

MEMORANDUM OF UNDERSTANDING
between
WEBB COUNTY HEAD START/ EARLY HEAD START PROGRAM
and
Pregnancy, Education, and Parenting (PEP) PROGRAM

The purpose of this Memorandum of Understanding is to provide a common understanding of the collaboration and relationship between the local Head Start/ Early Head Start Program and PEP Program. It is essential to establish clear expectations and a reliable way of relating to one another for mutual cooperation.

The Webb County Head Start/Early Head Start Program provides comprehensive developmental services for low-income pregnant women, and children birth to 5, as well as offering social services for their families. Early Head Start directs its services toward pregnant women and children ages birth through three years of age, and Head Start serves preschool children at least 3 years of age and not kindergarten age eligible, including children with disabilities, and their families. Webb County Head Start provides comprehensive child development and early education program. The program helps children become better prepared to succeed in school and in life by addressing the needs of the whole child. In addition to providing research-based academic curricula, Head Start also provides an array of comprehensive services, including health and mental health screenings and services, nutrition, dental and vision services, and extensive parental involvement and early childhood development. The entire range of Head Start services is responsive and appropriate to each child's and family's developmental, ethnic, cultural, and linguistic heritage and experience.

Webb County Head Start/EHS Program commits to the following:

- Commit that HS/EHS will review recruitment and selection and policies in order to prioritize enrollment of the PEP Program children and with Pregnant Teens Moms and communicate this policy to the PEP Program.
- Jointly establish an agreed upon standardized referral process to HS/EHS programs by the PEP Program to be used when making referrals of children and Teen moms. This may include the child or Pregnant teen mom status as the

basis for his/her eligibility and includes contact information of the child or Pregnant teen mom case worker.

- Arrange cross-training opportunities with PEP Program staff to educate each other about Head Start/Early Head Start and PEP Program language, goals, objectives, policies and services offered.
- Arrange joint trainings on topics of mutual interest, such as working with high-need families with substance abuse issues, criminal histories, and mental health problems.
- Head Start will designate a Head Start/EHS liaison to the PEP Program. The liaison duties include:
 - educating staff from the PEP Program on the benefits of high quality care and education and the services available through Head Start and Early Head Start.
 - communicating regularly (in accordance with agency protocols) with the PEP Program about the developmental progress of, and services received by, PEP Program-supervised children enrolled in Head Start/Early Head Start; and
 - inviting PEP Program representatives to become community representatives on the Policy Council, the Health Services Advisory Committee or other Head Start/Early Head Start program advisory committees, such as self-assessment teams.

PEP Program Description of Services:

- Encouraging their families to enroll their children in high quality early care and education programs;
- Explain the comprehensive services available through Head Start and Early Head Start;
- Alerting them that services are free;
- Providing them with instructions about how to apply for Head Start and Early Head Start; and
- Work with Head Start and Early Head Start staff thru referrals
- Provide trainings/presentation to Head Start and EHS
- Have continuous communication with Head Start and EHS liaison
- Participate as a community representative for the Head Start/EHS Policy Council, or Head Start/Early Head Start program advisory committees.

Confidentiality

Any reports, information, data or studies given to or assembled by the PEP Program and/or Webb County Head Start under this agreement shall be kept confidential and shall not be made available to any individual or organization only with prior written approval, unless otherwise required by law.

The Term

The term of the agreement shall be from a period of 12 months beginning on September 1, 2013 and ending in August 31, 2014

The parties hereto, through their authorized representatives have executed this Memorandum of Understanding effective for the dates written above

PEP Program Director

Date