



# Webb County Head Start

Tel. (956)722-6571 Fax (956)791-3485 P.O. Box 2397 Laredo, Texas 78044



**MEMORANDUM OF UNDERSTANDING**  
between  
**WEBB COUNTY for its HEAD START/EARLY HEAD START PROGRAM**  
and  
**Women, Infant, Children (WIC) 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 WIC 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 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 service, 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 children and with Pregnant Teen Moms and communicate this policy to the WIC Program.
- Jointly establish an agreed upon standardized referral process to HS/EHS programs by the WIC 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 WIC Program staff to educate each other about Head Start/Early Head Start 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 WIC Program. The liaison duties include:
- Educating staff from the WIC 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 WIC Program about the developmental progress of, and services received by, WIC Program-supervised children enrolled in Head Start/Early Head Start; and
- Inviting WIC 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.

**WIC Program Description of Services:**

- Encouraging their families to enroll their children in high quality early care and education program;
- 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;
- 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 WIC 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.

**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 WIC may propose amendments. To become effective, amendments shall require the approval of both parties.

Any and all notices required to be given under this MOU shall be delivered by either personal delivers or mailing the respective party as follows:

To Webb County:


Webb County Head Start  
c/o Aliza Oliveros, Director  
P.O. Box 2397  
Laredo, Texas 78040

To Service Provider:


Guillermo Walls, WIC Director  
2600 Cedar  
Laredo, Texas 78040

Signed in duplicate originals on 2<sup>nd</sup> day of April, 2019


**COUNTY OF WEBB**

  
\_\_\_\_\_  
Hon. Tano E. Tijerina  
Webb County Judge

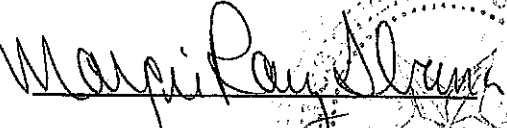
**SERVICE PROVIDER**


  
\_\_\_\_\_  
Guillermo Walls  
WIC Director

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
**Ramon A. Villafranca Jr.**  
Assistant General Counsel

**ATTEST:**

  
\_\_\_\_\_  
**Margie Ramirez-Ibarra**  
Webb County Clerk



\*By Law, the Civil Legal Division may only advise or approve Contracts or legal documents on behalf of the 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 March 25, 2019; item no. 6e.*