



CALIFORNIA  
DEPARTMENT OF  
EDUCATION



DEPARTMENT OF HEALTH & HUMAN SERVICES

**JACK O'CONNELL**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Administration for  
Children & Families

October 30, 2008

Office of Head Start  
Region IX  
90 7<sup>th</sup> Street, Ninth Floor  
San Francisco, CA 94103

Dear Head Start, State Preschool, and Prekindergarten and Family Literacy Program Directors:

### **HEAD START REQUIREMENTS RELATED TO COLLABORATION AND COORDINATION WITH PUBLICLY FUNDED PRESCHOOL PROGRAMS**

The Regional Office of Head Start (OHS - Region 9) and the California Department of Education, Child Development Division (CDD) are sending this joint letter to inform you of new Head Start requirements related to collaboration and coordination with publicly funded preschool programs.

Section 642 (e)(5) of the Head Start Act of 2007 requires that Head Start grantees enter into a memorandum of understanding (MOU) with the appropriate local entity responsible for managing publicly funded preschool programs (Prekindergarten) within their service area by December 12, 2008. Head Start Information Memorandum (IM) 08-18, issued on October 14, 2008, identifies these entities as local education agencies (LEAs), city or county governmental agencies.

CDD has a longstanding relationship with OHS, primarily through the work of the California Head Start-State Collaboration Office (CHSSCO) which is housed in CDD. The development of a local MOU will enable Head Start grantees and CDD funded programs to establish or document their collaborative relationship. The Act requires that the MOU provide a review of plans to coordinate, as appropriate, in the following areas:

- educational activities, curricular objectives, and instruction;
- public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs;
- selection priorities for eligible children to be served;
- staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development;
- program technical assistance;

- additional services to meet the needs of working parents, as applicable;
- service areas;
- communications and parent outreach for smooth transitions to kindergarten;
- provision and use of facilities, transportation, and other program elements;
- other elements mutually agreed to by the parties.

The completed MOU is to be submitted to OHS – Region 9 and CHSSCO no later than 30 days after the parties enter into such memorandum.

CDD strongly encourages LEAs, city and county governmental agencies that manage State Preschool, State Prekindergarten and Family Literacy (both full and part day) programs to enter into discussions with their local Head Start grantee to complete an MOU within the timelines of the Act.

A sample MOU that Head Start grantees and CDD state funded preschool programs may find useful in their work is available at the California Head Start Association website, at [www.caheadstart.org](http://www.caheadstart.org). The sample MOU was developed by a State Collaboration Directors' workgroup with guidance from OHS and covers all areas required in the Act.

The Act requirement applies to Head Start grantees, **not** delegate agencies or Early Head Start grantees. Grantees that are also the local entity responsible for operating the preschool program will not need to enter into an MOU but should have a written plan to address the MOU activities.

Grantees may build upon existing MOUs, including the Part B MOU or interagency agreements where the responsible local education agency is also the local state preschool entity. If necessary, grantees should contact their Local Planning Council for CDD state preschool contact information in their service area.

For technical assistance regarding the MOU activity, please contact your assigned Head Start program specialist, STG Technical Assistance Specialist, CDD Field Services Consultant, or Michael Zito of the CHSSCO at [mzito@cde.ca.gov](mailto:mzito@cde.ca.gov).

Sincerely,



Jan Len, Regional Program Manager  
Office of Head Start – Region 9



Camille Maben, Director  
Child Development Division