TRANSITION PROCEDURES FROM PART C TO HEAD START/EARLY HEADSTART UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

(The procedures identified in this template are written to meet the minimum requirements for transition of children from Part C to Head Start/Early Head Start. Parties to the agreement are encouraged to modify the template by adding procedures to facilitate additional local information sharing needs.)

The following procedures are designed to support collaboration between the WV Birth to Three Region 2 Regional Administrative Unit and Head Start/Early Head Start in the provision of services to assure that children and families experience a smooth transition from Part C to Head Start/Early Head Start services under Part C of the Individuals with Disabilities Education Act (IDEA).
The purpose of this set of procedures is to assure that representatives of local lead agencies for Part C and Head Start/Early Head Start, families, service coordinators and service practitioners are knowledgeable of the respective requirements, roles, and responsibilities for assuring smooth transitions for children and families as required under IDEA. These procedures cover the transition of children to Head Start in the following county(s): Gilmer, Harrison, Lewis, and Ritchie. - Central WV Community Action, Inc.

A. Responsibilities of the WV Birth to Three Direct Service Practitioners Related to Development of the Transition Plan for Children Exiting Part C.

1. Provide the family with information on the importance of planning for transition.
2. Discuss with the family their priorities and concerns with regards to the transition.
3. Discuss with the family the child's present levels of development and the skills the child may need to transition successfully.
4. Assist the family to assess their need for information and support future services and preschool settings.
5. Assist the family to identify community supports and services that may be needed to meet the child and family's unique needs.
6. Develop, in collaboration with the family, outcomes and strategies to prepare the child and family for transition.
7. Coordinate with other community partners to ensure that families have needed information, and that transition planning occurs within required timelines to promote the child/family's smooth transition from WV Birth to Three, Part C.
8. Attend each child's transition conference to share information and insights into the child's unique strengths and challenges. If unable to attend, the practitioner, with the family's written permission, must forward information on the child's current assessments and developmental status, including functional abilities within the context of daily activities and routines.
9. To provide written documentation of each child's functional abilities at exit from WV Birth to Three, each team member will participate in providing information for, and/or completing, a Transition Summary Update for the child. The Transition Summary Update is intended to provide useful information for planning for the child's successful participation in the next setting. The process for completing the Transition Summary Update may vary from county to county, depending on the agreed upon activities for the transition conference. Some counties may be able to dedicate time to completing the Transition Summary Update at the meeting, and others may prefer to have the information completed before the meeting. The Regional Administrative Unit will be able to provide guidance as to the agreed upon process within each county.

B. Responsibilities of Service Coordinators in the WV Birth to Three System for Supporting the Transition of Children and Families from Part C to Head Start/Early Head Start

1. Be knowledgeable of transition procedures specific to all possible receiving agencies (i.e.-Head Start, Early Head Start, Part B and Child Care) and any procedures related to the prospective county in which the child resides. It is especially important that service coordinators are knowledgeable of the eligibility criteria, and application/enrollment process of this county's Head Start grantee, as detailed in Section D, #2 of these procedures.
2. Provide local contact information to families interested in completing an application for the local Head Start or Early Head Start Program. Typically, this application process should happen much earlier than the required transition conference.
3. Ensure that families are provided with information about transition throughout their participation in WV Birth to Three, not only at their exit.
4. Ensure the development of a transition plan in collaboration with the child's family and other team members as a component of the child's Individual Family Service Plan (IFSP), at least at least 90 days and up to 9 months prior to the child's third birthday. The transition plan outlines the steps that the family and other team members will follow to support a smooth transition from WV Birth to Three, Part C.
5. Assist interested families with completing and submitting applications to the local Head Start or Early Head Start Program within their community, within timelines as appropriate for the individual Head Start Grantee (See Section D, #2).
6. Obtain written parental permission for release of appropriate educational records to Head Start/Early Head Start.
7. Forward to Head Start/Early Head Start, the educational records for which the parent has given written permission.
8. Schedule, convene and facilitate a transition conference for each child at least 90 days and up to 9 months prior to the child's third birthday. *It is important that the service coordinator initiates contact at least a month in advance with all parties that the family wants to invite to the meeting and attempts to schedule the meeting at a time and place that will facilitate attendance of all parties.*
9. Send the Notice of Transition Conference Form to all IFSP team members, family, and others as requested by the family *at least ten days prior to the scheduled meeting, and earlier if possible.* Service coordinators will send invitations based on family request, assuring that they have explained to families the role of Head Start and Part B.
10. Document discussion and activities of the transition plan and transition conference utilizing the WV Birth to Three Transition Plan and Teaming Activity Note.
11. When children have third birthdays in the summer or early fall, schedule the transition conference by 90 days prior the 3rd birthday (*Date range to be completed by the parties to this agreement. For children who are also transitioning to Part B, the IEP must be in place by the child's third birthday, so the transition conference needs to occur before summer break unless Part B staff are available to process referrals and eligibility during the summer months).*
12. Arrange for the return of all Assistive Technology equipment/devices provided by WV Birth to Three unless it has been determined that the child continues to need the equipment. If the child needs the equipment after age three, the service coordinator will revise the WV Birth to Three Assistive Technology Loan Agreement to provide the family with the toll-free numbers of the RAU and State office to plan for return of the equipment to the State when no longer being used by the child.

C. Role and Responsibilities of the WV Birth to Three Region 2 Regional Administrative Unit.

1. Assign a primary contact person responsible for the development, implementation, and evaluation of an Interagency Agreement and transition procedures with Central WV Community Action, Inc. Head Start/Early Head Start grantee. (See Attachment 1)
2. Review and update transition procedures with interagency partners on an annual basis or more often, if needed.
3. Submit Interagency Agreements and transition procedures to the WV Birth to Three state office annually.
4. Inform families, service coordinators, and service practitioners of the interagency transition procedures that are in place with partners including Central WV Community Action, Inc. Head Start/Early Head Start grantee. The assigned RAU primary contact person will be the primary contact for questions regarding implementation of the procedures.
5. Coordinate with Central WV Community Action, Inc. Head Start/Early Head Start staff (i.e. - Director, Family Services Coordinator, or Disabilities Coordinator) for provision of training around interagency transition procedures.
6. Coordinate with WV Birth to Three Regional Technical Assistance Specialists to identify potential policy clarifications and/or additional training needs.
7. The RAU Interim Service Coordinator (ISC) will, upon the family's request, initiate the referral to Head Start for any child referred for eligibility to the WV Birth to Three System between the ages of 30 months and 35 months. Referral shall include the child's name, date of birth, address, telephone, and parent's name and contact information.
8. For children who have their initial eligibility/IFSP meeting from 150 through 90 days prior to their third birthday, the RAU/ISC is responsible for:
   a) Developing a Transition Plan as part of the initial IFSP in collaboration with the parents, IFSP team, and other community partners as requested by the family.
   b) Obtain consents from the parents during the initial IFSP meeting to release assessments, IFSP, or other documents that the parent agrees to share with Head Start/Early Head Start and forward those documents to the appropriate parties.
   c) Collaborate with the family, the WV Birth to Three team, ongoing service coordinator, and other community partners per family request, to schedule a transition conference to be conducted at least 90 days prior to the child's third birthday. The transition conference most likely will need to be combined with the initial IFSP meeting to meet required timelines.
9. For children who have their initial eligibility/IFSP meeting less than 90 days prior to their third birthday, the RAU will:
   a) Develop a Transition Plan as part of the Initial IFSP in collaboration with the parents, IFSP team, and other community partners as requested by the family.
   b) Obtain consent from the parents during the initial IFSP meeting to release assessments, IFSP, or other documents that the parents agree to share and forward those documents to the appropriate parties.
10. For any child referred for eligibility to the WV Birth to Three Region 2 RAU less than 45 days before the child's third birthday, the RAU will conduct a phone call with the child's family to explain that WV Birth to Three will not evaluate the child's eligibility due to the late referral and discuss any potential referrals the family may need assistance with. The RAU will then mail the family a packet that includes the Notice of the Late Referral letter, a completed

WVBTT Transition Resource Information page for the county of the child's residence, Consent to Refer form, and WVBTT Procedural Safeguards.

D. Roles and Responsibilities of Head Start/Early Head Start Grantees.

1. Assign an individual as the primary contact to work with the WV Birth to Three Region 2 RAU for development and revision of interagency transition procedures.
2. Provide updates as appropriate, on eligibility criteria, and application/enrollment process for Head Start/Early Head Start. The grantee will include specifics related to timelines and contact persons. If in the event changes must be made within the school year, the grantee will notify the RAU of the needed changes to the interagency agreement.
3. To assure that families understand the Head Start/Early Head Start eligibility criteria and application/enrollment process, a Head Start/Early Head Start representative(s), when invited by the family through receipt of a Notice of the Transition Conference Form, will attend the child's scheduled transition conference.
4. Identify procedures related to acceptance of WV Birth to Three assessment reports for Head Start/Early Head Start and Part B evaluation and IEP planning purposes.

DI. Responsibilities of All Parties Attending the Transition Conference.

1. Discuss the family's priorities and concerns regarding transition from WV Birth to Three.
2. Identify the family's need for information and support.
3. Discuss the child's present levels of development and strategies that have been utilized to support the child's development.
4. Assure that the family has information regarding the policies, procedures, and procedural safeguards around determining eligibility, placement, and service needs in Head Start/Early Head Start, as well as in other potential settings.
5. Identify and document coordination of information needed for eligibility activities for Head Start/Early Head Start including any sharing of current assessment information from the child's WV Birth to Three educational record.
6. Discuss strategies to support the child's transition to future settings.
7. Discuss and arrange for visits by the family to possible receiving programs to assist the family to understand the daily activities and routines of each option.
8. Discuss and arrange visits by early intervention team members as appropriate to possible receiving programs to assist in planning intervention strategies and activities to prepare the child.
9. Discuss other resources in the community that may support the child and family from the third birthday until the beginning of the school year, such as childcare, play groups, library hours, parks and recreation programs, mommy and me groups, parents, teachers, preschool programs, and other community programs.
10. Discuss assistive technology currently provided through WV Birth to Three to determine whether the equipment and/or devices are appropriate for the child's continued use in the home or school setting. Identify steps for the family to take to return equipment/devices to the WV Birth to Three System when the child has outgrown or no longer needs the equipment.

F. Dispute Resolution

If disagreements arise regarding activities outlined in these procedures, a meeting will be held between the authorized representatives of the Region 2 RAU and Central WV Community Action, Inc. Head Start/Early Head Start to resolve the issues. If an understanding is not reached, the parties may seek technical assistance from the respective state lead agencies or choose to use informal third-party mediation.

G. Duration of the Transition Procedures Agreement

The Part C to Head Start/Early Head Start Transition Procedures Agreement will be reviewed and updated annually to ensure that it remains up to date with current laws, policies, and practices. WV Birth to Three will publish Part C to Head Start/Early Head Start Transition Procedures on the WV Birth to Three website for families, service coordinators, practitioners, school personnel and other community partners to have access to the most current procedures. Changes to the agreement can be considered at any time.

Jennifer Chase

Print Name

Jennifer Chase

Signature

9/4/2025

Date

Regional Administrative Unit Authorized Representative
WV Birth to Three Region

Loretta Compton

Print Name

Jimmy Smith

Approval by EMAIL 2/16/26

Signature

2/16/2026

Date

Head Start/Early Head Start Grantee Authorized Representative

Attachment 1
Contact Information for Head Start/Early Head Start and
WV Birth to Three Regional Administrative Unit

Effective as of 9/4/2025

Head Start/Early Head Start Contact Person to Receive Applications and WV Birth to Three Child Records with Family Permission

NAME: Loretta Compton

ADDRESS: 106 Frederick Street
Clarksburg, WV 26301

PHONE: 304-622-8495 ext 140 **EMAIL:** lorettac@centralwvaction.org

Head Start/early Head Start Contact Person to Receive Notice of Transition Conference

NAME: Loretta Compton

ADDRESS: 106 Frederick Street
Clarksburg, WV 26301

PHONE: 304-622-8495 ext 140 **EMAIL:** lorettac@centralwvaction.org

RAU Contact Person Responsible for Development, Implementation and Evaluation of Part C to Head Start Transition Procedures

NAME: Jennifer Chase, Regional Program Coordinator

ADDRESS: 1917 Dudley Avenue
Parkersburg, WV 26101

PHONE: 304-485-2000 ext 109 **EMAIL:** jennifer.chase@thearcmov.org