

**SPECIAL SERVICES COOPERATIVE AGREEMENT BETWEEN
HEAD START AND THE LOCAL EDUCATION AGENCY
2026-2027**

This is a local agreement covering the period August 1, 2026, to May 31, 2027, between, Sapulpa Public Schools 511 East Lee Avenue Sapulpa, Oklahoma 74066, here in after referred to as the local education agency (LEA), and Native American Coalition of Tulsa Head Start Program, 1740 West 41st Street, Tulsa, Oklahoma, 74017, hereinafter referred to as NACT. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children residing in the Sapulpa Public School District ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 and 1308). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation, and provide guidance for local cooperation and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Act (IDEA) Amendments (34 CFR 300), Head Start Program Performance Standards and the Head Start Re-Authorization Act. .

I. LEA RESPONSIBILITIES:

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program and reside in the Sapulpa Public School District are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, cost of evaluation; materials, supplies, and/or contractual arrangements for services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide an evaluation, followed by a MEEGS and multidisciplinary group meeting to establish whether or not a child is eligible for special education and related services under IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program who resides in the Sapulpa Public School District.
- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program who reside in the Sapulpa Public School District.

- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program in the Sapulpa Public School District. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program who resides in the Sapulpa Public School District.

II. **NACT HEAD START RESPONSIBILITIES:**

- A. NACT Head Start shall arrange for screening and assessment for all children enrolled in Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall assure parents are provided in writing their rights under these programs.
- B. NACT Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards, unless his or her IEP specifies otherwise.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary team, IEP development, and implementation of the portions of the IEP's identified for support by the Head Start Program, and the IEP review as appropriate.
- D. If a child does not meet the eligibility criteria established by OSDE/SES under the IDEA but meets one or more of the eligibility criteria in the Head Start Performance Standards 45 CFR 1308, then a Head Start managed IEP shall be developed for the child, with guidance and assistance from LEA Special Education personnel.
- E. When Head Start initiates and develops a Head Start managed IEP, Head Start must invite in writing the participation of a representative of the LEA. Head Start Program Performance Standards (45 CFR 1308) requirements for parent involvement and notification must also be followed for IEP meetings initiated by the Head Start Program. When the Head Start develops Head Start managed IEP's, family goals and objectives for the child must be addressed.
- F. NACT Head Start will provide a support system for families and children with disabilities through training, information dissemination, and involvement in the program as well as collaboration with the LEA and other community services/ resources.
- G. The NACT Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.

- H. NACT Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1 and November 15, annually.
- I. NACT Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate concerning services for children with disabilities.

III. COORDINATION OF COST SHARING:

The NACT Head Start and Local Education Agency agreement will address planning of cost-sharing resources and funding to ensure that integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. NACT Head Start and the LEA agree to the following cost-sharing services (see Attachment A for examples), (list only if applicable and agreed upon by both parties):

IV. COORDINATION OF REQUIRED PAPERWORK:

To coordinate paperwork required by NACT Head Start and the LEA special education program, the following process will be utilized:

- A. Parental consent must be obtained in writing by NACT Head Start and/or the LEA prior to referral for applicable or appropriate services.
- B. NACT Head Start or the LEA will obtain written parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: "Consent for Release of Confidential Information," and / or the applicable NACT Head Start Release of Information form.
- C. NACT Head Start will release results of vision, hearing, development, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with and to the LEA.
- D. When a disability is suspected and Head Start refers a child who resides in the Sapulpa Public School District for further evaluation by the LEA, the LEA will evaluate the child, after obtaining written parental consent, and include the NACT Head Start Disabilities Manager or designee in the child's MEEGS Meeting, and multidisciplinary meeting to determine if the child qualifies for LEA services and Individual Education Program (IEP) is to be written.

- E. The LEA special education program, with parental consent, will release copies of IDEA IEP's, evaluations, the multidisciplinary evaluation and eligibility group summary, and necessary special education records and documentation of services to the NACT Head Start Disabilities Manager or designee, in accordance with Head Start Performance Standards.
 - F. All personally identifiable information collected, used, or maintained by NACT Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.
- v. **COORDINATION OF SCREENING:**

In the coordination of screening between NACT Head Start and the LEA Special Education Program, the following process is agreed upon:

- A. The LEA special education program and NACT Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar-day timeline for screening of all children enrolled in Head Start as mandated in the Head Start Performance Standards (45 CFR 1308).

One or more of the following methods has been considered and agreed upon: (Check one or more as appropriate)

- 1. Joint screening: - Screening will be conducted simultaneously by Head Start staff and LEA special education staff within the same location.
- 2. Shared staff: - Local implementation may incorporate coordination of shared staff (e.g., vision, health issues, development, etc. may be conducted by NACT Head Start under Head Start Program Performance Standards), and hearing, speech/language, etc. under the LEA Special Education program and IDEA.
- 3. Shared Information- Screening will be provided for referrals as determined by both entities. Consent for the release of information will be obtained at the time of screening.

vi. **COORDINATION OF IEP REVIEW:**

NACT Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start

staff or the LEA special education program staff may request a review meeting at any time. Procedural safeguards for notification will be followed.

Each party will be invited to participate in all Transition Meetings and help develop a plan for the upcoming school year.

VII. COORDINATION OF INSERVICE TRAINING:

The LEA and NACT Head Start program agree to coordinate in-service training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs for Parents, Head Start and/or LEA Staff.
5. Individual child needs and related parent or staff training.

VIII. RESOLUTION OF DISPUTE

In the event of disputes between NACT Head Start and the LEA Special Education Program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA Special Education Director and the NACT Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the NACT Head Start Director and the LEA Special Education Director or the LEA Superintendent of Schools to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between NACT Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308 the matter will be submitted in writing to the Administration on Children Families Region VI Office, Dallas, Texas, or the American Indian/Alaska Native Programs Branch, Washington D.C. (if applicable).

Signatures:



NACT HEAD START DIRECTOR

5-4-26

Date

LEA AUTHORIZED REPRESENTATIVE

Date

Larry Hoover, Board President

**ATTACHMENT A:
EXAMPLES OF AREAS OF COST-SHARING**

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology