

First Steps Cluster J

Memorandums of Understanding

Head Start Agencies

July 1, 2026 - June 30, 2028

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SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS - SOUTHEAST
and

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and support for each child.

IEP: Individualized Education Program, the written plan for goals and Part B services

Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program

Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

Part C: First Steps-Southeast, early intervention for infants and toddlers (birth through 36 months) with developmental delays

Part B: LEA, the lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

Other Community Partners: Generally local preschools or childcare representatives who will work with transition partners to ensure ongoing services and support.

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By signatures on the **Signature Page**, the parties agree to follow the timelines established in the **Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start** pages (pages 2 and 3).

Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #0000000000000000000021429 executed August 3, 2017.

Parties agree to honor the following requirements of the participating partners:

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- Head Start requirements set forth under Head Start Performance Standards on Community Partnerships and on Services for Children with Disabilities (45 CFR Parts 1304.41 and 1308)

SIGNATURES/DATES AND DURATION OF AGREEMENT

The extended agreement will begin July 1, 2026, and will remain in effect until June 30, 2028. This agreement reflects compliance with the current **Indiana Interagency Memorandum of understanding** between these agencies.

SIGNATURES

Head Start Representative Signature Date _____

Please Print Name

Head Start Representative Title Head Start Program _____

First Steps-South Lead LPCC Coordinator Date _____
Anne Dolan Part C (Early Intervention Service-First Steps)

MEMORANDUM OF UNDERSTANDING

TRANSITION FROM EARLY INTERVENTION (Part C) TO PRESCHOOL SPECIAL EDUCATION (Part B) and/or HEAD START Local Transition Working Procedures, Timelines and Responsibilities

Process	Time Line	Person(s) Responsible	Procedures
Intake Notification	Upon Enrollment	First Steps Service Coordinator	<ul style="list-style-type: none"> o Begin to discuss transition procedures and timelines with family.
IFSP Reviews	Quarterly	First Steps Service Coordinator	<ul style="list-style-type: none"> o Continue discussion on transition procedures and timelines with family.
30 Month Notification	Monthly	SPOE Director	<ul style="list-style-type: none"> o Transmit electronically, upon receipt, state generated 30-month child find information (child's name and date of birth and primary contact information) to the Special Education Contact Person of the public school of record.
UPON RECEIPT	30 months (or upon enrollment if after 29 months)	First Steps Service Coordinator	<ul style="list-style-type: none"> o Discuss parent rights and confidentiality. o Continue to discuss transition options, procedures, and timelines with families and provide families with detailed information about available resources and training opportunities to help with transition. o Obtain signed <i>General Reciprocal Consent to Release and Share Information</i> for LEA, Head Start, and/or other appropriate transition partners. o Complete with required information (with consent) <i>First Steps 30 Month Notice to LEA</i> and send copy with copy of release to Preschool Coordinator. o Forward copies of the IFSP, current assessment and progress reports, and other information (with release) helpful to evaluation to the Preschool Coordinator.
Transition Conference	270-90 days prior to third birthday (To accommodate school staffing schedules in the summer, children with birthdays through October may need to have transition meeting scheduled closer to the 270 days in order to allow school staff to be present at meeting)	First Steps Service Coordinator <hr/> LEA Coordinator <hr/> Head Start Representative	<ul style="list-style-type: none"> o Schedule a transition meeting with the family and Preschool Coordinator at a mutually convenient time and location. o Invite a representative from Head Start or representatives from other community options whenever other services could be a viable option (with consent). o Include invitation at parent's discretion to service providers and others. o Forward (with consent) any new information regarding the IFSP, current assessment and progress reports, including the transition plan, and other helpful information to evaluate to the Preschool Coordinator and/or to Head Start Representative, when appropriate. o Send written prior notice for meeting to formally announce meeting to all participants. o Discuss parent rights, eligibility requirements, evaluation processes, and available services if the student is determined eligible. o Begin to determine evaluation needs. o Obtain signatures for release of information (if needed) and arrange on-site visit to program if transition meeting is not to be held at the classroom site. o Discuss the Head Start program and eligibility for Head Start services.

Evaluation	33-36 months (Due to school calendar, this may need to be scheduled earlier)	First Steps Service Coordinator	<ul style="list-style-type: none"> o Forward to appropriate transition partners, including Head Start, any updated evaluations or information regarding actions taken related to this child.
		LEA Coordinator	<ul style="list-style-type: none"> o Schedule and perform developmental or speech assessment with family, when appropriate. o Invite Service Coordinator, when appropriate. o Invite others at parent's discretion. o Inform Service Coordinator of status of child.
Case Conference	Prior to child's 3 rd birthday	LEA Coordinator	<ul style="list-style-type: none"> o Schedule a case conference with family to discuss educational evaluation, eligibility, educational needs, to develop goals/objectives, and to determine appropriate program based on rules in Indiana Article 7. o Invite Service Coordinator and/or Head Start Representative. o Invite First Steps providers at parent's discretion. o Inform Service Coordinator of status of child.

By signature on the **Signature Page**, the parties agree to follow the timelines established in this local agreement.

IMPLEMENTATION, MONITORING/TRACKING, AND EVALUATION OF AGREEMENT

The agreement will undergo ongoing monitoring by the Transition Partners and LPCC. Formal evaluation of the agreement will take place annually by May of each year, using the criteria set forth by the Indiana Transition Team.

Partners will be provided with copies of the agreement, ensure distribution to appropriate staff members, and provide initial staff training.

Ongoing monitoring between the partners will determine when to offer additional training or meetings to address concerns. Special education will track and monitor the statistics required by the State DOE. First Steps performs quarterly reviews of records to determine if the 90-day transition conference was held on time and the LEA representative was present. The information from reviews of records, surveys, interviews, and DOE statistics is reviewed annually to see if the transition process needs to be modified.

First Steps staff is responsible for setting up local roundtable discussions with individual partners. These individual meetings are scheduled whenever concerns are identified and at a minimum on a biannual basis.

INTERAGENCY DISPUTE PROCESS

Procedures to resolve local conflict outlined in the *Indiana Interagency Memorandum of Agreement (Section VII, Local Level)* will be followed:

A discussion will be initiated at the local level between all the involved agencies. If resolution is not achieved at the local level, a written complaint will be initiated by the aggrieved agency within 5 working days of the date of the local level meeting to staff of the aggrieved agency's state level agency with a copy to the other involved agency(s). The written communication should include the conflict, proposed action, and a summary of factual, legal and policy grounds.

**SIGNATURE PAGE
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TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS – SOUTHEAST
and**

Community Care Head Start

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Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #0000000000000000000000021429 executed August 3, 2017.

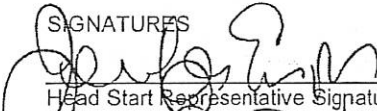
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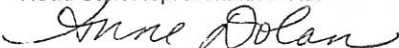
SIGNATURES

 _____
Head Start Representative Signature Date 6/18/26

Jennifer English
Please Print Name

Executive Director
Head Start Representative Title

 _____
Head Start Program

 _____
First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

6/19/26
Date

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Mary Ellen Brausa 5/19/26
Head Start Representative Signature Date

Mary Ellen Brausa 5/19/26
Please Print Name

Director of Child Services ICAP Head Start (Hancock, Henry + Rush Co.)
Head Start Representative Title Head Start Program

Anne Dolan 5/22/26
First Steps—South Lead LPCC Coordinator

5/18/26
Date

Anne Dolan Part C (Early Intervention Service-First Steps)

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Head Start Representative Signature Date

5/15/26

Alex Ballard

Please Print Name

Disabilities Coordinator SCCAP Head Start/Early Head Start

Head Start Representative Title Head Start Program



First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

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Head Start Representative Signature Date

MELODY MINGER _____
Please Print Name

Head Start Director _____ SIEOC _____
Head Start Representative Title Head Start Program

Anne Dolan _____ 6/15/26 _____
First Steps—South Lead LPCC Coordinator Date
Anne Dolan Part C (Early Intervention Service-First Steps)