



## TRANSITION PROCEDURES FROM PART C TO HEAD START/EARLY HEAD START 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 6 Regional Administrative Unit and **Nicholas County Community Action Partnership, Inc. Head Start Program** 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). These procedures support the Transition and Continuity Collaboration area of the interagency agreement among the WV Birth to Three Regional Administrative Unit, county school systems, Head Start grantees, child care, and other appropriate community partners. The Interagency Agreement template is available at <http://www.wvearlychildhood.org>.

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(ies): **Nicholas County**.

Similar procedures are to be developed with other early childhood partners in order to implement components of the interagency agreement. For Part C, procedures will be put in place with all appropriate parties to assure the smooth transition of all children exiting Part C regardless of their age or eligibility under IDEA.

### 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 in regards to 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 face-to-face transition planning meeting to share information



and insights into the child's unique strengths and challenges. If unable to attend, the practitioner must forward information on the child's current assessments and developmental status, including functional abilities within the context of daily activities and routines.

9. In order 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 face-to-face transition planning meeting. 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, #6 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 face-to-face transition planning meeting.
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 10 months prior to the child's third birthday. The transition plan outlines the steps that the family and other team members will follow in order 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, #6).
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 face-to-face transition planning meeting for each child at least 90 days and no more than 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 Face-to-Face Transition Planning Meeting form to all IFSP team members, family, and others as requested by the family *at least two weeks 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 face-to-face transition planning meeting utilizing the WV Birth to Three Teaming Activity Note.
12. Arrange for 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 in order 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 6 Regional Administrative Unit.**

1. Assign a primary contact person responsible for the development, implementation, and evaluation of an Interagency Agreement and transition procedures with Nicholas County Community Action Partnership, 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 Nicholas County Community Action Partnership, 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 Nicholas County Community Action Partnership, 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. Include a review of county data on transition indicators as a component of the quarterly review conducted by the RAU's Interagency Advisory Committee.
8. 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.
9. For children between the ages of 30 and 35 months who have been determined eligible, a Transition Plan will be written as part of the Initial IFSP. The ISC will also schedule a face-to-face transition planning meeting with the Nicholas County Community Action Partnership, Inc Head Start grantee and other potential receiving agencies, as requested by the family. The ISC will obtain the



family's consent to release pertinent assessment and/or IFSP information to invited parties. The ISC will send this information along with the Notice of the Face-to-face Transition Planning meeting. The ISC will share scheduled meeting dates and times with the Ongoing Service Coordinator who will coordinate transition services after the initial IFSP until exit from WV Birth to Three.

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

1. Assign a representative to participate on the Interagency Advisory Committee of the WV Birth to Three Region 6 RAU.
2. Assign an individual as the primary contact to work with the WV Birth to Three Region 6 RAU for development and revision of interagency transition procedures: **Lori Milam, Head Start Director.**
3. Each Head Start Grantee will incorporate into these procedures, under #6 of Section D, the specifics of their eligibility criteria and application/enrollment process for Head Start and, if appropriate, for Early Head Start. The Grantee will include specifics related to timelines and contact persons. In the event that changes have to be made to the eligibility criteria, the Head Start Grantee will notify the Regional Administrative Unit of the changes.
4. In order 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 Face-to-Face Transition Planning form, will attend the child's scheduled face-to-face transition planning meeting.
5. 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.
6. **INSERT HEAD START/EARLY HEAD START ELIGIBILITY CRITERIA AND APPLICATION/ENROLLMENT PROCESS: Please refer to income eligibility guidelines attached. Applications should be sent to or requested from Christy Skaggs. For 3<sup>rd</sup> birthdays that are in the summer or early fall, please submit application by May 15<sup>th</sup>.**

**E. Responsibilities of All Parties Attending the Face-to-Face Transition Planning Meeting.**

1. Discuss the family's priorities and concerns regarding transition from WV Birth to Three.
2. Identify the family's need for information and supports.
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 child care, 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 need 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 6 RAU and Nicholas County Community Action Partnership, Inc. Head Start/Early Head Start to resolve the issues. In the event that 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 Transition Procedures Agreement will remain in place until such time as one of the signed parties notifies the other in writing of its termination. The Transition Procedures Agreement will be reviewed annually to ensure that it remains up-to-date with current laws, policies, and practices. Changes to the agreement can be considered at any time.



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

Effective as of April 7, 2009



~~Christy Skaggs~~ Lori Milan 304-872-1162  
Name (Print) Telephone/Email

Nicholas Community Action Partnership, Inc. Head Start 1205 Broad St, Summersville, WV 26651  
Address

Head Start/early Head Start Contact Person to Receive Notice of Face-to-Face Transition  
Planning Meeting letters

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

Julie Blankenship 304-872-1162  
Name (Print) Telephone/Email

Nicholas Community Action Partnership, Inc. Head Start 1205 Broad St, Summersville, WV 26651  
Address

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

Rachel Hamner 304-637-2844 or 1-800-449-7790 rachelhamner@wvdhhr.org  
Name (Print) Telephone/Email

WV Birth to Three RAU 6 1200 Harrison Avenue Suite 220 Elkins, WV 26354  
Address

Rachel Hamner June 5.09  
WV Birth to Three Region 6 Date  
Authorized Representative Signature

Paul Smith 6-9-09  
Executive Director Date  
MountainHeart Community Services, Inc.

Lori Milan 4-14-09  
Nicholas Community Action Partnership, Inc Grantee Date  
Authorize Representative

# **Nicholas County Early Learning Collaborative**

**Application 2009-2010**

Child's Name:\_\_\_ Center Preference: 1.)\_\_\_

2.)\_\_\_

3.)\_\_\_

(See P. 2 for list of available sites)

**Items needed for a complete application include the following:**

Eligibility Application \*

Proof of Income \*

Copy of Insurance or Medical Card \*

Copy of State Certified Birth Certificate \*

Copy of Social Security Card \*

Shot Record \*

Proof of Physical Address (i.e. copy of utility bill, copy of personal tax receipt, each showing physical address) \*

**\*Any application that is submitted as incomplete will delay your child's placement into a Nicholas County Early Learning Center**

**classroom. All documents must be submitted at the time of the application.**

**I understand that completion of this application DOES NOT guarantee this child's placement in WV Pre-K, or in your placement of choice.**

Signature      Date

Date:\_\_\_ Location of Application:\_\_\_

**Nicholas County Early Learning Eligibility Application 2009-2010**

Will before and/or after school childcare be required? (Not available at all sites) \* Yes \* No

If transportation is not available, can you provide transportation to and from site? \* Yes \* No

**All sites are full day (approximately 6 hours), Tuesday-Friday**

Beaver \* Birch River \* Friends-R-Fun \* (Child Care available)

Cherry River \* Craigsville \* Richwood Starting Points \* (Child Care available)

Dixie \* Mt. Lookout \*

Panther Creek \* Summersville \*

**Child's Name:\_\_\_ Date of Birth:\_\_\_**

**Gender: \* Male \* Female Child's Social Security #:\_\_\_**

**Mailing Address:\_\_\_\_\_**

Address City State Zip



Physical Address: \_\_\_\_\_

Address City State Zip

Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Guardian's Name (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Guardian's Relationship to Child: \* Foster

Parent \* Grandparent \* Other (documentation

required)

If other, please explain: \_\_\_\_\_

Alternate Contact (please list two): \_\_\_\_\_

Name Phone Number

Name Phone Number

**Nicholas County Early Learning Eligibility Application 2009-2010**

**What educational history has your child had?**

Head Start \_\_\_\_\_ Birth to Three \_\_\_\_\_

Dates Location Dates Location

Child Care \_\_\_\_\_ Pre-School \_\_\_\_\_

Dates Location Dates Location

Other \_\_\_\_\_ \* None

Dates Location

Does this child have any special needs or require any special accommodations? \* Yes \* No

Special Needs: \* Speech \* Medical/Physical \* Visual \* Hearing \* Other

Has a referral been made for any of the above? \* Yes \* No \* Not Sure

Does your child have an IFSP or IEP? \* Yes \* No \* Not Sure

**Income Eligibility Information**

**Confidentiality Statement:** This information is being requested on a voluntary basis. Some information is required. All information disclosed will be used only on a need-to-know basis by those employees working for the program.

**Total Gross Annual Income:** \_\_\_\_\_

Income Verification Must Accompany Application.

**Source of Income:** \* Employment \* TANF \* Unemployment

\* SSI \* SSDI \* Child Support \* No Income

**Number of People Living in the Home:** \_\_\_\_\_

**Ages of Younger Siblings Living in the Home:** \_\_\_\_\_

I understand that the information collected on this application may be shared with one or more of the following early learning/child care providers: Friends-R-Fun, Starting Points Childcare, Nicholas County Board of Education, and NCAP, Inc. Head Start. All information obtained will be accessible to only employees who provide services to my child. My signature indicates my understanding of this statement.

Parent/Guardian Signature      Date

Staff Signature      Date