

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 26, 2013

<b><u>What's Inside:</u></b> <b>Children's</b> <b>Division and</b> <b>Head Start</b> <b>Collaboration</b>
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## M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: LOCAL CHILDREN'S DIVISION AND HEAD START  
COLLABORATIONS

## DISCUSSION:

The purpose of this memorandum is to inform staff of the Memorandum of Agreement (MOA) entered into by the Department of Social Services, Missouri Head Start State Collaboration Office, and the Missouri Head Start Association. The MOA presents a framework for local Children's Division offices and Head Start agencies to work from to develop a Local Collaboration Plan. For the purpose of this memorandum, Head Start includes both Early Head Start and Head Start.

The Local Collaboration Plan, CD-199, is designed to improve the coordination of services for the children and families served by both agencies. Children's Division Circuit Managers should utilize the CD-199 to develop Local Collaboration Plans with each Head Start agency in their circuit (see the attached map of Head Start agencies). Plans should be developed and submitted to Children's Division Central Office by June 30, 2013 for approval per MOA guidelines. Children's Division staff may use the Head Start/Early Head Start Referral form (CD-200) to refer children/families to the Head Start agencies in the area who may be eligible. Children in foster care must be referred to Head Start.

Head Start/Early Head Start services, when accessed, can have a direct bearing on the actions Children's Division workers use in their day-to-day interactions with families, as well as addressing areas for improvement identified in Missouri's Program Improvement Plan (PIP). By accessing Head Start/Early Head Start programs, families can ensure their children are receiving quality child care services to help with school readiness. It will also aid in ensuring:

- Reduction in the recurrence of child maltreatment.
- Consistency in addressing risk of harm.
- Consistency in addressing families' needs for services and/or provision of services.
- Availability and accessibility of needed services.
- Fully engaging parents in child care choices.

- Providing input to Children's Division field staff for consideration in case planning, service delivery, and goal attainment through the Family Support Team involvement.
- Diligent efforts to meet children's early educational needs.
- Assessment of mental health needs of the parent (*as well as developmental and social/emotion needs of the child*) and provision of mental health services.

Children's Division staff is encouraged to become familiar with the Head Start/Early Head Start programs in their particular geographic area (see the attached map of Head Start agencies) and to use the Head Start/Early Head Start Referral form (CD-200) for families for whom they think would benefit from Head Start/Early Head Start.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Holly Otto 573-741-4431 <a href="mailto:Holly.M.Otto@dss.mo.gov">Holly.M.Otto@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Alicia Jenkins 573-751-6793 <a href="mailto:Alicia.Jenkins@dss.mo.gov">Alicia.Jenkins@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">Attachment G: Local Children's Division and Head Start Collaborations</a>	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">Head Start Referral Form</a> <a href="#">Local Collaboration Plan</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">Head Start Map</a>	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> PA-AM 4; PA-CPS 2; PA-CPS 8.02; PA-KC 9.03	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> PIP Item 3.5.(b)	
<b>PROTECTIVE FACTORS</b> Parental Resilience -Yes Social Connections -Yes Knowledge of Parenting and Child Development -Yes Concrete Support in Times of Need -Yes Social and Emotional Competence of Children -Yes	
<b>FACES REQUIREMENTS</b> N/A	