

**SPECIAL SERVICES AGREEMENT**  
**Between United Community Action Head Start & Stillwater Public Schools**  
School Year 2024-2025

This is a local agreement between Independent School District No. 16 of Payne County, Oklahoma ("Stillwater Schools"), hereinafter referred to as the local education agency (LEA), and United Community Action Head Start Program, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children residing in the Stillwater Public School District ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 and 1308). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Act (IDEA) Amendments of 2004 (34 CFR 300), Head Start Program Performance Standards and the Head Start Re-Authorization Act of 1997. Pertinent contact information for all agencies is included as Attachment A.

For the 2024-2025 School Year, Stillwater Public Schools will utilize Developmental Delay eligibility for Head Start age children.

**I. LEA RESPONSIBILITIES:**

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program and reside in the Stillwater Public School District are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual arrangements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide a multidisciplinary group evaluation, when appropriate, for determination of the need for special education and related services under the IDEA. LEA will follow timelines established by OSDE and IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program who resides in the Stillwater Public School District.

- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program who reside in the Stillwater Public School District.
- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under the IDEA enrolled in the Head Start Program who reside in the Stillwater Public School District. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program who reside in the Stillwater Public School District.

II. LOCAL HEAD START RESPONSIBILITIES:

- A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall provide parents with their rights under these programs.
- B. The Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, and implementation of the portions of the IEP's identified for the Head Start Program, and the IEP review as appropriate.
- D. If a child does not meet the eligibility criteria established by OSDE/SES under the IDEA, but meets one or more of the eligibility criteria in the Head Start Performance Standards 45 CFR 1308 then a Head Start managed IEP shall be developed for the child.
- E. When Head Start initiates and develops a Head Start managed IEP, Head Start must invite in writing the participation of a representative of the LEA. Head Start Program Performance Standards (45 CFR 1308) requirements for parent involvement and notification must also be followed for IEP meetings initiated by the Head Start Program. When the Head Start develops Head Start managed IEP's, family goals and objectives for the child must be addressed.

- F. The Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services.
- G. The Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- H. The Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1, annually.
- I. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.

III. COORDINATION OF COST SHARING:

The local Head Start and Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities who are residents of the Stillwater Public School District in these programs. The Head Start and the LEA agree to the following cost-sharing services (see Attachment B for examples):

*In the event that evaluations are not completed within 45 school days from the date that parent signs permission for initial evaluation, the LEA will reimburse UCAP, Inc. Head Start for the cost of evaluation and subsequent services at the rate of 50%.*

IV. COORDINATION OF REQUIRED PAPERWORK:

To coordinate paperwork required by Head Start and the LEA special education program, the following process will be utilized:

- A. Parental consent must be obtained by the Head Start Program prior to referral to the LEA.
- B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: Consent for Release of Confidential Information.
- C. The Head Start will release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with the LEA.
- D. Within 10 school days of receipt of RED (Review of Existing Data) form from Head Start, LEA will meet with Head Start personnel and parent for a multidisciplinary group meeting.

- E. When Head Start refers a child for a multidisciplinary evaluation to the LEA, the LEA will first obtain parental consent, with assistance of the Head Start personnel as needed.
- F. The LEA special education program, with parental consent, will release copies of IDEA IEP's, multidisciplinary evaluations, multidisciplinary evaluation and eligibility group summary, necessary special education records and documentation of services provided to the Head Start.
- G. All personally identifiable information collected, used, or maintained by the Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.

V. COORDINATION OF SCREENING:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

- A. The LEA special education program and the Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar days timeline for screening of all children enrolled in the Head Start as mandated in the Head Start Performance Standards (45 CFR 1308).

One or more of the following methods has been considered: (Check one or more as appropriate):

- Joint screening: Screening will be conducted simultaneously by Head Start staff and LEA special education staff within the same location.
- Shared staff: Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start under Head Start Program Performance Standards, and the LEA special education program may complete required screening under the IDEA).
- Shared Information: Screening will be provided for referrals as determined by both entities. Consent for release of information will be obtained at the time of screening.

VI. COORDINATION OF IEP REVIEW:

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff or the LEA special education program staff at any time, may request a meeting. Procedural safeguards for notification will be followed.

VII. COORDINATION OF INSERVICE TRAINING:

The LEA and the Head Start program will agree to coordinate in-service training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs
5. Individual child needs

VIII. TRANSITION:

The LEA and Head Start Program will agree to coordinate transition of children with disabilities from the Head Start program to the LEA early in the school year of the child's last attending year in Head Start, no later than October. Meetings will be held between the LEA and Head Start program and child's family members in order to facilitate a smooth transition.

IX. RESOLUTION OF DISPUTE:

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA special education director and the Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA special education director or the LEA superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.

D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308 the matter will be submitted in writing to the Administration on Children Families Region VI office or the American Indian/Alaska Native Programs Branch.

INDEPENDENT SCHOOL DISTRICT NUMBER 16  
OF PAYNE COUNTY, OKLAHOMA

By: \_\_\_\_\_  
President, Board of Education

UNITED COMMUNITY ACTION PROGRAM, INC.  
HEAD START

By: Kim K. Rice  
Signature

Kim Rice, Director  
Print Name and Title

## ATTACHMENT A

### CONTACT INFORMATION

Head Start Program Name: UCAP, Inc.

Head Start Director: Kim Rice

Head Start Director's

Email: [krice@ucapinc.org](mailto:krice@ucapinc.org)

Head Start Disabilities Services Coordinator:

Heather Tennial

Head Start Disabilities Services Coordinator's

Email: [htennial@ucapinc.org](mailto:htennial@ucapinc.org)

Head Start Address: 501 6<sup>th</sup>, Pawnee, OK

74058

Head Start Program Number: 918-762-2561 ext. 385

Head Start Fax Number: 405-707-9712

Head Start Site Phone Number: 405-385-0188

Head Start Site Fax Number (if different):

LEA Superintendent: Dr. Gay Washington

LEA Address: 314 S. Lewis, Stillwater, OK

74074

LEA Superintendent's Phone Number

405- 533-6300

LEA Superintendent's Fax Number:

405-533-6397

LEA Superintendent's Email Address

[g washington@stillwaterschools.com](mailto:g washington@stillwaterschools.com)

Oklahoma Head Start Collaboration Office

Paula Brown, Project Director

2915 Classen

Oklahoma City, OK 73106

Phone: (405) 524-4124

Fax: (405) 524-4923

Email: [headstart@okacaa.org](mailto:headstart@okacaa.org)

ACF Federal Region VI Office

Kenneth Gilbert, Regional Administrator

1301 Young Street, Room 937

Dallas, TX 75202

Phone: (214) 767-9648

Fax: (214) 767-3743

Email: [lmccowan@acf.dhhs.gov](mailto:lmccowan@acf.dhhs.gov)

American Indian/Alaska Native Programs  
Branch

Tom Tragear, Team Leader and Acting  
Branch Chief

ACF/ACYF/Head Start Bureau/AI/ANPB

330 "C" Street, S.W., Room 2030 Main

Office

Washington, D.C. 20047

Phone: (202) 205-8437

Fax: (202) 205-8436

AI/ANPB Toll-Free Phone: 877-876-2662

## **ATTACHMENT B**

### **EXAMPLES OF AREAS OF COST-SHARING**

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

ATTACHMENT C

D-1\*  
2024-2025

UCAP, Inc. Head Start/Early Head Start  
Permission for Referral to LEA/SoonerStart for Evaluation

*This form is completed in conjunction with the Release of Confidential Information  
CFSUPP-3 with copies of both being forwarded to the Disabilities Manager*

Center: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

I, \_\_\_\_\_, (do) \_\_\_\_\_ (do not) \_\_\_\_\_  
(Parent/Guardian Name) (mark one)

hereby give \_\_\_\_\_ Head Start/Early Head  
(Name of Read Start/Early Head Start Center)

Start permission to refer my child \_\_\_\_\_ to the  
(Child's Name)

\_\_\_\_\_ Public Schools/SoonerStart for further evaluation  
(Name of LEA or Local SoonerStart Office)

and possible special or early intervention services.

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

\_\_\_\_\_  
(Teacher Signature) (Date)

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*Head Start/Early Head Start Use Only*

Screening Results

*ASQ/(Denver ii infants Only) Indicate Score/Cutoff for each area: Communication:*

\_\_\_/\_\_\_, Gross Motor: \_\_\_/\_\_\_, Fine Motor: \_\_\_/\_\_\_, Problem Solving: \_\_\_/\_\_\_,

Personal-social: \_\_\_/\_\_\_ Comments: \_\_\_\_\_ Date \_\_\_\_\_

ASQSE Indicate Total Score/Cutoff Score \_\_\_\_\_/\_\_\_\_\_ Date \_\_\_\_\_

Hearing \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_ Vision \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
*(Indicate Child Results/Pass Results for both Hearing and Vision)*

Physical \_\_\_\_\_ Date \_\_\_\_\_  
*(Most Recent)*

Dental \_\_\_\_\_ Date \_\_\_\_\_  
*(Most Recent)*

Other \_\_\_\_\_ Date \_\_\_\_\_