DISABILITIES SERVICES **Policy Council Approval: 10/22/26**
Subject: Memorandum of Understanding (MOU) **ESC Board Approval: 10/28/26**
Policy: The Region 9 Head Start program will develop or establish a plan for the sharing of resources and services with other agencies to meet the needs of children with disabilities.

Related Regulations: 1302.53
Operational Procedures:

1. Region 9 Head Start will develop MOUs with each agency that is providing services to children with disabilities.
2. The Region 9 staff will provide a copy of the agreement to the Cooperating Agency (CA) or service provider. The CA will review the agreement (MOU) and make any changes necessary. Once the necessary changes have been made, the signed agreement will be returned to the Head Start Coordinator, signature signifying approval of the agreement. If a disagreement regarding responsibilities occurs, the dispute will be given to the Head Start Coordinator to handle resolution of the dispute.
3. After all corrections have been made to the satisfaction of both parties, the agreement will then be sent to the Head Start Coordinator and the Region 9 ESC Executive Director for signature. All three parties will be given copies of the MOU, with the original being stored in the office of the Executive Director.
4. Agreements with providers shall automatically renew from year to year unless either party gives 30 days notice before the automatic renewal date or Region 9 ESC loses funding for the Head Start program. The MOUs will be reviewed annually or on an as needed basis. The agreement may be terminated by either party upon 30 days written notice.

DISABILITIES SERVICES **Policy Council Approval: 10/22/26**
Subject: Child Find Participation **ESC Board Approval: 10/28/26**

Policy: The Region 9 Head Start program will participate in each public agency's Child Find plan under Part B of Individual Disabilities Education Act. (In 34 CFR Part 300.125 Child Find, each state must identify, locate, and evaluate each child with disabilities.)

Related Regulations: 1302.63

Operational Procedures:

1. Head Start will participate in Child Find activities as required.
2. Head Staff will utilize Child Plus tracking to ensure that children are identified and referred for services in a timely manner.
3. Education Manager will monitor tracking monthly to ensure appropriate timing and documentation from referral to eligibility determination.
4. Staff will provide information and resources to the families/children that are determined to be not an appropriate referral.

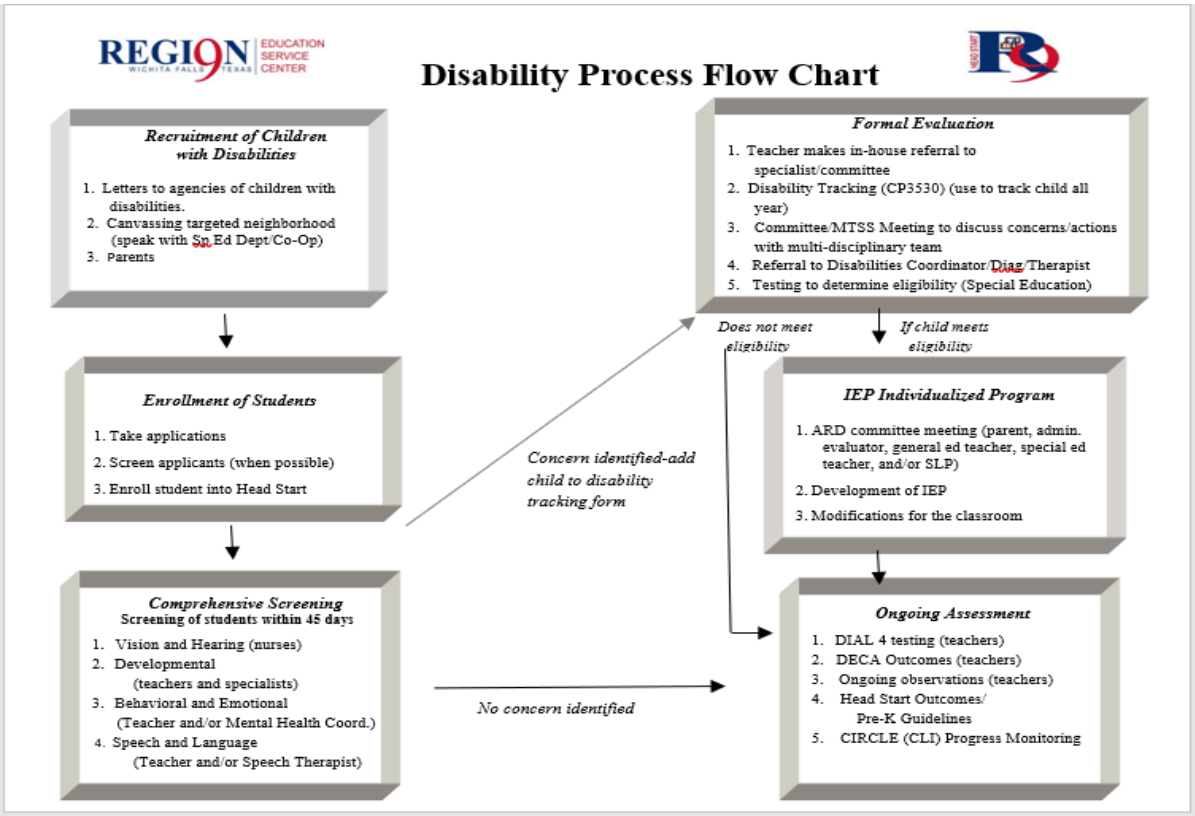
DISABILITIES SERVICES **Policy Council Approval: 10/22/26**
Subject: Head Start Screenings **ESC Board Approval: 10/28/26**

Policy: All children will be screened using the same screening procedures and timelines for all Head Start children.

Related Regulations: 1302.33

Operational Procedures:

1. At the beginning of the year/upon enrollment, parental permission will be obtained for standard screenings.
2. Timelines addressed in Head Start regulations will be observed.
3. Head Start staff will sign the Disabilities Enrollment Statement annually.
4. Head Start staff will ensure all components of the Region 9 Head Start Disabilities Monitoring tool are compliant.
5. Head Start staff will inform parents of screening results, including DIAL-4, DECA, and CLI data.
6. Data will be utilized to provide and document individual strategies for children to initiate the tracking process when a developmental concern arises.
7. Staff will follow the steps outlined in the Disability Process Flow Chart.
8. Further evaluation and/or a referral process will begin, if necessary. Each site will follow the district policy for referrals, evaluations, IEP/ARD meetings, and placement.
9. Throughout the eligibility determination process, staff will provide individualized services and support to meet the child's needs using child observation data and parent feedback/report.
10. Each site will maintain a tracking in Child Plus to ensure identified children are followed until a referral is necessary or there is no longer a documented concern.
11. Tracking will be monitored monthly to ensure that ongoing progress and updates occur to promote timely support and/or services through the referral process.



DISABILITIES SERVICES **Policy Council Approval: 10/22/26**
Subject: ARD and IEP Meetings **ESC Board Approval: 10/28/26**

Policy: The Region 9 Head Start program will participate in the development and implementation of an individual plan for children with disabilities.

Related Regulations: 1302.61

Operational Procedures:

1. Head Start staff member(s) will attend Admission, Review, Dismissal (ARD) meetings, Individualized Education Program (IEP) meetings and/or Individualized Family Service Plan (IFSP) meetings as needed.
2. Prior to the development and implementation of the IEP:
    a. Multi-disciplinary team will review all documents
    b. Parent(s) will be contacted by phone, home visit, or mail and the IEP process will be discussed with them prior to any formal planning meeting or review.
3. LEAs or Head Start staff will arrange an ARD meeting for children diagnosed with disabilities, as needed.
4. At the ARD/IFSP meeting, the beginning date of service for the child will be determined.
5. Representatives of other service areas will be invited to the ARD/IFSP meeting as appropriate to meet the needs of the child.
6. Service providers will submit a progress report regarding goals and objectives established at ARD/IFSP meetings.
7. Head Start will ensure that services are planned and delivered in a manner that works toward the goals established, elements of the IEP/IFSP that the program is unable to implement will be provided by an appropriately identified agency.
8. Appropriate placement of the child will be determined by the ARD/IFSP team.
9. Services are provided in the child's regular classroom to the greatest extent possible.
10. The ARD/IEP/IFSP data will be entered into Child Plus upon receipt of the required documentation.
11. Head Start Staff will ensure appropriate efforts are made in reaching the required 10% of children with disabilities by the established midpoint date of the school year through tracking and self-monitoring.
12. IEP/IFSPs will be reviewed and revised as needed.
13. Annual IEP renewals will be tracked in Child Plus to ensure service continues as necessary.

DISABILITIES SERVICES **Policy Council Approval: 10/22/26**
Subject: Transition **ESC Board Approval: 10/28/26**

Policy: The collaboration of services between other agencies and Region 9 Head Start program will facilitate transition from one educational program to another.

Related Regulations: 1302.70

Operational Procedures:

1. Planning for transition from Early Childhood Intervention (ECI), Early Head Start, and other infant and toddler programs to Head Start as well as transitions from Head Start into the next placement will begin through the Individualized Family Service Plan (IFSP)/Individual Education Plan (IEP).
2. Parent permission to exchange information with other agencies shall be obtained in writing.
3. Head Start staff will facilitate onsite recruitment and application appointments for Early Head Start families to ensure seamless transition from one program to the next.
4. As needed, a meeting will be held for all appropriate staff and volunteers to prepare for service to children with disabilities according to the individual child's needs.