**Memorandum of Understanding (MOU) Guidance Worksheet**

**for Local Education Agency (LEA) and Early Child Care and Education (ECE) Program**

This worksheet is meant to guide the **Local Education Agency (LEA)** and **Early Child Care and Education (ECE) program** through the discussion of the MOU agreement. While completing this worksheet will provide assistance in determining the purpose of the MOU, it is important to also read the MOU thoroughly to ensure that both programs understand their roles and responsibilities.

These MOUs are very important, not only for the children and families of your community, but also for the programs. Under ExceleRate, to be a high quality program, ECE programs must establish these agreements with LEAs to show that they have systems in place to support children and families to be referred when appropriate, and if eligible, to receive specialized instruction and related services.

LEAs should also be entering into these agreements with the ECE programs in their communities to strengthen their linkages with ECE programs, to educate them about eligibility criteria, timelines, referral processes and better supports for children and families.

1. **What is an MOU?**

A Memorandum of Understanding (MOU) is a document that outlines the terms and details of an agreement between programs, including each program’s requirements and responsibilities.

1. **Who signs this MOU?**

The individuals who sign the MOU depends upon the information contained in it. It is best to have signatures from people who are authorized by their program or who own the business to sign such documents. There may be a need to have multiple copies of the signed MOU agreement for each party.

The individuals with the authority to sign the agreement often include ECE program directors, child care providers, school district superintendents, school principals, special education directors, and organization presidents. ECE program signatures may come from the owner or any other person affiliated with the business of the ECE program, such as a council member or board member or the director of the program.

It is important that the MOU documents to be reviewed, updated, and resigned annually to comply with ExceleRate.

1. **What is included in this MOU?**

The first section identifies the parties and purpose of the MOU. The two program names should be listed: your ECE program and the specific LEA. This section further identifies the values to which both agencies will follow when providing services to children and families.

The second section outlines best practices for providing services and sharing information, and also lists specific forms that must be signed, including a formal **Request for Evaluation form** when referring a child and a **Parental Consent for the Release of Confidential Information form** when sharing information between the two agencies. These forms are included with the MOU as Exhibit B and Exhibit C.

The next two sections detail the performance and administrative procedures that each party should adhere to. These sections end with the actual signatures of the persons with the authority to sign the document.

The final sections are appendices and additional documents. Exhibit A lists the Child Find and Screening process, Exhibit B is the Request for Evaluation form that should be used, and Exhibit C is the Parental Consent form that should be used.

1. **How do I use this MOU?**

For purposes of accepting an MOU, each party should consider meaningful conversations to incorporate specific plans that outline the agreed-to activities. The following statements are some over-arching suggested conversation topics to assist each party when working with the other to plan on implementation of the MOU***. In addition, refer to the requirements described in Exhibit A as well as the forms to be utilized in Exhibits B and C.***

**Discuss plans detailing the agreed-upon processes for performing the Child Find:**

*(This plan may include methods of collaboration; process for sharing information and completing the Parental Consent for the Release of Confidential Information, attached as Exhibit C; identification of screening tool that will be used by both agencies; or anything else deemed important by the LEA and ECE program):*

**Discuss plans detailing the agreed-upon Referral process:**

*(This plan may include identification of preferred referral forms; understanding of families who may or may not consent; filling out the Request for Evaluation form, attached as Exhibit B*; *identification of the person or persons responsible for receiving referral; process for sharing information and completing the Parental Consent for Release of Confidential Information, attached as Exhibit C; or anything else deemed important by the LEA and ECE program):*

**Discuss plans detailing the agreed-upon processes for performing the Evaluation and determining Eligibility:**

*(This plan may include preferred methods of communication, format and location of evaluations, methods of supporting families, or anything else deemed important by the LEA and ECE program):*

**Discuss plans detailing the agreed-upon processes for the Individualized Education Program and Service Delivery:**

*(This plan may include methods of collaboration; strategies for service delivery; understanding of location, frequency, and duration of services; financial responsibilities of the LEA and/or ECE program; strategies for supporting or sharing information with families; or anything else deemed important by the LEA and ECE program):*

**Discuss plans detailing the agreed-upon processes for any Related Services (e.g. transportation, assistive technology):**

*(This plan may include details on how resources will be shared between agencies, financial responsibilities of the LEA and/or ECE program, methods of communication, specific services addressed, or anything else deemed important by the LEA and ECE program):*

**Discuss plans detailing the agreed-upon processes for transition to kindergarten:**

*(This plan may include details on how resources will be shared between agencies, methods of communication, specific services addressed, or anything else deemed important by the LEA and ECE program):*

**Discuss plans detailing the agreed-upon processes for professional development opportunities, such as trainings, on-site coaching, etc:**

*(This plan may include information about scheduling, sharing information, or anything else deemed important by the LEA and ECE program):*

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