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

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*(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 5 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). 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):  
UPSHUR 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 transition conference 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 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, #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 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 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 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 MAY 30TH OF THE C (*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 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 5 Regional Administrative Unit.**

1. Assign a primary contact person responsible for the development, implementation, and evaluation of an Interagency Agreement and transition procedures with UPSHUR COUNTY 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 UPSHUR COUNTY 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 UPSHUR COUNTY 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 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) Coordinate with the family, MDT, OSC, 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 in order to meet required timelines.
10. 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.
11. For any child referred for eligibility to the WV Birth to Three Region 5 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 a representative to participate on the Interagency Advisory Committee of the WV Birth to Three Region 5 RAU.
2. Assign an individual as the primary contact to work with the WV Birth to Three Region 5 RAU for development and revision of interagency transition procedures.
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 the Transition Conference Form, will attend the child's scheduled transition conference.
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. ATTACH HEAD START/EARLY HEAD START ELIGIBILITY CRITERIA AND



## APPLICATION/ENROLLMENT PROCESS.

### **E. 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 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 5 RAU and UPSHUR COUNTY 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.



Dreama Padgett

WV Birth to Three Region 5  
Regional Administrative Unit Authorized Representative  
Name and Signature

9-5-19

Date

Linda M. Kershner

Head Start/Early Head Start Grantee  
Authorized Representative  
Name and Signature

7/29/19

Date

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

Effective as of \_\_\_\_\_

LEONA FOSTER	304-472-2016
Name (Print)	Telephone/Email
8 CLEVELAND AVE. BUCKHANNON, WV 26201	lrfooster@3wlogic.net
Address	

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

LEONA FOSTER	304-472-2016
Name (Print)	Telephone/Email
8 CLEVELAND AVE. BUCKHANNON, WV 26201	lrfooster@3wlogic.net
Address	

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

RACHEL T. HAMNER, PROGRAM DIRECTOR	304-637-2844
Name (Print)	Telephone/Email
1200 HARRISON AVE. SUITE 220 ELKINS, WV 26241	rhamner@mthtwv.org
Address	

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



UHR Inc. Upshur County Head Start  
Admission Policy and Procedure for Enrollment  
July 2019

**Process Overview**

Program staff must conduct an in-person interview with each family, unless an in-person interview is not possible or convenient for the family. Program staff will fill out a form noting that the interview was in-person or over the phone. If the interview was over the phone, an explanation will be noted on the form stating why an in-person interview was not held. The form will be maintained in the child's master file.

**Eligibility**

**AGE** - To be eligible for Head Start services, a child must be at least three (3) years old and to be eligible for Pre-k a child must be at least four (4) years old by the date used to determine eligibility for public school in the community in which the Head Start program is located. In Upshur County this date is on or before July 1<sup>st</sup>.

**ELIGIBILITY REQUIREMENTS** – A child is eligible if the family's income is equal to or below the poverty guideline, or the family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments, the child is homeless, the child is in foster care, or the family receives SSI.

The family income must be verified by the Head Start program before determining that a child is eligible to participate in the program.

To verify public assistance (TANF), a program may accept a written statement from the Department of Health and Human Services.

To verify a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness. The program may accept the families signed declaration to that effect, if, in a written statement, program staff describe the children's living situation that meets the definition of homeless. Homeless children means the same as homeless children and youths in Section 725(2) of the McKinney-Vento Homeless Assistance Act at 42 U.S.C. 1143a

To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment. To determine SSI, the program must accept proof of SSI (a letter noting SSI or a bank statement proving an SSI payment is received and the amount.) Once a child is determined eligible he or she will remain eligible through the end of the succeeding program year. In the event a child returns to Head Start for their third year, income re-verification will be completed. A rating scale is completed on every child to determine eligibility into the program. Applicants are placed on a waiting list according to the UHR Enrollment Rating Scale. UHR Head strives to



serve 100% low-income eligible children. However, in the event that it is not possible, 10% over-income may be enrolled in accordance with the UHR Rating Scale. Eligible families are contacted and scheduled to complete an enrollment packet. Parents/ guardians are required by Daycare Licensing to have up to three contact persons on the emergency forms.

#### **Application Process**

The parent/guardian will complete a Head Start application. An application may be picked up at 8 Cleveland Ave., Buckhannon, WV or they may call (304) 472-2016 for additional information. Completing an application does not guarantee that the child will be enrolled into the program. Due to our partnership with the LEA, we use a universal application (see attached).

The Family Service Workers and /or ERSEA Manager will accept applications for the Head Start Pre-school and Pre-kindergarten Program. Income verification is completed by Family Service Workers or the ERSEA Manager only. Income verification will be attached to the income verification form with the FSW or ERSEA Managers signatures. The verification form will be check-marked in-person or telephone interview accordingly and a telephone/in-person form will be attached. Special circumstances will be taken into account when reviewing the child's application e.g. special needs, foster care, isolated family, medical problems. All children will be accepted into the program based upon the family's ability to meet the income guidelines established by ACYF.

Parents/guardians are required to forward the following information per federal and daycare regulations: Income verification, live birth certificate, immunization and physical records. Legal verification of custody will be provided when one (1) parent is the sole legal guardian of the child by virtue of court proceeding.

All children are required to have the live birth certificate prior to entrance into the program. School readiness is implemented as records are forwarded to public school.

#### **105 Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy (ERSEA)**

##### **Enrollment Process**

A checklist is used to ensure that all required information has been submitted prior to entrance into the program (see attached). Family Service Workers will ensure all items are current and in the enrollment packet, sign off on emergency procedure cards, income verification forms, and other required forms as needed including the in-person/telephone form. Enrollment packets will be forwarded to the ERSEA Manager who complete the rating scale and enroll children into the program per the rating scale and HHS Performance Standards

Items from the enrollment packet are copied and distributed accordingly. A child's folder is forwarded to the teacher with the application, enrollment forms, two original emergency procedures cards, legal documents if applicable, and any other information about the child that is relevant. Information from the enrollment packet is copied and/or distributed to appropriate staff as needed.

The parent/guardian is contacted regarding dates and times of class and bus schedule.

All parents are invited and encouraged to attend orientation at the beginning of the year.

Thereafter, parents/guardians are given five days to visit the classroom, and the teacher is allowed the same five days to conduct a home visit prior to the child's first day of class. Family



Service Workers will make a home visit to each family within the family's first 45 days to complete a family partnership agreement (FPA). They will assist families in establishing goals and steps toward meeting those goals.

Family Service Workers will make a home visit to families who enroll during the year within five-days of enrollment to complete the FPA.

**Selection Criteria:** Applications are placed on file and prioritized according to the following rating scale. Any employee who intentionally violates federal and program eligibility determination regulations and who enroll children that are not eligible to receive Head Start services will be subject to the disciplinary actions as defined in Policy #310A and Policy #301 Employee Conduct.

In the event two or more children have the same number on the rating scale, the oldest child will be selected. The program also takes into account the age of the child, location of residence, and accessibility when enrolling children.

After enrollment rating scale selections have been made, the ERSEA Manager will forward the results to the Executive/Head Start Director, Policy Council and Board of Directors for approval before the beginning of each school year.

#### **Income Verification and Enrollment**

To verify eligibility based on income, program staff must examine of any of the following documents: Individual Income Tax Forms, pay stubs, pay envelopes, written statements from employers including individuals who are self-employed, child support, or documentation showing current status as recipients of public assistance for the relevant time period. If a family reports no income for the relevant time period, a program may accept the family's signed declaration (notarized or witnessed by program staff) to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility, if the family gives written consent.

The ERSEA Manager will meet with the Head Start Disabilities/Mental Health Manager, Education/Pre-k Collaboration Manager, Early Intervention, Birth-to-three Program and other childcare providers for placement of children with special needs. The ERSEA Manager will meet with appropriate UHR Managers and the LEA Representatives.

Preference will be given to children with disabilities/special needs or those applying at a later date that score higher on the selection criteria form. A minimum of 10% of children with disabilities will be enrolled in the program. However, over-income children with disabilities are counted in the 10% guidelines. In the event a parent of an enrolled child gives up their slot in order to relocate, that child will be placed on a waiting list until a vacancy occurs.

\*Information taken from UHR Inc. Policy and Procedure Manual Section 105  
Pending Policy Council and Board Approval



**107 Head Start History**

Approval Date: 2018-2019

## **Head Start History**

- 1965** The first Head Start was formed in the state of Mississippi, geared to serve low income families and to give 3 and 4 year old children a Head Start.
- 1966** The program was a full day program for eight weeks during the summer. Children received a nutritious meal and snack, as well as health, social services and education.
- 1967** The first Policy Manual was prepared. There were thirteen centers located throughout the county under the direction of the Upshur County Board of Education.
- 1970** The Parent Policy was formed.

**Head Start has two Governing Bodies:**

- (1) Board:** Consisting of current and past parents and community representatives who are responsible for legal and fiscal matters.
- (2) Policy Council:** Consisting of current and past parents, community representatives and board members who approve or disapprove Head Start policies.

**Upshur County Head Start has grown from an eight week summer program into a nine month program serving 144 children.**

**The nine month program started with 40 children divided into four groups of 10, each located in the community building at the Hinkle Drive Housing Project.**

- 1973** Provided services to 40 children administered by Upshur County Community Action Council, Inc.
- 1983** Formed a Non-Profit Organization, Upshur Human Resources, Inc.
- 1985** The Hinkle Drive center located in the community building relocated to Cleveland Avenue which also housed the administrative offices.
- 1990** Expanded - opened Rock Cave Center, serving a total of 32 children and their families.
- 1993** Expanded - opened Buckhannon Center I and Home Based option (Serving a total of 144 children and their families)



1994	Opened Tennerton Center with two classrooms serving a total of 32 children and their families
1998	Expanded and opened Hinkle Drive Center (Full-Day Service to 32 families was offered, serving a total of 176 families)
1998	Opened a bus garage/office to house transportation, maintenance and home visitors.
1998	The Rock Cave Center relocated to a new center.
2000-2001	Opened Buckhannon Center and offered full-day services to 34 children and their families with wrap around day care services
2001-2002	Expanded - opened Hinkle Drive Center II and offered full day services to 17 additional children and their families with wrap around day care services, serving a total of 193 families.
2001-2002	Formed partnership with Upshur County Board of Education to and developed 2 pre-k classrooms.
2007-2008	Formed partnership with Upshur County Board of Education to develop two additional pre-k classroom.
2008-2009	Relocated one Rock Cave center to serve children from the French Creek area.
2013-2014	Due to sequestration, the number of children was cut from 193 to 171.
2014-2015	Funds were reallocated to increase number of children to 193.
2016-2017	Upshur County Board of Education increased number of children served in Pre-K.
2019-2020	Upshur County Board of Education increased number of children served in Pre-K to 13 classrooms.

Each center has a teacher, teacher assistant, family service worker, bus driver, custodian, and a cook who serves nutritious lunches, snacks, and breakfasts to the children.

All children and families receive services in the areas of health, mental health, social services, education, parent involvement, disabilities, and parent training.

Upshur Human Resources, Inc. now employs 75 individuals. Our program is also enriched by having the services of college students, foster grandparents, CWEP workers, parents, and community workers.

Upshur Human Resources, Inc. administers the Head Start program serving a total of 193 children in full day classes.

Partnerships have been developed with the Upshur County Board of Education, Family Resource Network, West Virginia Department of Health and Human Resources, Buckhannon Housing Authority, West Virginia Wesleyan College, Stockert Youth Center, WIC, Adult Basic Education, HRDF, Wal-Mart and numerous other community agencies.