Standards 45 CFR 1302.33.

One or more of the following methods have been considered: (Check one or more as appropriate)

- ☐ 1. Joint Screening - Screening will be conducted simultaneously by the Head Start staff and the LEA Special Education staff within the same location.
- ☒ 2. Shared Staff - Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start under Head Start Program Performance Standards, and the LEA special education program may complete required screening under the IDEA).
- ☒ 3. Shared Information - Screening information will be provided for referrals as determined by both entities. A consent for release of information will be obtained at the time of screening.

VI. Coordination of IEP Review:

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff or the LEA special education program staff at any time may request a meeting. Procedural safeguards for notification will be followed.