

**Interagency Agreement
Between**

**South Dakota Head Start Association, Department of Education Head Start State
Collaboration Office, South Dakota Department of Health WIC Program, Cheyenne
River WIC Program, Rosebud Indian Tribal WIC Program, Standing Rock Indian
Tribal WIC Program.**

This agreement has been made and entered into between the South Dakota Head Start Association, that includes Head Start and Early Head Start programs listed below, and the South Dakota WIC Program and Cheyenne River WIC Program to allow disclosure of information obtained only for the purposes of establishing eligibility, conducting outreach, education and early access to health care and coordinated service delivery for applicants and participants of both programs.

Both parties agree to:

- 1) Establish state and local networking for on-going communication and appropriate information sharing.
- 2) Display each other's program information in WIC clinics and Head Start /Early Head Start sites.
- 3) Refer potentially eligible applicants and program participants to apply to each other's programs. Provide location of services and telephone numbers.
- 4) Share the following information in order to minimize costs, avoid duplication, and determine nutritional status: demographic data, clinical measurements of height, weight, hematocrit/hemoglobin and other pertinent medical data. Data that is shared must be from participants that are currently active and have a valid participant agreement.
- 5) Convey a consistent message to participants when sharing pertinent health and nutrition information regarding immunization, breastfeeding, nutrition and perinatal risk factors.
- 6) Encourage WIC Local Agencies, Early Head Start and Head Start programs to coordinate group nutrition counseling.
- 7) Share printed information (nutrition health assessment forms, applications, monthly nutrition topics, etc.) from both programs to educate and recruit participants.
- 8) WIC agrees to provide anthropometric training to Early Head Start and Head Start staff as requested. When possible, inform each other of staff training that might be pertinent to the other program.
- 9) Invite WIC staff to serve on the Head Start/Early Head Start Health Services Advisory Councils. Invite Head Start staff to participate in WIC Local Agency staff meetings.
- 10) Early Head Start and Head Start Programs agree to encourage the importance of:
 - Keeping WIC appointments and picking up WIC checks.
 - Having participants of both programs sign a release of information in order to provide follow-up and reminders of WIC appointments.
 - Consider transportation of participants to WIC appointments, group counseling, or Nutrition ✓Day to pick up WIC checks.
- 11) Early Head Start/Head Start Programs that are not members of the Head Start Association will complete a release or request of information form in order to share information with either program or enter into an inter-agency agreement with the State WIC office.

- 12) Disclosure of information received pursuant to this interagency agreement to any third party is prohibited. WIC information only may be shared
- Person's directly connected with the administration or enforcement of the program whom the State agency determines have a need to know the information for program purposes. These persons may include, but are not limited to: personnel from its local agencies and other State or local agencies; persons under contract with the State agency to perform research regarding the program, and persons investigating or prosecuting violations under Federal, State, or local law.
 - Representatives of public organizations which administer health and welfare programs that serve persons categorically eligible for the WIC program, as long as a written agreement is on file, i.e. an agreement must be on file with Social Services for release of information for income eligibility and/or dual participation (South Dakota does not have an agreement in place at this time).
 - WIC Program information may only be released for the purpose of establishing eligibility and outreach of WIC applicants.
 - The receiving organization will not, in turn, disclose the information to a third party.
 - The Comptroller General of the United States for audits and examination authorized by law.

South Dakota Head Start Association Members

Badlands Head Start
101 5th Avenue
Belle Fourche, SD 57717

South Central Child Development
401 Walnut Street SW
Wagner, SD 57380

Interlakes Community Action Head Start
Bos 268
Madison, SD 57042

University of South Dakota – Pre Birth - 5
414 E Clark St, 326 Julian Hall
Vermillion, SD 57069

Northeast South Dakota Head Start
202 S Main St, Suite 617
Aberdeen, SD 57401

Youth and Family Services Full Day Full Year
Infant to Five Head Start
PO Box 2813
410 East Monroe
Rapid City, SD 57709

Oahe Child Development Center
PO Box 907
2307 East Capital
Pierre, SD 57501

Youth and Family Services Prenatal to Five
Head Start
PO Box 2813
1920 Plaza Boulevard
Rapid City, SD 57709-2813

Sioux Falls Head Start
1101 North Western
Sioux Falls, SD 57104

Ann Stewart

SD Head Start Association Representative

3/1/10

Date

Paula Marsh

SD Dept of Ed Head Start State Collaboration Office Director

3/19/10

Date

Wendy Hightower

CRST WIC Program Director

5-27-2010

Date

Bernice Grace

Rosebud WIC Program Director

6-14-2010

Date

Glenn Wainio, Sr

Standing Rock WIC Program Director

6-24-10

Date

Rhonda Buntrock

State WIC Program Director

4/21/10

Date

M. Reilly

Rural America Initiatives Prenatal to Five Head Start Program Director

3-29-10

Date

Cheryl Bennette

Rosebud Sioux Tribe Head Start Program Director

4-19-10

Date