

# Memorandum of Understanding Between

*Hidalgo County Head Start Program*

*And*

*Texas A&M/Agrilife Extension*

The Hidalgo County Head Start Program (HCHSP) and Texas A&M (Texas A&M AgriLife Extension) agree to establish a working and cooperative relationship between the parties in order to plan services appropriate for each agency's or program's clients. It is the objective of the Hidalgo County Head Start Program to collaborate with partners in our communities, in order to provide the highest level of services to children and families; to foster the development of a continuum of family centered services, and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures.

The terms and conditions set forth in the following document shall constitute the entire Agreement between the HCHSP and Texas A&M may not be amended except by a written document signed by HCHSP and Texas A&M.

## **Texas A&M "Texas A&M AgriLife Extension" will:**

- Provide Nutrition Education: Individual, Group Sessions, and Basic Food Preparation Classes.
- Provide the HCHSP Child Nutrition Department assistance in reviewing annual written procedures (Program Plan, Procedure Manual, Cycle Menus) by acting as an advisory board member as required by Head Start Program Performance Standards.
- Provide information and referrals to its clients regarding services of the Hidalgo County Head Start Program.

## **Hidalgo County Head Start Program will:**

- Provide a comprehensive pre-school program for economically disadvantage children, three to five years of age. The program gives priority to identify, recruit, and serve foster children, homeless children, and children with disabilities and their families. Services include health, mental health, nutrition, education, special services, social services, parent involvement, and transition services.
- Engage in an ongoing family partnership building and provide social service assistance when needed.
- Provide information and referrals to families regarding services of collaborating agency/program.
- Abide by the U.S. Department of Health and Human Services final regulations pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Designate a Hidalgo County Head Start staff member to serve as a liaison to the Texas A&M (Texas A&M AgriLife Extension).
- Maintain the children's, families', and programmatic records in a manner that will assure the protection of the rights and privacy of parents, families, and staff. All HCHSP records, data, or information related to individual children, families, and staff will be treated as confidential. Release of information will take place only with clients' prior written consent and approval.

**Collaboration Efforts between Texas A&M AgriLife Extension and HCHSP:**

- To refer clients as appropriate to each other. Services to the client will be based upon the needs of said client and the receiving agency's or program's ability to provide services. In the event that the receiving agency or program is unable to provide services to the client, it is agreed that alternate referrals will be provided as possible resources.
- To exchange reports describing services rendered between each other on a regular basis. The undersigned parties agree that they will try, when possible, to participate and collaborate in shared forums, networking meetings, and training sessions.

**Termination:**

Either party may terminate the Agreement, with or without cause, by giving ten (10) days written notice to the other.

**Term:**

This Agreement is in effect for the 2015-2016 school year, unless earlier terminated as provided herein.

**Governing Law:**

This Memorandum of Understanding will be construed in accordance with the Laws of the State of Texas and is performable in Hidalgo County, Texas.

**Consideration:**

This Agreement is being made in consideration of the following: Texas A&M AgriLife Extension and Hidalgo County Head Start Program agree that there will be no financial exchange of monies or other compensation.

