

**INTERAGENCY AGREEMENT
BETWEEN
SOUTH DAKOTA HEAD START, EARLY HEAD START PROGRAMS,
DELEGATE AGENCIES
and
SOUTH DAKOTA DEPARTMENTS OF SOCIAL SERVICES and LABOR**

I. EFFECTIVE DATE AND PERIOD OF UNDERSTANDING

This interagency agreement is effective upon the signatures of the authorized officials of the Head Start Program and the South Dakota Departments of Social Services and Labor. This Interagency Agreement shall continue in effect until either party provides written notice of termination. Such notice shall be given 30 days in advance.

II. PURPOSE AND SCOPE

The purpose of this Interagency Agreement is to establish a collaborative relationship between the Head Start and Early Head Start Programs and The South Dakota Departments of Social Services and Labor, TANF Work Program.

III. AUTHORITY

• **HEAD START**

The Head Start Program is authorized by Title VI, Subtitle A, Chapter 8, Subchapter B of the Omnibus Budget Reconciliation Act of 1981, PL 97-35(8/31/81) and amendments PL 103-218(3/9/94), Title I of the Human Services Amendments of 1994, PL 103-252(5/18/94).

• **SOUTH DAKOTA DEPARTMENTS OF SOCIAL SERVICES and LABOR**

The Temporary Assistance for Needy Families (TANF) Program is authorized by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) PL 104-193 and is administered by the Department of Social Services.

The Department of Social Services contracts with the Department of Labor to deliver the work provisions of the TANF Program in all areas of the state except the Pine Ridge, Rosebud, Cheyenne River, Lower Brule, Crow Creek and Standing Rock Reservations. The work provisions of the TANF Program in these six reservation areas are delivered by the Department of Social Services.

IV. COST

There is no financial cost associated with this Interagency Agreement.

V. BACKGROUND

- **HEAD START**

The Head Start and Early Head Start Programs provide comprehensive services in four general areas: education, health, parent involvement and social services. In Early Head Starts specialized services for pregnant women and their infants are provided as well. Head Start emphasizes cognitive and language development including emerging literacy, socio-emotional development, physical and mental health with parent involvement as a key element, since parents are considered to be the primary educators of their children.

Of the total Head Start enrollment, 90% must be children of families who are at or below 100% of federally-regulated poverty guidelines. Ten percent of Head Start enrollment may be above income guidelines. Ten percent of Head Start enrollment must include children with disabilities.

Typically Head Start serves families with children age 3-5 who can benefit from a comprehensive developmental program. Families with infants and toddlers age B-3 and expectant parents may be eligible to participate in Early Head Start programs. All children are required to receive a thorough medical and dental examination, health screenings, an immunization assessment and a nutrition assessment after they enter the program.

A Family Partnership Agreement is completed with families based on strengths, needs, and goals identified by families. Resources are identified to assist them in reaching their goals; which may include literacy, education, employment, or other needs of family members. Educational programs and training opportunities related to health education, pre-natal health care, child development, self sufficiency, and mental wellness are provided.

- **TANF PROGRAM**

The Temporary Assistance to Needy Families (TANF) Work Program is a component of the comprehensive TANF Program and is designed to help the applicant, recipient, and parents secure unsubsidized employment.

The TANF Work Program provides services to parents such as job search, job placement, tryout and on-the-job training to assist families in moving towards self sufficiency, and, skills training, vocational training and community work placements to prepare parents for entry into the work force. TANF recipients who are not engaged in a work related activity must perform community work in exchange for their cash assistance grant.

Staff also assists the TANF Work Program recipients in resolving barriers, such as transportation and/or child care, which would prevent a placement in work program activities.

A Personal Responsibility Agreement and Plan is completed with TANF recipients. By signing the Agreement, TANF recipients acknowledge that they understand that assistance is temporary (unless exempt from the time limit, a family may receive a maximum of 60 months of assistance in their lifetime), that they are responsible to participate in Work Program activities, that they are aware of the consequences of their actions and that they will ensure the health and well-being of their children.

The Plan on the other hand is an individual agreement between the TANF recipient and Department. After a thorough assessment of each recipient's abilities, strengths and needs, the plan outlines goals and objectives, as well as activities and responsibilities, which will guide the recipient to self sufficiency. The Plan is updated as the goal, objectives and/or activities change.

States must achieve nationally mandated participation standards or be assessed stiff penalties if the rates are not met. This rate is 50% of TANF recipients being engaged in an approved activity for an average of 30 hours per week. Approved activities include work, community work, training, etc. Pending reauthorization legislation would increase this rate 5% annually up to a maximum of 70%. The average number of hours is also up for an increase.

VI. AGREEMENTS

HEAD START agrees to:

1. Identify family goals, strengths, necessary services and other supports.
2. Offer parents opportunities to develop and implement individualized Family Partnership Agreements that describe family goals, responsibilities, strategies and timetables for tracking progress in achieving these goals.
3. Avoid duplication of effort, or conflict with, any preexisting family plans developed between other programs and the Early Head Start or Head Start family.
4. Build upon, as appropriate, information obtained from the family and other community agencies concerning preexisting family plans.
5. Coordinate, to the extent possible, with families and other agencies to support the accomplishment of goals in the preexisting plans.
6. Work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals.
7. Provide opportunities for continuing education and employment training and other employment services through formal and informal networks in the community
8. Maintain Confidentiality of all data, referral information and agreements accessed through the family, other agencies or developed by Head Start or Early Head Start.
9. Establish local networks, including SD TANF Work Program for on-going communication, information sharing and referral.
10. Inform participants about services and requirements of the SD TANF Work Program.
11. Local Head Start, Early Head Start grantees and delegate agencies agree to serve as community service, work experience, or internship sites for TANF Work Program participants. Jobs might include child care, food service, maintenance, clerical, or related positions covered by Head Start. In these situations, Head Start will keep accurate training and employment records regarding TANF Work Program participants.
12. As it is feasible local Head Start, Early Head Start grantees and delegate agencies will allow Head Start/ TANF Work Program participants to use Head Start transportation and other related services.

13. TANF Work Program and Head Start, Early Head Start and delegate agencies will share information about training opportunities that either program is sponsoring. If appropriate, space will be made available for staff or participating parents from either program.
14. Annually, TANF Work Program and Head Start, Early Head Start and Delegate agency staff will meet locally to share information about their respective programs. They will communicate with each other as needed regarding mutual families being served by both programs.

TANF PROGRAM agrees to:

1. Identify parents who are required to participate in the TANF Work Program and following an individual assessment, enter into and provide services as outlined in the recipient's individualized Personal Responsibility Agreement and Plan. Intense follow up services are also provided to former TANF recipients who have left the program due to employment.
2. Make appropriate referrals to community resources, including the Head Start and Early Head Start Programs, and work collaboratively with the other agencies and families.
3. Negotiate community work sites, including Head Start Centers, and make appropriate placements.
4. When deemed eligible, provide financial resources, including cash assistance, supportive service payments, child care assistance, and medical assistance.
5. Meet with Head Start Centers to share program information that will enhance the success of the parents and their families.
6. Upon request to DSS State Office, provide labels and printouts of TANF cases in South Dakota.
7. Participate in networks, training and outreach activities at the local level.

Appendix A:

Family Partnership Agreement Described

Federal Register/ Vol. 61, No. 215

Subpart C- Family and Community Partnerships

* 1304.40 Family Partnerships

(a) Family Goal setting (1) Grantee and delegate agencies must engage in a process of collaborative partnership-building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports. This process must be initiated as early after enrollment as possible and it must take into consideration each family's readiness and willingness to participate in the process.

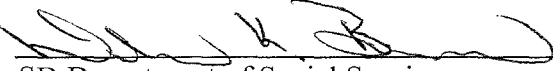
(2) As part of this ongoing partnership, grantee and delegate agencies must offer parents opportunities to develop and implement individualized Family Partnership Agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them.

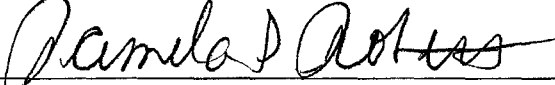
(3) To avoid duplication of effort, or conflict with, any preexisting family plans developed between other programs and the Early Head Start or Head Start family, the Family Partnership Agreement must take into account, and build upon as appropriate, information obtained from the family and other community agencies concerning preexisting family plans. Grantee and delegate agencies must coordinate, to the extent possible, with families and other agencies to support the accomplishment of goals in the preexisting plans.

(B) Accessing community services and resources. (1) Grantee and delegate agencies must work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals, including: (i),(ii) and(iii) Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.

This agreement is in effect upon the signatures of authorized officials.


SD Head Start Association President 11-10-05
Date


SD Department of Social Services 11/20/05
Date


SD Department of Labor 12-15-05
Date