

**COOPERATIVE AGREEMENT
BETWEEN
DUNN COUNTY B-3 PROGRAM
AND
CESA #11 EARLY HEAD START**

Philosophy

Interagency cooperation provides a foundation for developing a comprehensive and coordinated array of community services to ensure that all children and their families receive appropriate early intervention in a timely manner.

1. Purpose: It is the intent of this agreement to: 1) to establish working procedures between Dunn County B-3 Program and CESA #11 Early Head Start in the provision of services to children with disabilities, in compliance with Federal and Wisconsin laws and regulations; 2) to ensure that children eligible for intervention services receive these services in the least restrictive manner; and 3) to ensure that each agency cooperatively maintains communication to see that available resources are used in the most effective manner.
2. Screening: Early Head Start will recruit, enroll, and serve eligible children aged 0-3. No less than 10% of the total number of enrollment opportunities in Early Head Start will be available for children with disabilities who are eligible to participate. For Early Head Start children enrolled, a health and developmental screening will be conducted within 45 days of program initiation.
3. Referral for Evaluation: Early Head Start will refer all children aged 0 – 2 years 6 months with suspected disabilities to the Birth to 3 program for evaluation to determine whether there is a need for individualized services (children turning 3 years of age will be referred to the school district 90 days before third birthday).
4. Comprehensive Evaluation: Birth to 3 will provide a formal evaluation of the child referred and invite Early Head Start staff to participate in evaluation meetings and development of the IFSP. Early Head Start staff will provide previous screening information to Birth to 3, as necessary.
5. IFSP Development: Birth to 3 will collaborate with parents and Early Head Start staff in the development of an appropriate IFSP, based on diagnostic information. Early Head Start will attend IFSP meetings with the Birth to 3 program when feasible and obtain a copy of the IFSP (with written consent from the parent).
6. Procedures for Review/Monitoring Child's Progress: Early Head Start and Birth to 3 will notify each other of future IFSP, transition, or other meetings where progress review may take place.

7. Transition: Both agencies will share relevant information about each child’s transitioning with parental permission and plan transition activities.

The Birth to 3 Program Administrator and Early Head Start representative will review, update, and/or modify this agreement annually.

Birth to 3 Program Administrator

Date

Birth to 3 Program Service Coordinator

Date

Early Head Start Representative

Date

Early Head Start Director

Date