

STATE OF WISCONSIN

Interagency Agreement

Roles, Responsibilities and Collaboration Related to Serving Young Children with Disabilities and Their Families

U.S. Department of Health and Human Services
The Administration for Children and Families
Federal Head Start Bureau – Region V & Region XII

Wisconsin Sovereign Tribal Nations

The Wisconsin Department of Health and Family Services

The Wisconsin Department of Public Instruction

November 2001

This agreement began as a revision of the previous *Joint Statement of Agreement between Department of Public Instruction and Head Start*, dated September 1992. Since this initial agreement, the level of interagency partnerships within the state has expanded. Therefore, it was decided to expand the agreement to include the Wisconsin Department of Health and Family Services Birth to 3 Program, Region XII Migrant and Seasonal Head Start, and the Wisconsin Tribal Nations. Previous frameworks for cooperative efforts between Head Start and local educational agencies (LEAs) have been outlined in DPI Information Update Bulletins 94.6, 92.11 and 78-14. In relationship to agreements between DHFS and DPI, this agreement is considered supplemental to the *State of Wisconsin Interagency Agreement Related to Infants and Toddlers with Disabilities and Their Families*. Frameworks for these cooperative efforts have been outlined in DPI Information Bulletins 94.06, 93.06, 90.06, 98.09, and 99.09.

II. PARTIES TO THE AGREEMENT

This agreement is among the Administration for Children and Families (ACF) Region V, representing Head Start agencies in Wisconsin; Migrant and Seasonal Program Branch, Head Start Bureau representing Migrant and Seasonal Head Start; the individual sovereign Tribal Nations representing Tribal Head Start; the Wisconsin Department of Public Instruction (DPI); and the Wisconsin Department of Health and Family Services (DHFS). Throughout this document the term “agencies” or “programs” will be used to apply to all of the above agencies unless individually specified. The term “Head Start” will apply to Early Head Start, Head Start, Migrant and Seasonal Head Start and Tribal Head Start unless individually specified.

Administration of Children and Families (ACF). Region V Head Start of ACF represents Wisconsin Head Start grantees and delegate agencies, which may include community action programs, Cooperative Educational Service Agencies (CESAs), and private (not-for-profit) agencies. Migrant and Seasonal Program Branch, Head Start Bureau represents Migrant and Seasonal Head Start programs in Wisconsin.

Region XII, Migrant and Seasonal Head Start (MSHS). Region XII programs serve children, including infants and toddlers, who meet the income and other eligibility requirements of Head Start and who are members of migrant and seasonal farm worker families. MSHS programs are required to make available at least 10 percent of their total enrollment opportunities to children ages birth to 5 with disabilities. The Region XII Migrant and Seasonal Disabilities Services Quality Improvement Center provides training and technical assistance to MSHS and their partners. The United Migrant Opportunity Services (UMOS) serves as the Migrant and Seasonal Head Start grantee in the State of Wisconsin.

Wisconsin Department of Public Instruction (DPI). DPI is the state education agency responsible for special education in Wisconsin in accordance with the Individuals with Disabilities Education Act (IDEA), Part B. Local education agencies (LEAs) are mandated to locate, identify, and evaluate children who have disabilities to determine the need for special education and related services. LEAs ensure the provision of a free

appropriate public education (FAPE) for eligible children ages 3 to 21 as defined in Chapter 115, Wisconsin Statutes. Cooperative Children with Disabilities Education Boards (CCDEBs) and CESAs may also provide special education services under contract with LEAs.

Wisconsin Department of Health and Family Services (DHFS). The Division of Supportive Living (DSL) of DHFS is the lead agency responsible for Wisconsin's early intervention system called the Wisconsin Birth to 3 Program. DHFS is responsible for developing and supporting a statewide comprehensive system of services for children with disabilities birth to age 3 and their families in accordance with the federal Individuals with Disabilities Education Act IDEA, Part C. Each county board of supervisors is responsible for designation of an administrative agency for the Birth to 3 Program. The county administrative agency ensures that all infants and toddlers eligible for the program receive coordinated and appropriate services in accordance with the Individualized Family Service Plan (IFSP). County administrative agencies provide services directly or they may contract with community based providers such as health departments, hospitals, rehabilitation agencies, CESAs, or child care programs.

Wisconsin Sovereign Tribal Nations. Tribal Head Start programs are administered by the Sovereign Tribal Nations. There are nine Sovereign Tribal Nations who are Head Start Grantees in Wisconsin. Each of the Nations is recognized as a sovereign nation able to effect agreements with Wisconsin state agencies. The parties of this agreement recognize the Wisconsin Tribal Nations will additionally enter into agreements with the school districts and Birth to 3 Programs serving each Tribal Nation. The parties to this agreement will take special efforts to support the development of these local agreement.

III. PURPOSE OF AGREEMENT

IDEA guides services to young children with disabilities and their families provided through LEAs, Birth to 3 Programs, and Head Start programs. In order to provide a range of service options for infants, toddlers, and preschool children with disabilities, collaboration is necessary among the programs addressed in this agreement. The overall purpose of this agreement is to provide a state level framework that guides and supports the development of these collaborative efforts and local interagency agreements related to services for young children with disabilities and their families. This agreement seeks to describe requirements, best practices, and other permissive strategies for these community programs as they work together to improve the system of services available to eligible children and their families.

IV. ROLES AND RESPONSIBILITIES OF EACH AGENCY

All parties to this agreement have mandates to provide services to young children with disabilities and their families. Each has specific federal and/or state-defined roles and responsibilities. These responsibilities may overlap, requiring participating agencies to work in collaboration to fulfill their responsibilities.

A. GENERAL ROLES, RESPONSIBILITIES AND ELIGIBILITY CRITERIA

Head Start is a federally funded program that provides comprehensive health, educational, and social services to low-income young children and their families. The Early Head Start (EHS) program is an expansion of Head Start services to include infants and toddlers and pregnant women. EHS may be provided by Migrant and Seasonal Head Start (MSHS) programs and local grantees. MSHS programs serve children, including infants and toddlers, who meet the income and other eligibility requirements of Head Start and who are members of Migrant and Seasonal farm worker families, who work in agriculture. Native American Head Start programs and other community agencies may also provide Head Start services to infants, toddlers, and preschoolers with disabilities and their families.

Head Start agencies are mandated to locate and provide services to children from low-income families, according to federal poverty guidelines, although 10 percent* of enrollment may be over-income. Head Start Program Performance Standards require that at least 10 percent of the enrollment opportunities at each Head Start program be available for children with disabilities.

The Performance Standards for Services for Children with Disabilities are contained in Chapter XIII of the Office of Human Development Services, Department of Youth and Families, Head Start Program, 45 CFR Part 1308, CFR Part 1304 and the Head Start Act. These standards include the eligibility criteria for identifying children with disabilities as defined by the Individuals with Disabilities Education Act.

Department of Public Instruction (DPI) is responsible for statewide leadership, program development, coordination and supervision of LEAs with respect to services for children with special education needs in accordance with Subchapter V, Chapter 115 of the Wisconsin Statutes and the Individuals with Disabilities Education Act (IDEA), Part B. Specific to this agreement, LEAs are mandated to locate, identify, evaluate and provide services to all children in the state, ages 3 through 5, who have disabilities and need special education and related services. LEAs provide free appropriate public education (FAPE) in the least restrictive environment. An individualized education program (IEP) is developed for all eligible children to define the special education, related service, and placement. LEAs must offer a range of program options and coordinate with other community services to meet the needs of children and their families.

Special education is an entitlement program for all children who meet eligibility criteria and require special education and related services. Documented eligibility criteria for this age group are defined in PI 11, Wis. Adm. Code, for cognitive disabilities, learning disabilities, orthopedic impairment, autism, traumatic brain

* **Exception: A Head Start Program operated by an Indian Tribe may enroll more than ten percent of its children from families whose incomes exceed the low-income guidelines with approval of the Region 11 office, see Head Start Performance Standards 45 CFR Part 1305.4 (b)(3&4)**

injury, emotional disturbance, speech and language handicaps, vision impairments, hearing impairments, other health impairments, or significant developmental delay.

Department of Health and Family Services (DHFS) is responsible for developing and supporting a statewide comprehensive system of services for all children in the state with disabilities or developmental delays in the age group birth to age 3 and their families. The DHFS monitors and supervises local Birth to 3 Programs to ensure that they comply with IDEA Part C, 34 CFR Pt. 303, Section 51.44, Wis. Stats., and chapter HFS 90, Wis. Adm. Code. Each County Board of Supervisors is responsible for designation of an administrative agency responsible for the Birth to 3 Program. The county administrative agency is mandated to locate, identify, and evaluate infants and toddlers who may be eligible to receive early intervention services. Each infant or toddler eligible for the program receives coordinated and appropriate services in accordance with the Individualized Family Service Plan (IFSP). Eligibility criteria are defined in section HFS 90.04, Wis. Adm. Code, and include a developmental delay or a physical or mental condition that has a high probability of resulting in a developmental delay.

B. SPECIFIC ROLES AND RESPONSIBILITIES

1. State Level Collaboration. DHFS and DPI agree to collaborate with state level Head Start entities including the WI Head Start Association, the Head Start Collaboration Project, United Migrant Opportunity Services (Migrant and Seasonal Head Start grantee for Wisconsin), Migrant and Seasonal Head Start Disabilities Services Quality Improvement Center (MSHS DSQIC), American Indian Branch Region XI Disabilities Services Quality Improvement Center (DSQIC), and the Great Lakes Quality Improvement Center for Disabilities (QIC-D). Areas for collaboration include:

- development of state and local informed referral networks and transition procedures to insure the identification of all children who may be eligible for specialized services;
- support for collaboration of services for young children with disabilities and their families through the development of policies, procedures, and funding priorities;
- partnerships in the area of personnel development to promote, as appropriate, consolidated and/or consistent preservice and inservice opportunities for staff who work with young children with disabilities and their families; and
- sharing of aggregate data about children participating in programs such as age ranges, client characteristics, services, transitions, service locations and services and personnel.

2. Child Find. Federal and state laws require LEAs to locate and identify children with disabilities and in need of special education within their attendance areas. Federal and state laws also require Birth to 3 Programs to locate and identify infants and toddlers with disabilities within their counties. Federal law specifies the inclusion of highly mobile children with disabilities (such as migrant children) as part of the child find process. To fulfill these child find responsibilities, each program has established

informed referral networks that coordinate with local service providers. These informed referral networks are communication systems within the community that enhance each provider's knowledge of eligibility criteria, coordinate referrals to programs, and provide a mechanism for development of collaborative child find activities. Since federal Head Start recruitment and enrollment standards require programs to recruit children with severe disabilities, Head Start is an important member of these informed referral networks. Head Start programs provide standardized screening and ongoing developmental assessment for all enrolled children. The screening process includes developmental, health, behavioral and sensory screening components using a standardized and culturally and linguistically appropriate instrument.

The parties to this agreement will work to promote effective informed referral networks on the community level. Local programs will be encouraged to establish collaborative child find procedures that include: designation of contact persons; exchange of information related to the respective program's eligibility criteria; exchange of information related to screening and referral procedures; securing written parent permission; and coordination of referrals for children who meet eligibility criteria. Local child find activities should also include:

- establishment of collaborative informed referral network procedures and strategies which may include community-wide preschool screening such as the Child Development Day Model, Health Check, or other local cooperative screening processes which strengthen the informed referral network;
- establishment of specific child find procedures between LEAs/Birth to 3 programs and migrant programs to ensure the identification of migrant children (may include spring meetings among agencies, designation of LEA summer contact personnel, and other methods of advanced notification of children coming into the district);
- exchange of information among agencies related to the respective criteria used for determining eligibility for program services;
- establishment of cooperative referral and enrollment processes which ensure timely referral of children with suspected disabilities between programs; and
- collaborative completion of referral forms and evaluation forms to facilitate the referral and evaluation process.

3. Referrals and Evaluations. Federal and state laws require Birth to 3 Programs and LEAs to provide evaluations for referred children to determine their eligibility for early intervention or special education services. Birth to 3 Programs evaluate to determine if developmental delays or physical or mental conditions exist that qualify the child for early intervention. An Individualized Family Service Plan (IFSP) is developed for each child eligible for early intervention services. LEAs evaluate to determine if a disability exists and if there is a need for special education services. An individualized education program (IEP) is then developed for each child eligible for special education services.

When Head Start suspects that a child may have a disability and a need for early intervention or special education, Head Start should refer the child to the Birth to 3 Program or the LEA for an evaluation. The procedures for referring Head Start children with suspected developmental delays or disabilities for evaluation should be mutually agreed upon by the Head Start program and the Birth to 3 Program or the LEA. For children from birth to 3 years of age, procedures must meet the standards of chapter HFS 90, Wis. Adm. Code, and Head Start Performance Standards. For children from 3 through 5 years of age, procedures must meet the standards of Chapter 115, Wis. Stats., and PI 11, Wis. Adm. Code, and Head Start Performance Standards.

While Head Start can be a viable option for the collaborative delivery of services to children with delays or disabilities, the eligibility and enrollment limits of Head Start must be taken into consideration early in the process. Head Start programs determine their service area based on their funding level; therefore, Head Start may not offer services in every community within their boundaries. Head Start programs have limited enrollment based on age, income, and other priorities set by local grantees.

Considerations for referral and evaluation procedures include the following:

Referral Timelines and Considerations

- a. Early Head Start and Migrant and Seasonal Head Start should refer a child between birth and 2 years, nine months of age to the Birth to 3 Program when they suspect the child may meet eligibility criteria for early intervention services under chapter HFS 90 Wis. Adm. Code.
- b. Head Start Programs should refer a child from 2 years nine months to 5 years of age to the LEA for evaluation when they suspect the child may meet the criteria for one of the conditions under Chapter 115, Wis. Stats., and need special education.
- c. Written referrals by the Birth to 3 Program, Early Head Start and Migrant and Seasonal Head Start should be made to the LEA at least 90 days before the child's third birthday. The LEA has 90 days from the receipt of referral to make a placement offer. This will ensure that FAPE is available by the child's third birthday.
- d. When the Birth to 3 Program refers a child to the LEA and the child and family may also benefit from Head Start services, Head Start should be involved in the transition planning conference with parental permission.
- e. Programs should enter into interagency agreements to define roles, responsibilities and timelines. LEAs and Migrant and Seasonal Head Start Programs should enter into local agreements to facilitate referrals for children entering the district during the summer.
- f. When children and families enrolled in Birth to 3 Programs or LEA special education programs may be eligible and benefit from Head Start services, parents should be informed about Head Start as a service or programming alternative.

- g. To support enrollment of children with disabilities, Head Start programs may give priority within their selection priorities to children with diagnosed disabilities who are referred from the Birth to 3 Program or the LEA. Head Start may have available enrollment slots for children with disabilities referred from the school. Enrollment vacancies, when they occur, must be filled before 30 calendar days lapse, as required by Head Start Performance Standards.

Collaboration on Evaluations

- a. Referring and receiving agencies may agree to coordinate the use of the same developmental screening and evaluation tools to facilitate the evaluation process.
- b. The referring and receiving agencies should coordinate to ensure parents are provided information about the referral, evaluation, planning, and due process procedures. This may include collaboration in obtaining parental consent.
- c. Referring Head Start agencies should transmit existing data from their program, with written parental consent, for use in the receiving agency's evaluation and program planning procedures.
- d. With parental permission, Head Start staff can participate as a member of the IFSP or IEP team to enable the cooperative development of plans. This can ensure that services meet the individual needs while making use of the resources of each program and eliminating duplication of services.
- e. LEAs may enter into agreements with Head Start programs to specify that the school's IEP team, in collaboration with participating Head Start employees, can determine if a child meets the Head Start disability criteria.
- f. With parental consent, receiving agencies should inform the referral agency of evaluation findings, placement and child's eligibility for services.
- g. The evaluation must not be racially or culturally discriminatory and must be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so. When the parent's native language is not English, written notices must be in the native language of the parent unless it is clearly not feasible to do so. In addition, the Birth to 3 Program/LEA will take whatever action is necessary to arrange for an interpreter to ensure that the parent understands the proceedings of IFSP/IEP meetings, is fully informed when consent is sought, and is able to participate in discussions regarding services/placement.
- h. When a Birth to 3 Program/LEA receives a transfer pupil with a disability from a Migrant and Seasonal Head Start Program from another state, the Birth to 3 program/LEA may provide services in accordance with the transferring IFSP/IEP until they develop their own IFSP/IEP or they may adopt the transferring IFSP/IEP. The Birth to 3 program/LEA may adopt the evaluation and the eligibility determination of the sending public agency or conduct a new evaluation and eligibility determination of the transfer child. If the Birth to 3 program/LEA decides not to adopt the evaluation and eligibility determination of the sending public agency, they shall immediately initiate a referral of the child. The receiving Birth to 3 program/LEA may not adopt the evaluation and eligibility determination of the IFSP/IEP of the sending public agency if the evaluation and

eligibility determination of the IFSP/IEP do not meet state and federal requirements.

4. **Individualized Planning and Service Delivery.** Federal and state laws require LEAs, Birth to 3 Programs, and Head Start to develop individualized program plans and services for the children who are served in their respective programs. Each program has a different set of laws that govern their expectations and philosophies related to service delivery and the development of their plans. To ensure a coordinated set of services for each child and family, there are many ways that these programs can work together both in the development of plans and in the delivery of services.

Individualized Planning and Service Delivery for Infants and Toddlers

- a. The Birth to 3 Program is required to develop an Individualized Family Service Plan and ensure the provision of early intervention services as defined in chapter HFS 90, Wis. Adm. Code. A service coordinator is assigned to each family. The early intervention services may include a family-directed developmental assessment; an individualized service plan; educational, health, and therapy services; consultation; and family education.
- b. These services are to be provided in the child's natural environment to the maximum extent appropriate. Natural environments include the home and community settings in which children without disabilities participate. Early Head Start and Migrant and Seasonal Head Start group experiences may provide an opportunity for infants and toddlers enrolled in the Birth to 3 Program to participate in activities with their non-disabled peers. Early Head Start and Migrant and Seasonal Head Start services can also provide families with additional support in the areas of social services, health, mental health, and/or nutrition.
- c. When an infant or toddler and their family are served by both Early Head Start, Migrant and Seasonal Head Start, and the Birth to 3 Program, the Birth to 3 Program must ensure that early intervention services are received as directed by the IFSP. Early intervention services may be delivered in the home or at Early Head Start and Migrant and Seasonal Head Start group activities directly by Birth to 3 providers or in consultation with Early Head Start and Migrant and Seasonal Head Start staff.
- d. Since both the Birth to 3 Program, Early Head Start, and MSHS will be providing services to the child and family in the home, it is important to ensure coordination of the roles each program will take with the family. The programs may prepare a joint plan for a child and family. If a joint plan is not developed, then the IFSPs should list Head Start as a program where the child and family participate and should indicate whether Head Start will be the provider of any early intervention service. Likewise, Birth to 3 Program services should be included on the Head Start Individual Family Service Plan.

- e. When a child will be served by Head Start and a Birth to 3 Program, staff from each agency should jointly review the child's progress and update the planning document(s).

Individualized Planning and Services for Children 3 to 5 Years of Age

- a. The LEA is responsible for special education and related services that may include special education, speech/language services, hearing impaired services, vision impaired services, transportation, and related services, such as occupational therapy, physical therapy, speech/language pathology, psychological services or others as specified in the IEP.
 - b. The LEA must ensure a free appropriate public education (FAPE) that includes a continuum of services in the least restrictive environment (LRE). Head Start programs are both legal and viable program alternatives among a range of least restrictive options for preschool children needing special education and related services. The use of Head Start as an integrated placement option may provide a means for the LEA to meet state and federal LRE requirements. Head Start can be a placement for individual preschool children whose developmental needs require an experience in a normalizing environment with their non-disabled peers.
 - c. Head Start can also be an appropriate placement when families need additional support in the areas of social services, health, mental health, nutrition, and family support. When a child with an identified disability and need for special education is placed in Head Start, the LEA must ensure that the child receives FAPE as directed by the IEP. Special education services may be delivered at the Head Start site by permanently placed or itinerant staff of the school district.
 - d. Once the child is determined eligible for Head Start and the LEA special education, both agencies must work together with the parent to clearly define the services that are to be provided and the agency that is responsible for each service. The Head Start Plan and the IEP may be developed as one single plan, which clearly identifies each agency's responsibilities.
 - e. When a child will be served by Head Start and a Birth to 3 Program or the LEA special education program, staff from each agency should jointly review the child's progress and update the IEP.
 - f. During the summer, when a children has been determined eligible for special education, the IEP team, which includes the parent, may begin to implement the IEP upon the start of the school year or if necessary for the child to receive a free appropriate public education, the IEP team may decide to begin to implement the IEP through extended school year (ESY) services.
- 5. Transition Planning:** Birth to 3 Programs, LEAs, and Head Start Programs, as referring and receiving agencies, should develop plans to facilitate the smooth transition of children between programs. When the Birth to 3 Program refers a child to the LEA and the child and family may also benefit from Head Start services, Head Start should be involved in the transition planning conference with

parental permission. The transition of children from Birth to 3 Programs to LEAs is generally discussed here, it is specifically addressed in the interagency agreement between DHFS and DPI and in the DPI Bulletin 99.09.

The transition process between Head Start and Birth to 3 Programs or LEAs should include these basic elements:

- the referring agency notifying the sending agency of children to be in the transitioning process;
- preparing, assisting, and involving the parents of each child in the transition and providing them with essential information regarding their role and procedural safeguards in the process;
- conducting the Birth to 3 Program transition planning conference with parents and the sending and receiving agency to discuss the transition process;
- with parental consent, communicating relevant information (observations, evaluation results, assessment data, and individual service plans) about each child who is transitioning;
- for children below the age of 3, using formal and timely referral to the LEA, at least 90 days prior to the child's third birthday;
- including the sending agency staff on IFSP or IEP teams to share existing data and develop IFSPs or IEPs as appropriate;
- preparing the child for transition which could include visiting the site the child will attend or other transition activities; and
- scheduling conferences regarding progress of individual children as necessary.

- 6. Other Local Arrangements.** To support local partnerships, Head Start, Birth to 3 Programs, and LEAs may make other arrangements appropriate to community needs. They could include:
- a. arrangements to share office space, facilities, equipment, supplies, or staff;
 - b. collaborative models where Birth to 3 toddlers participate in Early Head Start socialization groups or team teaching in inclusive Head Start and LEA classrooms;
 - c. cooperative arrangements to provide support services, such as transportation, appropriate health and nutrition services, and parent support services;
 - d. provision of joint visits to family homes by staff from both programs when children are enrolled in both programs;
 - e. development of shared training needs assessments and joint training plans and activities;
 - f. cooperative sponsorship or jointly attended staff development activities; and
 - g. cooperatively sponsored parent support groups and/or training workshops.

The options and methods included in the these sections are only a few of the many collaborative possibilities available to LEAs, Head Start, Birth to 3, and Early Head Start programs. In our ever-changing society, there will be additional opportunities

to work together in order to provide the best services to children with disabilities and their families.

V. COUNTING AND REPORTING

Children enrolled in Head Start with services provided by the Birth to 3 Program under an IFSP shall be reported by the Birth to 3 Program for inclusion in the federal child count and by Head Start in the Head Start Program Information Report (PIR). Children enrolled in Head Start with services provided by the LEA under an IEP shall be reported by the LEA for inclusion in the federal child count and by Head Start in the Head Start Program Information Report (PIR). This does not constitute a duplicate count, as the data are used by separate federal agencies for different purposes.

VI. GENERAL PROVISIONS

A. COMPLIANCE WITH NONDISCRIMINATION LAWS

The parties to this agreement shall comply with Title VI of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1975, and the Americans with Disabilities Act 42 U.S.C. 12101 et seq. The agencies shall comply with the Rehabilitation Act of 1973, as amended by the Rehabilitation Act Amendment of 1992 (PL 102-569), which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental disability. The agencies shall comply with Title VI of the Civil Rights Act of 1964, which prohibits the denial of benefits or participation on the basis of race, color, or national origin, and shall comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of disability.

B. CONFIDENTIALITY

All Head Start programs, LEAs, and county administrative agencies shall comply with all applicable federal and state statutes and rules regarding use or disclosure of information, including, but not limited to, information concerning children receiving services under this agreement. Except as allowed by law, programs must have written parental consent to release information on children with disabilities to another agency.

VII. LOCAL INTERAGENCY AGREEMENTS

The parties to this agreement will encourage and support collaborative efforts among Head Starts, Birth to 3 Programs, and LEAs. Local interagency agreements are encouraged to establish the manner in which collaboration will occur within the law. These efforts and agreements may be between two of the programs or they may be among all three of the programs. This state level agreement may serve as a model for local agreements. Local interagency agreements may increase the amount of collaboration between the agencies as long as those local agreements meet minimum obligations detailed

in this agreement and remain consistent with respective federal laws and their respective authority under applicable state laws. Nothing in this agreement precludes the inclusion of other appropriate community service providers, such as child care, in the development of collaborative services.

These local agreements should define the parameters for collaboration and should address these issues: roles and responsibilities of each agency; interagency policies, activities and/or strategies; sharing of staff expertise and resources while defining the procedures and payments, if any, such sharing might involve; and methods for resolution of disputes.

Training and technical assistance is available from DPI, DHFS, the Great Lakes Head Start Quality Improvement Center for Disabilities Quality Improvement Center (DSQIC), the Migrant and Seasonal Program Branch/Region XII Disability Services Quality Improvement Center (DSQIC0, the American Indian and Alaska Native Program Branch (AIANPB)/Region XI Disability Services Quality Improvement Center (DSQIC), and the Head Start Collaboration Project to assist programs in developing and implementing local agreements.

VIII. RESOLUTION OF DISPUTES

A. GENERAL PROCEDURES FOR INTRA- AND INTER-AGENCY DISPUTES

Attempts will be made to resolve the issue at the lowest level of disagreement. Informal resolution will be the first step in dealing with any disagreement relative to this agreement. When an issue cannot be resolved at the lowest level, it should be referred to the next higher level as a formal dispute. Formal disputes under these procedures are to be filed in writing at the appropriate state or local level. The materials presented will include the regulation or requirement related to the dispute, the specific issue needing resolution, the prior steps taken to resolve the issue and any additional relevant information that may impact on the issue. Using the information presented, a good faith effort will be made to reach a mutually satisfactory solution. Efforts must be made at each level for resolution in a timely manner.

B. RESOLUTION OF INTRA-AGENCY DISPUTES

This agreement recognizes that each agency has its own administrative mechanisms for the timely resolution of internal disputes. This agreement recognizes these procedures and permits each agency to resolve its own internal disputes. The agencies, in turn, agree that resolution of disputes and related issues will be based on the policies and procedures contained in this agreement. The agencies agree to timely resolution of internal disputes.

C. RESOLUTION OF STATE DEPARTMENT INTERAGENCY DISPUTES

Disputes between the two state agencies, DHFS and DPI, will be resolved using the process defined in their separate interagency agreement.

D. RESOLUTION OF LOCAL INTERAGENCY DISPUTES

This agreement recognizes that local agencies have their own procedures for the timely resolution of internal disputes related to the terms covered in this agreement. This agreement recognizes these local procedures and permits each local agency to resolve its own internal disputes.

When local agencies have disputes related to this agreement, they will first be discussed and if possible resolved at the local level among all involved agencies. Local agencies may establish formal procedures that specify the process for resolution of these local disputes in a timely manner including the utilization of local interagency coordinating councils if they exist.

If resolution cannot be achieved in a timely manner at the local level, the issue(s) will be presented in writing to the appropriate Head Start Regional Office and respective state department. The appropriate Head Start Regional Office and respective state department may determine, through mutual agreement, the need for an on-site investigation at any time during the process of resolution.

IX. REVIEW OF INTERAGENCY AGREEMENT

This interagency agreement will be reviewed periodically and revised jointly by a committee represented by all signing parties when laws and regulations are amended or when any party requests a formal change.

X. TERMS OF AGREEMENT

The terms of agreement will vary due to the different representative signatures necessary for Wisconsin Head Start, Migrant Head Start, and Tribal Head Starts. Agreements will continue until replaced by a new agreement. The terms will be in effect accordingly:

- The term of the interagency agreement among Wisconsin Head Start, DPI, and DHFS shall begin on the final date the agreement has been signed by DPI, DHFS, and The Administration for Children and Families, Region V.
- The term of the interagency agreement among Head Start-Migrant Programs, DPI, and DHFS shall begin on the final date the agreement has been signed by DPI, DHFS, and U.S. Department of Health and Human Services-Federal Head Start Bureau.
- The terms of the interagency agreements among Tribal Head Starts, DPI, and DHFS shall begin on the date the agreement has been signed by the DPI, DHFS, and the representative of the individual Sovereign Tribal Nation.