


**Memorandum of Understanding Between
Hidalgo County Head Start Program**

And

*Region One Education Service Center/Child Find-Child Serve
2021-2023*

FILED	AT	1:33	O'CLOCK	P.	M
OCT 07 2021					
ARTURO GUAJARDO, JR. COUNTY CLERK HIDALGO COUNTY, TEXAS					
BY					DEPUTY

The **Hidalgo County Head Start Program (HCHSP)** and **Region One Education Service Center (Region One ESC)** 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 **Region One ESC**, may not be amended except by a written document signed by **HCHSP** and **Region One ESC**.

Region One ESC will:

1. Provide printed materials, such as posters, will be printed at a cost to the **Region One ESC** Special Education Program. Brochures will be available for download on Region One ESC website.
2. Provide and maintain a 1-800 toll number for the purpose of receiving referrals.
3. Maintain a data base that will reflect all referrals made to the ESC related to Child Find.
4. Provide assistance to the Head Start Program in developing written procedures for a comprehensive system of Child Find.
5. Maintain a log of all presentations made in relation to Child Find activities in the Head Start Program. Upon request, this log will be shared with the HCHSP as to where a presentation was held.
6. Disseminate Child Find materials and information to the **HCHSP**, appropriate agencies, medical facilities, day care centers, nursing homes and other residential facilities.
7. Conduct online meetings/webinar as needed with representatives from Local Education Agency's (LEA), Head Start, and **Early Childhood Intervention (ECI) Program**, to meet for training and discussions on Child Find activities for the Region One area, and promote collaboration between all agencies providing services for children birth to 21 years.
8. Relay all referrals received by the **Region One ESC** Child Find component to the appropriate districts in a timely manner.

Hidalgo County Head Start Program will:

1. Engage in Child Find activities within **Region One ESC** and the Local Education Agency boundaries.

2. Receive referrals and process as described for possible enrollment in **Hidalgo County Head Start Program**.
3. Develop a system to place students in a Head Start Center, once the referral is received.
4. Coordinate and maintain Memorandum of Understanding (MOU) with **ECI** Programs for the purpose of insuring the provision of services for those referrals, which relate to children 0-2 years of age for future infant and toddler Early Head Start.
5. Maintain telephone logs and /or written documentation that demonstrate follow up between the **ECI Programs** and **Head Start /or Region One ESC** and the person making the initial referral.
6. Maintain a log of all local efforts in relation to Child Find activities.
7. Maintain documentation of all coordinated Child Find/Child Serve efforts between the **HCHSP** and the **Region One ESC**.
8. Disseminate printed materials, make presentations, and provide any additional information to interested parties, public or private, within **Hidalgo County Head Start Program**.
9. Continue to actively participate in the Child Find meetings by selecting a District Child Find contact person/representative and allowing them to attend the Child Find online meetings.
10. 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).
11. 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.
12. Follow Center for Disease Control (CDC) guidelines and HCHSP work safe plans due to Covid-19 pandemic.

Collaboration Efforts between Region One ESC 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:

The Term of this Memorandum of Understanding is for two years commencing **September 1, 2021** and ending **August 31, 2023**, 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: **Region One ESC and Hidalgo County Head Start Program** agree that there will be no financial exchange of monies or other compensation.

The below signed authorities agree to the statements in this document in order to develop a strong collaboration and an open communication system at all levels which will enable both **Region One Education Service Center** and **HCHSP** to provide the children the best services available.

Region One Education Service Center:

Dr. Judith M. Solis, Interim Executive Director

Date

Hidalgo County Head Start Program

Richard F. Cortez

Teresa Flores

Honorable Richard Cortez
Hidalgo County Judge

Teresa Flores, Executive Director
Hidalgo County Head Start Program

10-01-2021

Date

10-4-2021

Date

[Signature]

Arturo Guajardo, Jr.
Hidalgo County Clerk

Approved As To Form:

Ricardo González, P.C.
DBA, Oxford & González

By: *[Signature]*

Ricardo González

AI- 82452
Date Approved by Policy Council: 09-15-2021
Date Approved by Commissioner's Court: 09-21-2021

APPROVED BY
COMMISSIONERS COURT
ON: 9-21-21 MM