

AGREEMENT BETWEEN
THE WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
WEST VIRGINIA SPECIAL SUPPLEMENTAL NUTRITION PROGRAM
FOR WOMEN, INFANTS, AND CHILDREN
AND
WEST VIRGINIA HEAD START ASSOCIATION

Purpose and Scope

The purpose of this Agreement is to establish a collaborative relationship between the West Virginia WIC Program, Head Start and Early Head Start (hereafter, Head Start will refer to both Head Start and Early Head Start) at the State and local levels to improve service delivery to children who are eligible to participate in these Programs. The Agreement outlines activities that may be undertaken at the State and local levels that will support the Agreement and enhance Program coordination and service delivery.

Both Programs have many common goals, such as, providing nutritious foods and nutrition education to participants. Another common goal is to assist parents in making informed decisions about the physical and emotional well-being of their children. WIC and Head Start can serve as excellent referral bases for each other because of similar eligibility requirements.

Areas of Local Collaboration

The West Virginia WIC Program and Head Start may coordinate service delivery at the State and local levels to better meet the nutritional needs of participants. Areas for collaborative efforts include:

Nutrition Services

Both Programs require nutrition assessment which includes height, weight, hemoglobin/hematocrit, and dietary information. State and local agencies may promote the exchange of information in order to minimize duplication of effort in obtaining this information from children enrolled in both Programs. WIC agencies will continue to perform anthropometric and blood work measurements according to policy. A WIC/Head Start Request for Information Form, Attachment #1, will be used to provide Head Start with WIC measurements for children enrolled in both Programs.

Nutrition Education

WIC and Head Start may exchange educational approaches and materials for children by inviting representatives from the respective Programs to attend National, State and local meetings. In addition, Head Start may invite a WIC representative to serve on the Head Start Policy Council and Health and Nutrition Advisory Committee. WIC State and local agencies may provide Head Start with a sample of WIC nutrition education materials. All parents/guardians of children enrolled in WIC will receive nutrition education as part of the WIC certification and nutrition education class contacts by local WIC agencies.

Shared Information

WIC and Head Start may share policy and procedural changes which may affect services provided to Program participants. In addition, both Programs may share information for community needs assessment. If opportunity allows, WIC and Head Start may co-sponsor community resource fairs and community information sessions. WIC and Head Start may contribute to the other Program's bulletins and newsletters.

Other Health Care Services and Referrals

WIC and Head Start may share Program referral directories and useful approaches to providing referrals. WIC and Head Start may obtain and display information on the other Program for the purpose of informing participants about Program locations and services. WIC and Head Start will support and encourage the development of a referral system in order to refer potentially eligible participants to the other Program. The Head Start Program may periodically invite a WIC representative to be a guest speaker at the Head Start Parent Involvement Day.

Immunization Screening and Referrals

WIC and Head Start may share useful approaches to providing immunization services through Program staff or referral agencies.

Special Grant Project and Referrals

Where either Head Start or the WIC Program have been awarded special grants, they may work together to identify appropriate community resources to better serve the needs of children and families.

Staff Training

WIC and Head Start may exchange nutrition education staff training information and opportunities with the other Program.

Volunteer Services

WIC and Head Start may exchange volunteer information and training opportunities with the other Program.

Responsibilities

Agencies administering the WIC and Head Start Programs will inform all parties that the establishment of this written Agreement to share participant information for eligibility and outreach purposes are in accordance with applicable regulations, guidance and instructions.

All problems encountered in coordinating the two Programs will be resolved between the Director of the West Virginia WIC Program and the President of West Virginia Head Start Association.

Local WIC and Head Start agencies will designate staff to act as liaison with the other agency. The liaisons may hold periodic meetings to share information about nutrition education, policy, community needs assessment, referral, immunization services, and staff and volunteer training.

Each Party Will:

Comply with all Federal regulations and mandates governing the administration and operation of the WIC and Head Start Programs;

Maintain full and complete records concerning the Agreement between the two Programs;

Make referrals of children and families between the two Programs;

Restrict the use or disclosure of information obtained from Program applicants or recipients to persons directly connected with the administration or enforcement of the WIC and Head Start Programs. Information must be requested by Head Start in writing on the designated form to the WIC Competent Professional Authority (CPA). Information released by the CPA and will be limited to: height, weight, hemoglobin/hematocrit, birth weight, and current status as a WIC participant to in order to determine Program eligibility. The response will be mailed in a timely manner upon receipt of request to the designated address;

Comply with Title VI of the Civil Rights Act of 1964 which states that no person in the United States will, on the ground of race, color, national origin, age, sex or disability, be excluded from participation in, be denied benefits of or otherwise subjected to discrimination under any Program activity funded in whole or in part with funds administered under this Agreement.

Cost

There will be no transfer of funds to support this Agreement at this time.

Effective Date

Should a determination be made regarding non-compliance of any procedure outlined in the Agreement, or the Agreement is no longer serving in the best interest of the West Virginia WIC Program and/or the West Virginia Head Start Association, both parties will meet to renegotiate the terms of this Agreement.

This Agreement will be effective upon the signatures of the authorized officials of West Virginia WIC Program and Head Start. It will continue in force and effect until either party provides written notification of termination. Such notice will be given to the other party at least thirty (30) days in advance of the termination date.

Modification

Supplements or modifications to this Agreement may be entered into jointly by the parties signed below, or their designees.

Signatures

Denise Ferris

Denise Ferris, R.D., Dr. P.H.
Director, West Virginia WIC Program

7/16/99

Date

Tom Hargis

~~Patricia Cooper~~ Thomas H. Hargis, Jr.
President, West Virginia Head Start Association

7/6/99

Date

WIC/HEAD START REQUEST FOR INFORMATION

Information to be completed by Head Start Health Coordinator:

Participant Name: _____

Parent/Guardian Name: _____

Parent/Guardian SSN: _____

Check information requested:

- _____ **Height/Date of Measurement**
- _____ **Weight/Date of Measurement**
- _____ **Hemoglobin/Hematocrit/Date of Measurement**
- _____ **Birth Weight**
- _____ **Current status as a WIC participant**

Signature of Local Head Start Health Coordinator **Date**

Please send requested information to the above address

Signature of WIC CPA **Date**