


<b>Performance Standard:</b>	<b>Subpart F Disabilities Services Program</b>	<p><b>INCA Community Services</b></p> <p><b>Head Start &amp; Early Head Start Policies and Procedures</b></p> 
<b>Sub Category:</b>	<b>1302.63 (a) - (d)</b>	
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	8/2018	
<b>Form:</b>		
<b>Responsible:</b>	Health Manager, Teaching Staff	
<p><b>Coordination and Collaboration with Local Agencies Responsible for Implementing IDEA</b></p>		
<b>Policy</b>		
<p>INCA coordinates and collaborates with the Local Education Agency (LEA) responsible for implementing IDEA.</p> <ul style="list-style-type: none"> <li>● INCA coordinates with the LEA responsible for implementing IDEA to identify children enrolled or who intend to enroll that may be eligible for services under IDEA through <ul style="list-style-type: none"> <li>○ Child screenings and assessments (1302.33 (a)(3))</li> <li>○ Sooner Start agencies</li> </ul> </li> </ul>		
<b>Interagency Agreements</b>		
<ul style="list-style-type: none"> <li>● INCA develops interagency agreements with the LEA to improve service delivery to children eligible for services under IDEA, including the referral and evaluation process, service coordination, promotion of service provision in the least restrictive appropriate setting, and transition services as children move from services provided under Part C of IDEA to services provided under Part B of IDEA and from preschool to kindergarten.</li> </ul>		
<b>Development of IFSP or IEP</b>		
<p>INCA participates in the development of the IFSP or IEP if requested by the child's parents, and the implementation of the IFSP or IEP by offering:</p> <p style="padding-left: 40px;">Relevant information from screenings, assessments, and observations to the team developing a child's IFSP or IEP; and,</p> <p style="padding-left: 40px;">Participates in meetings with the LEA to develop or review an IFSP or IEP for a child being considered for Head Start enrollment, a currently enrolled child, or a child transitioning from a program.</p>		
<b>Document Required</b>		
<p>INCA retains a copy of the IEP or IFSP for any child enrolled in Head Start or Early Head Start for the time the child is in the program, consistent with the IDEA requirements in 34 CFR parts 300 and 3003.</p>		
<b>Definitions/Acronyms</b>		

LEA - Local Education Agency  
IDEA - Individuals with Disabilities Education Act  
IEP - Individual Education Plan  
IFSP - Individual Family Service Plan  
INCA - Head Start and Early Head Start programs  
HS - Head Start program  
EHS - Early Head Start program  
FEC - Family Engagement Coordinator

**Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.