



Webb County Head Start

Tel. (956)795-1515 Fax (956)791-2149 P.O. Box 2397 Laredo, Texas 78044



**MEMORANDUM OF UNDERSTANDING
BETWEEN
WEBB COUNTY HEAD START/EARLY HEAD START PROGRAM
AND
LITERACY VOLUNTEERS OF LAREDO (LVL)**

I. PERIOD OF AGREEMENT

The terms of this Coordination and Linkage agreement are effective upon signature. This non-financial agreement remains in effect until canceled by either party. This agreement may be canceled at any time by mutual agreement, or, if not by such agreement, either party may cancel this contract at any time by giving thirty (30) days written notice in advance to the other party.

Either Webb County Head Start Early Head Start (EHS) Program or LVL may propose amendments to this Agreement any time providing written notice of such amendments. To become effective, amendments shall require the approval of both parties.

II. PURPOSE

It is the purpose of this Agreement to enhance the ability of Webb County Head Start/EHS Program to optimize the delivery of needed services for populations served by both agencies. Since illiteracy may produce the need for educational services that LVL provides, both organizations have established this agreement.

III. ASSURANCES

- A. Both parties agree to comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), the Americans with Disabilities Act of 1990 (Public Law 101-336), and all amendments to each, and all requirements imposed by regulations pursuant to these acts. In addition, the parties agree to comply with Title 40, Chapter 73, of the Texas Administration Code. These provide in part that no persons in the United States shall, on grounds of race, color, national origin, sex, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal or state funding, or otherwise subjected to discrimination. Both parties agree to comply with Texas Revised Civil Statutes Article 4419b-4, Sections 4.03 and 5.04 (relating to workplace confidentiality guidelines regarding AIDS and HIV).

- B. Both parties will secure the confidentiality of records and other information relating to program participants in accordance with Federal law, rules and regulations as well as applicable State laws and regulations.

(Cont.)

IV. COORDINATION AND LINKAGES ACTIVITIES

Under this agreement, it is understood that provisions of any of the services listed herein is dependent on the eligibility guidelines, selection procedures, availability of funds, and related qualifying criteria of the respective agency. Information sharing and co-case management, when appropriate, between the agencies maximizes the potential of services to the program participants and reduces the possibility of duplication of services. Further, it is understood that:

- A. Webb County Headstart/Early Head Start Program will offer the following services to their program participants:

1. Referrals to Family Literacy Pilot Project
2. Training site to conduct literacy instruction if available
3. Student-level data on progress and improved performance

- B. LVL will offer the following services to the Webb County Headstart/EHS program participants:

1. Literacy instruction and/or Family Literacy Pilot Project
2. Instructional material to provide instruction
3. Progress reports of the participants taking instruction, if requested
4. Adult pre-post assessment

V. CONTACT PERSONS

Each agency will appoint a contact person to serve as the agency's point of contact for the other agency. These individuals may communicate as needed and/or call meetings between agencies for any purpose. Additionally, they may propose amendments to this agreement as appropriate.

The contact person for Webb County Headstart/EHS Program is Luz Munoz, Head Start Assistant Director who may be reached at (956) 795-1515, and the contact person for Literacy Volunteers of Laredo is Gloria Vasquez, Executive Director who may be reached at (956) 724-5207.

- VI. CERTIFICATION:** The signatures below acknowledge the existence of this Memorandum of Understanding between the two organizations mentioned above.

