

MEMORANDUM OF UNDERSTANDING  
Between  
WEBB COUNTY HEAD START/EARLY HEAD START PROGRAM  
And  
CASA DE MISERICORDIA

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 Casa De Misericordia 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 development 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 towards 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 development, ethnic, cultural, and linguistic heritage and experience.

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

- Commit that Head Start/Early Head Start will review recruitment and selection and policies in order to prioritize enrollment of the children and with Pregnant Teen Moms and communicate this policy to the Casa De Misericordia.
- Jointly establish an agreed upon standardized referral process to Head Start/Early Head Start programs by the Casa De Misericordia to be used when making referrals of children and teen moms. This may include the child or pregnant 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 Casa De Misericordia staff to educate each other about Head Start/Early Head Start and Casa De Misericordia 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/ Early Head Start liaison to the Casa De Misericordia.

The liaison duties include:

- Educating staff from the Casa De Misericordia 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 Casa De Misericordia about the developmental progress of, and services received by, Casa De Misericordia –supervised children enrolled in Head Start/Early Head Start.
- Inviting Casa De Misericordia representatives to become community representatives on the Policy Council, the Health Services Advisory Committee or other Head Start/Early Head Start program advisory committee, such as self-assessment teams.

Casa de Misericordia 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;
- Work with Head Start and Early Head Start staff thru referrals;
- Provide trainings/presentations to Head Start and Early Head Start;
- Have continuous communication with Head Start and Early Head Start liaison and;
- Participate as a community representative for the Head Start/Early Head Start Policy Council, or Head Start/Early Head Start program advisory committees.

**Confidentiality**

Any reports, information, data or studies given to or assembled by the Casa De Misericordia 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 36 months beginning on September 1, 2017 and ending in August 31, 2020.

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

**CASA DE MISERICORDIA**

\_\_\_\_\_  
Casa De Misericordia Program Director

\_\_\_\_\_  
Date

**WEBB COUNTY**

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Tano E. Tijerina  
Webb County Judge

**ATTESTED:**

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Margie Ramirez-Ibarra  
Webb County Clerk

**APPROVED AS TO FORM:**

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Alexandra Colessides-Solis  
Webb County Civil Legal Division Director  
\*By law, this office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval of their own respective attorney(s).

*Passed and approved by the Webb County Commissioners Court  
On January \_\_\_\_\_, 2018; Item No. \_\_\_\_\_.*