

**CHAVES COUNTY EARLY CHILDHOOD TRANSITION TEAM  
MEMORANDUM OF UNDERSTANDING (MOU)**

The MOU is of and between the Primary Partners listed below and are collectively described as the, "Bridge to Success Transition Team".

Primary Partners	Address	Organization Contacts	Contact Number	Email
Tobosa Developmental Services Los Pasitos Early Intervention Program (Los Pasitos)	110 E. Summit, Roswell, NM 88203	Felicia Juarez, Director of Children's Services  Michelle Pruitt, Director of Daily Operations	P: 575-623-0849  O: 575-623-0849 C: 575-317-7067	<a href="mailto:fjuarez@lospasitos.org">fjuarez@lospasitos.org</a>  <a href="mailto:mpruitt@lospasitos.org">mpruitt@lospasitos.org</a>
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Hagerman Municipal Schools (HMS) Special Education Preschool Program	406 N. Cambridge, Hagerman, NM 88232	Katie Gray, Special Education Director	P: 575-752-3284 F: 575-752-3306	<a href="mailto:kgrav@bobcat.net">kgrav@bobcat.net</a>
Lake Arthur Municipal Schools (LAMS) Special Education Preschool Program	700 Broadway, Lake Author, NM 88253	Paul Lessard, Special Education Director	P: 575-365-2000 F: 575-365-2002 F: 575-622-0277	<a href="mailto:paul.lessard@la-panthers.org">paul.lessard@la-panthers.org</a>
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Southeast New Mexico Community Action Corporation (SNMCAC) Head Start Preschool Program	1907 San Jose Blvd., Carlsbad, NM 88220	Lionel Espinoza, Head Start Director Vanessa Magdaleno, Education Manager Pamela O'Neal, Special Services Manager Karey Maciha, Health/Nutrition Manager Edelynn Manriquez, Family/Community Partnership Manager	P: 575-887-3939 ext. 247 F: 575-887-6357 P: ext. 254 P: 575- P: ext. 221 P: ext. 256	<a href="mailto:L.espinoza@snmcac.com">L.espinoza@snmcac.com</a> <a href="mailto:v.magdaleno@snmcac.com">v.magdaleno@snmcac.com</a> <a href="mailto:p.oneal@snmcac.com">p.oneal@snmcac.com</a> <a href="mailto:k.maciha@snmcac.com">k.maciha@snmcac.com</a> <a href="mailto:e.manriquez@snmcac.com">e.manriquez@snmcac.com</a>
New Mexico School for the Deaf (NMSD)	1060 Cerrillos Rd., Santa Fe, NM 87505	Karla Sanchez, South Central/Southeast Regional Supervisor	P: 505-469-7455 F: 505-476-6424	<a href="mailto:karla.sanchez@nmsd.k12.nm.us">karla.sanchez@nmsd.k12.nm.us</a>
New Mexico School for the Blind and Visually Impaired (NMSBVI)	1609 E. 21 <sup>st</sup> St., Clovis, NM 88101 801 Stephen Moody St. SE ABQ., NM 87123	Ronda Dalley, Developmental Vision Specialist	P: 575-430-7621	<a href="mailto:rdalley@nmsbvi.k12.nm.us">rdalley@nmsbvi.k12.nm.us</a>

## **PURPOSE**

The purpose of this memorandum of understanding (MOU) is to formalize transition procedures and delineate roles and responsibilities among its agencies in their collaborative efforts to identify, evaluate, and transition children from Early Intervention (Part C) to Preschool Special Education (Part B) or Head Start which may be delivered in other community settings. As a group we strive for a cooperative system that provides families with the information, empowerment and support(s) they need to make informed choices and smoothly move from one service system to another in accordance with State and Federal regulations. Additionally, we collaboratively learn about the array of services each agency provides, eligibility and access considerations and the referral process to assure resources are utilized in the most effective manner. Lastly, we come together to collaborate on a continuing system of screening, referral and community health fairs to provide education and referral information to families.

## **DESCRIPTION OF THE INVOLVED AGENCIES**

**Roswell Independent Schools District (LEA)** is the public school agency with the responsibility for ensuring that FAPE is available to a child with a disability.

**Dexter Consolidated Schools District (LEA)** is the public school agency with the responsibility for ensuring that FAPE is available to a child with a disability.

**Hagerman Municipal School District (LEA)** is the public school agency with the responsibility for ensuring that FAPE is available to a child with a disability.

**Lake Arthur Municipal School District (LEA)** is public school agency with the responsibility for ensuring that FAPE is available to a child with a disability.

**Tabosa Developmental Services/ Los Pasitos Early Intervention Program** serves children from birth to three years of age with a developmental delay or who may be at risk for a developmental delay.

**MECA Therapies Early Intervention Program** serves children from birth to three years of age with a developmental delay or who may be at risk for a developmental delay.

**NM School for the Deaf and NM School for the Blind and Visually Impaired** may provide supports and services for children within this community. These agencies are full participants in this MOU and are involved in the transition process for children as appropriate in the following process if a hearing or visual impairment is identified after the transition, the local education agency (LEA) will contact the appropriated agency(ies). See addendum for further information.

**SNMCAC Head Start (HS)** provides comprehensive services to 659 eligible children 3-5 years of age and their families in Roswell, Carlsbad, Artesia, and Dexter. Although HS eligibility is primarily based on the family income being equal to or below the poverty guidelines; there are a variety of other circumstances considered when determining a child's eligibility such as; being eligible for public assistance, the child is homeless, or the child is in foster care. In addition, if a child can benefit from HS services, they can become eligible under the over-income category. Of the 659 slots, SNMCAC reserves 10 percent specifically for children with disabilities. As such, SNMCAC employs intentional strategies for identifying, recruiting, and enrolling children with disabilities. One of the strategies is collaborating with FIT service coordinators to assist families in completing application process, which includes reviewing documents for eligibility requirements. This process may be scheduled prior to the Transition Conference in order to assure enrollment in Head Start.

## **DEFINITION OF TERMS**

**Early Childhood Transition in New Mexico Flow Chart-** outlines the timeline and responsibilities for both FIT and LEAs.

**FIT-** Family Infant Toddler Programs (Los Pasitos and MECA *Family Infant Toddler (FIT) Program*: is the program within the New Mexico Department of Health (NMDOH), the State lead agency designated to administer IDEA Part C early intervention in the State of New Mexico.

**Late Referral** - for LEAs and Los Pasitos and MECA is defined as any child who comes to a FIT provider less than 90 days prior to their 3<sup>rd</sup> birthday.

**Notification-** FIT providers provide a quarterly list of children who may be potentially eligible for early intervention services under the categories of Developmental Delay or Established Condition who reside in the LEAs district to include: the child's first name, last name and middle initial; the date of birth; and contact information for parents.

**Parent Consent-** For purposes of LEAs are consent for evaluation only. For purposes of FIT providers is consent for release of records to Part B. Parent Consent for Head Start will be initiated during the application process for Head Start services.

**Potentially Eligible for Part B-** children eligible under the Part C –Established Condition, Biological/Medical Risk, Developmental Delay, Environmental Risk, children eligible under Informed Clinical Opinion, and who will turn three within the next 12 months.

**Release of Records-** as noted on the *Transition Referral Form* is parent consent for exchange of information between FIT Los Pasitos, MECA and LEAs to include Transition Assessment Summary Form, evaluations, IFSPs, and all other documentation needed to facilitate smooth and effective transition in accordance with FERPA and HIPPA guidelines.

**STARS-** Student Teacher Accountability Reporting System is the New Mexico Education Public Department Accountability Data System. Each local education agency is responsible for reporting referrals and transition meeting dates from Part C to B in this system.

**FAPE-** Free and Appropriate Public Education

**FERPA-**Family Educational Rights and Privacy Act of 1974 is federal legislation in the United States that protects the privacy of students' personally identifiable information. The act applies to all educational institutions that receive federal funds.

**FOCUS-** New Mexico's Tiered Quality Rating and Improvement System (TQRIS). It offers a framework for quality improvement in early care and education programs. FOCUS provides criteria that defines what high-quality programs can do to support children and their families.

**EDT-**Eligibility Determination Team: Team of professionals determining a student's eligibility based on current data and team input

### **IMPLEMENTATION OF AGREEMENT**

Copies of this MOU will be mailed, emailed, or given in person to the primary partners in the Bridge to Success Transition Team. Each agency will meet with their respective appropriate staff members to inform and train on the contents of the agreement. All changes will be discussed and each person will get a copy of the MOU. Families will be informed of changes as needed in the transition process.

### **MONITORING AND EVALUATION OF THE AGREEMENT**

The individual agencies will collaborate with one another regarding the MOU. The agencies will also meet internally regarding the MOU evaluation. Everyone will take responsibility for the evaluation effectiveness to make sure the agreement is working. This effectiveness will be discussed and evaluated at least two times a year at the Bridge to Success Transition Team meetings. If changes need to be made to the MOU they will be made before April so a new MOU can be drawn up and signed by the primary partners.

### **INTERAGENCY DISPUTE PROCESS**

If agencies have a conflict, they cannot resolve between themselves they will contact their state coordinators for guidance and clarification. If the dispute continues, a meeting will be scheduled for the Roswell Bridge to Success Transition Team with state coordinators, to convene so they can assist with a resolution.

### **DURATION**

This agreement will begin April 20, 2020 and end April 20, 2024. The MOU will be reviewed at the Bridge to Success Transition team meetings and updated as needed.

**WORKING PROCEDURES, TIMELINES AND RESPONSIBILITIES IN TRANSITION PROCESS**

**NOTIFICATION**

**NOTIFICATION:** FIT providers must notify the LEAs of children who reside in the LEA's educational jurisdiction and who are potentially eligible for Part B services. The list should include children who will turn three within the next 12 months.

**NMAC 7.30.8.13 TRANSITION (B): Notifications to the public education department and local education agency (LEA):**

- (1) The FIT program shall provide notification to the public education department, special education bureau, of all potentially eligible children statewide who will be turning three years old in the following twelve month period.
- (2) The early intervention provider agency shall notify the LEA of all potentially eligible children residing in their district who will turn three years old in the following twelve month period. This will allow the LEA to conduct effective program planning.
- (3) The notification from the early intervention provider agency to the LEA shall:
  - (a) include children who are potentially eligible for preschool special education services under the Individuals with Disabilities Education Act (IDEA) Part B; potentially eligible children are those children who are eligible under the developmental delay or established condition categories;
  - (b) include the child's name, date of birth, and contact information for the parent(s);
  - (c) be provided at least quarterly in accordance with the process determined in the local transition agreement; and
  - (d) be provided not fewer than 90 days before the third birthday of each child who is potentially eligible for IDEA Part B.

**NMAC 6.31.2.11 (A) (4) (a)** Each public agency shall develop and implement appropriate policies and procedures to ensure a smooth and effective transition from Part C to Part B programs for preschool children with disabilities within the agency's educational jurisdiction, in compliance with 34 CFR Sec. 300.124. Each LEA and other public agencies as appropriate shall make reasonable efforts to establish productive working relations with local Part C programs and when given reasonable notice shall participate in the transition planning conferences arranged by local Part C providers.

FIT PROVIDER	LEA	HEAD START	OTHER
<p>The early intervention provider shall notify the Local Education Agency (LEA) of children that reside in the neighborhood school/area served by the LEA that may be eligible for preschool special education services. Notices shall be given monthly (August - May) on or before the 15<sup>th</sup> of each month. The notification will be hand delivered or emailed to the preschool office secretary and/or Special Services office and followed up with a phone call. The FIT coordinator will provide a list to the LEA's personnel upon return from summer break.</p>	<p>The LEA will receive information, review the list of potentially eligible children and confirm by phone or email to the FIT Coordinator, that the list is received. The Part B facilitator will receive the list and document the information. The LEA representative will contact the FIT coordinator within the first week back from summer break to receive the list of potentially eligible children.</p>		

## TRANSITION PLANNING

**TRANSITION PLANNING BEGINS AT THE INITIAL IFSP:** By the time the child is 24 months of age, the transition plan will be updated. At least 90 days, and not more than 9 months before the child's third birthday the transition plan shall be finalized at an annual IFSP or transition conference. The service coordinator meets with the family to identify and document the specific steps and actions that will support the child and family through the transition process. These individualized steps and actions are documented on the transition plan and are included in the IFSP.

### NMAC 7.30.8.13

- A. Transition planning shall occur with the parent(s) of all children to ensure a smooth transition from the FIT program to preschool or other setting.
- B. Notifications to the public education department and local education agency (LEA):
- (1) The FIT program shall provide notification to the public education department, special education bureau, of all potentially eligible children statewide who will be turning three years old in the following twelve month period.
  - (2) The early intervention provider agency shall notify the LEA of all potentially eligible children residing in their district who will turn three years old in the following twelve month period. This will allow the LEA to conduct effective program planning.
  - (3) The notification from the early intervention provider agency to the LEA shall:
    - (a) include children who are potentially eligible for preschool special education services under the Individuals with Disabilities Education Act (IDEA) Part B; potentially eligible children are those children who are eligible under the developmental delay or established condition categories;
    - (b) include the child's name, date of birth, and contact information for the parent(s);
    - (c) be provided at least quarterly in accordance with the process determined in the local transition agreement; and
    - (d) be provided not fewer than 90 days before the third birthday of each child who is potentially eligible for IDEA Part B.
- C. Transition plan:
- (1) A transition plan shall be developed with the parent(s) for each eligible child and family that addresses supports and services after the child leaves the FIT program.
  - (2) The transition plan shall be included as part of the child's IFSP and shall be updated, revised and added as needed.
  - (3) The following is the timeline for developing the transition plan:
    - (a) at the child's initial IFSP meeting the transition plan shall be initiated and shall include documentation that the family service coordinator has informed the parent(s) regarding the timelines for their child's transition;
    - (b) by the time child is 24 months old, the transition plan will be updated to include documentation that the family service coordinator has informed the parent(s) of the early childhood transition options for their child and any plans to visit those settings; and
    - (c) at least 90 days and not more than nine months before the child's third birthday, the transition plan shall be finalized at an annual IFSP or transition conference meeting that meets the attendance requirements of this rule.
  - (4) The transition plan shall include:
    - (a) steps, activities and services to promote a smooth and effective transition for the child and family;
    - (b) a review of program and service options, including Part B preschool special education, head start, New Mexico school for the deaf, New Mexico school for the blind and visually impaired, private preschool, child care settings and available options for Native American tribal communities; or home if no other options are available;
    - (c) documentation of when the child will transition;
    - (d) the parent(s) needs for childcare if they are working or in school, in an effort to avoid the child having to move between preschool settings;
    - (e) how the child will participate in inclusive settings with typically developing peers;
    - (f) evidence that the parent(s) have been informed of the requirement to send notification to the LEA;
    - (g) discussions with and training of the parent(s) regarding future placements and other matters related the child's transition;
    - (h) procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in a new setting; and
    - (i) a confirmation that referral information has been transmitted, including the assessment summary form and most recent IFSP.
- D. Referral to the LEA and other preschool programs:

- (1) A transition referral shall be submitted by the family service coordinator, with parental consent, to the LEA at least 60 days prior to the transition conference. The transition referral shall include at a minimum the child's name, the child's date of birth, the child's address of residence, and the contact information for the parent(s), including name(s), address(es), and phone number(s).
- (2) For children who enter the FIT program less than 90 days before their third birthday, the family service coordinator shall submit a referral, with parental consent, as soon as possible to the LEA. This referral shall serve as the notification for the child. No further notification to the LEA shall be required for the child.
- (3) For children referred to the FIT program less than 45 days before the child's third birthday, the family service coordinator shall submit a referral to the LEA, with parent consent, but the early intervention provider agency will not conduct an evaluation to determine eligibility in accordance with the referral and intake provisions of this rule.
- E. Invitation to the transition conference:** The family service coordinator shall submit an invitation to the transition conference to the LEA and other preschool programs at least 30 days prior to the transition conference.
- F. Transition assessment summary:**
- (1) The family service coordinator shall submit a completed transition assessment summary form to the LEA at least 30 days prior to the transition conference.
- (2) Assessment results, including present levels of development, must be current within six months of the transition conference.
- G. Transition conference:** The transition conference shall:
- (1) be held with the approval of the parent(s);
- (2) be held at least 90 days and no more than nine months prior to the child's third birthday;
- (3) meet the IFSP meeting attendance requirements of this rule;
- (4) take place in a setting and at a time that is convenient to the family;
- (5) be conducted in the native language of the family, or other mode of communication used by the family, unless it is clearly not feasible to do so;
- (6) with permission of the parent(s), include other early childhood providers (early head start/head start, child care, private preschools, New Mexico school for the deaf, New Mexico school for the blind and visually impaired, etc.);
- (7) be facilitated by the family service coordinator to include:
- (a) a review of the parent(s)'s preschool and other service options for their child;
- (b) a review of, and if needed, a finalization of the transition plan;
- (c) a review of the current IFSP, the assessment summary; and any other relevant information;
- (d) the transmittal of the IFSP, evaluation and assessments and other pertinent information with parent consent;
- (e) an explanation by an LEA representative of the IDEA Part B procedural safeguards and the eligibility determination process, including consent for the evaluation;
- (f) as appropriate, discussion of communication considerations (if the child is deaf or hard of hearing) and Braille determination (if the child has a diagnosis of a visual impairment), autism considerations, and considerations for children for whom English is not their primary language.
- (g) discussion of issues including enrollment of the child, transportation, dietary needs, medication needs, etc.
- (h) documentation of the decisions made on the transition page and signatures on the transition conference signature page, which shall be included as part of the IFSP. Copies of the transition conference page and signature page shall be sent to all participants.
- H. Transition date:**
- (1) The child shall transition from the FIT program when he or she turns three years old.
- (2) For a child determined to be eligible by the LEA for preschool special education (IDEA Part B):
- (a) if the child's third birthday occurs during the school year, transition shall occur by the first school day after the child turns three; or
- (b) if the child's third birthday occurs during the summer, the child's IEP team shall determine the date when services under the IEP (or IFSP-IEP) will begin.
- I. The individualized education program (IEP):**
- (1) The family service coordinator and other early intervention personnel shall participate in a meeting to develop the IEP (or IFSP-IEP) with parent approval.
- (2) The family service coordinator, with parent consent, shall provide any new or updated documents to the LEA in order to develop the IEP.
- J. Follow-up family service coordination:** At the request of the parents, and in accordance with New Mexico department of health policy, family service coordination shall be provided after the child exits from early intervention services for the purpose of facilitating a smooth and effective transition.
- [7.30.8.13 NMAC - Rp, 7.30.8.13 NMAC, 6/29/12]



FIT PROVIDER	LEA	HEAD START	OTHER
<p>Transition planning will be discussed at the initial IFSP.</p> <p>By 24 months of age, the designated staff shall review the transition timeline with the family and document it in the IFSP to support the child and family in a smooth and effective transition that leads to successful outcomes.</p> <p>With involvement of the families, the transition process shall include at a minimum: 1) Discussions with the families regarding future program/ service options to include preschool special education services and other community services that may be available and appropriate. Representatives from these programs and services shall be included in these discussions to ensure an informed decision, 2) Preparing the child and family for the changes and adjustments to a new setting, 3) Assisting families to develop the skills and acquire the information needed for continued advocacy of their child's needs.</p> <p>Individual steps and actions are documented on the Transition Plan and are included in the IFSP.</p> <p>Early intervention services shall be provided in accordance with the IFSP.</p>	<p>The LEA will coordinate with early intervention providers to support parent and family involvement by facilitating visits for families to classrooms and/or learn about services provided by the school district.</p>	<p>Head Start will coordinate with early intervention providers to support parent and family involvement by facilitating visits for families to classrooms and/or learn about services provided by the school district. An Open House will be held in the fall for parents.</p>	<p><b>NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED:</b> Provide information to parents/guardians of children who are eligible to transition regarding options for services</p> <p>Coordinate transition information/efforts with other service providers.</p> <p>In the case of a child who is blind or visually impaired and in accordance with DOH procedures and with parent consent, contact the regional supervisors for NMSBVI for technical assistance to the transition team in discussing relevant considerations and the continuum of educational options.</p> <p><b>NEW MEXICO SCHOOL FOR THE DEAF</b> will Provide information to parents/guardians of children who are eligible to transition regarding options for services</p> <p>Coordinate transition information/efforts with other service providers.</p> <p>In the case of a child who is deaf or hard of hearing and in accordance with DOH procedures and with parent consent, contact the regional supervisors for NMSD for technical assistance to the transition team in discussing relevant considerations and the continuum of educational options.</p>

## REFERRAL TO LEA

**REFERRAL TO LEA:** With parent consent, the Transition Referral Form should be sent at least 60 days prior to the Transition Conference, and if possible at least six months prior to the child's third birthday. To support the use of Part C information in determining Part B eligibility, the FIT Transition Assessment Summary Form will be completed and sent to the LEA at least 30 days prior to the Transition Conference.

**NMAC 7.30.8.13 D (1):** A transition referral shall be submitted by the family service coordinator, with parental consent, to the LEA at least 60 days prior to the transition conference. The transition referral shall include at a minimum the child's name, the child's date of birth, the child's address of residence, and the contact information for the parent(s), including name(s), address(es), and phone number(s).

**NMAC 7.30.8.13 D (2)** For children who enter the FIT program less than 90 days before their third birthday, the family service coordinator shall submit a referral, with parental consent, as soon as possible to the LEA. This referral shall serve as the notification for the child. No further notification to the LEA shall be required for the child.

**(3)** For children referred to the FIT program less than 45 days before the child's third birthday, the family service coordinator shall submit a referral to the LEA, with parent consent, but the early intervention provider agency will not conduct an evaluation to determine eligibility in accordance with the referral and intake provisions of this rule.

**NMAC 6.31.2.1.11 (5) (H)** In compliance with 34 CFR Sec. 300.101(b)(2), if a child's birthday occurs during the summer, the child's IEP team shall determine the date when services under the IEP or IFSP will begin. Each public agency must engage in appropriate planning with the Part C lead agency so that the eligible child will be prepared to receive Part B special education and related services when the IEP team determines that the services under the IEP or IFSP will begin.

FIT PROVIDER	LEA	HEAD START	OTHER
<p>The FIT Service Coordinator will obtain consent from the family using the Transition Referral Form. The form will be hand delivered, electronic delivery, or mailed to the LEA and all involved parties, at least 60 days prior to the Transition Conference, and if possible, 6 months prior to the child's 3<sup>rd</sup> birthday for all children eligible for Part C under "Established Condition" or "Developmental Delay".</p> <p>If a child turns 3 after July 1, and the family refuses the referral to Part B the FIT Service Coordinator shall provide the family with prior written notice that Part C services will end when the child turns 3. The family will be provided with a copy of the Procedural Safeguards and a flyer with information about The LEA's Child Find information. -</p> <p>If a child receiving FIT services will turn 3 during the summer months, the Designated Staff, with parent's consent, will schedule a transition conference with the LEA prior to the last</p>	<p>Upon receipt of the referral form, the date will be recorded in the student's record. Upon completion of the IEP, the information will be recorded in STARS.</p> <p>The LEA will review Transition Referral forms sent by FIT. Confirmation given for receipt of forms, and the child will be added to the referral list.</p>	<p>If a child is turning 3 during the summer months and the family refuses the referral to Part B, Head Start will participate in a transition conference with the family and the child's team members at the family home no later than 9 months up to 90 days prior to the child's third birthday.</p>	<p><b>NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED:</b> Refer, with parent consent, to the local FIT early intervention providers or LEA, when appropriate.</p> <p>Provide current information regarding present levels of performance and relevant assessment information to be used in eligibility determination and programming design.</p> <p><b>NEW MEXICO SCHOOL FOR THE DEAF:</b> Refer, with parent consent, to the local FIT early intervention providers or LEA, when appropriate.</p>

day of the school year using the scheduled transition conference dates provided by the LEA.

If a child is turning 3 during the summer months and the family refuses the referral to Part B, the Designated Staff will conduct a transition conference with the family and the child's team members at the family home no later than 9 months up to 90 days prior to the child's third birthday. The designated Staff will provide the family with a copy of the Procedural Safeguards, other transition options within the community, and a flyer with information about the LEA's Child Find information. A PWN will be signed upon the child's exit informing the family that Part C services have ended due to the child turning three.

If a child comes to FIT fewer than 45 days before their third birthday, they will be referred to LEA.

If the child is referred to the FIT Program **between 45 and 90 days from** the child's third birthday and, therefore, the Transition Conference cannot be held at least 90 days before the child's third birthday, the service coordinator will discuss the process for transition with the family during the intake process and the transition plan will be incorporated into the initial IFSP. If the child is determined eligible under —Established Condition, Biological/Medical Risk, Developmental Delay, Environmental Risk, children eligible under Informed Clinical Opinion, a referral must be sent to the LEA with parent permission as soon as possible.

For children referred to the FIT program fewer than 45 days before the child's third birthday, the early intervention provider agency will not conduct intake or an evaluation to determine FIT eligibility. The FIT program will let the family know of preschool options and will assist with a referral to the LEA with the consent of the parent(s).

FIT provider will collaborate with LEA personnel to establish procedures for summer referrals. The FIT provider will include summer referrals on the first notification list submitted upon LEA's return from summer break.

Summer referrals will be addressed as soon as possible after school commences.

LEA will confirm by phone or e-mail with the FIT provider that first notification was received upon return from summer break.

Support the IEP team by providing consultation related to Special Considerations for Children who are Deaf or Hard-of-Hearing as mandated by IDEA at the Transition Conference and IEP meeting.

Provide referral to the NMSD Center for Educational Consultation and Training Program to the receiving LEA, Head Start, or other placement agency if placement is other than NMSD Preschool.

In the case of a child who is deaf or hard-of-hearing, and in accordance with DOH procedure and with parent consent, contact an NMSD Regional Supervisors for technical assistance to the transition team in discussing communication considerations and the continuum of educational options.

Provide referral to the NMSD Center for Educational Consultation and Training Program to the receiving LEA, Head Start, or other placement agency if placement is other than NMSD Preschool.

## PLANNING FOR TRANSITION CONFERENCE

**TRANSITION PLANNING:** At least 30 days prior to Transition Conference, Service Coordinator will coordinate a date with parents, FIT, LEA, and community partners. A written invitation and the completed FIT Transition Assessment Summary Form will be sent to the LEA. The LEA will review materials they receive and determine who will attend the conference.

### NMAC 7.30.8.13

- A. Transition planning shall occur with the parent(s) of all children to ensure a smooth transition from the FIT program to preschool or other setting.
- B. Notifications to the public education department and local education agency (LEA):
  - (1) The FIT program shall provide notification to the public education department, special education bureau, of all potentially eligible children statewide who will be turning three years old in the following twelve month period.
  - (2) The early intervention provider agency shall notify the LEA of all potentially eligible children residing in their district who will turn three years old in the following twelve month period. This will allow the LEA to conduct effective program planning.
  - (3) The notification from the early intervention provider agency to the LEA shall:
    - (a) include children who are potentially eligible for preschool special education services under the Individuals with Disabilities Education Act (IDEA) Part B; potentially eligible children are those children who are eligible under the developmental delay or established condition categories;
    - (b) include the child's name, date of birth, and contact information for the parent(s);
    - (c) be provided at least quarterly in accordance with the process determined in the local transition agreement; and
    - (d) be provided not fewer than 90 days before the third birthday of each child who is potentially eligible for IDEA Part B.

**NMAC 7.30.8.13 E. Invitation to the transition conference:** The family service coordinator shall submit an invitation to the transition conference to the LEA and other preschool programs at least 30 days prior to the transition conference.

**NMAC 7.30.8.13 F. Transition assessment summary:**

- (1) The family service coordinator shall submit a completed transition assessment summary form to the LEA at least 30 days prior to the transition conference.
- (2) Assessment results, including present levels of development, must be current within six months of the transition conference.

FIT PROVIDER	LEA	HEAD START	OTHER
<p>For all children eligible for Part C under "Established Condition" or "Developmental Delay" with family consent, FIT Service Coordinator will send an invitation letter to the LEA at least 30 days prior to the Transition Conference. Other relevant service providers should also be invited to attend this meeting (NMSBVI, NMSD, Head Start).</p> <p>The FIT and LEA coordinators will schedule transition conference dates at least twice a year.</p>	<p>The LEA will review FIT data to determine what LEA staff need attend the Transition Conference to provide information.</p>	<p>Head Start personnel will attend conferences.</p>	<p>Representatives from NM state schools (NMSBVI and NMSD) will be invited as appropriate and support each family's efforts to obtain current reports prior to transition.</p>

<p>FIT program will send invitations to families and LEA coordinator, NMSBVI, NMSD, and Head Start at least 30 days prior to meeting date.</p> <p>With family consent the Assessment Summary form, ECO, pertinent assessment/evaluation reports/Hearing and Vision and IFSP's will be hand delivered or electronic delivery to the LEA preschool facilitator at least 30 days before the Transition Conference.</p> <p>Summer referrals will be addressed as soon as possible after school commences. FIT program will work with families to develop ideas/activities to facilitate their child's development.</p>			
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## TRANSITION CONFERENCE

**TRANSITION CONFERENCE:** The FIT program is legally responsible for convening the Transition Conference. It is the responsibility of the Service Coordinator to invite an LEA representative to the Transition Conference with the approval of the family.

### NMAC 7.30.8.13 (F) TRANSITION

#### Transition assessment summary:

- 1) The family service coordinator shall submit a completed transition assessment summary form to the LEA at least 30 days prior to the transition conference.
- (2) Assessment results, including present levels of development, must be current within six months of the transition conference.

**Subsection (A)(5)(e) of NMAC 6.31.2.11** states that: Each LEA shall participate in transition planning conferences arranged by the designated Part C lead agency no less than 90 days prior to the anticipated transition or the child's third birthday, whichever occurs first, to facilitate informed choices for all families.

FIT PROVIDER	LEA	HEAD START	OTHER
<p>A Transition Conference shall be convened at least 90 days prior to the anticipated date of transition from early intervention services but no later than 90 days prior to the child's third birthday. This conference shall include, at a minimum, the families, the relevant FIT service providers, and the LEA representative(s) to mutually agree upon a date, time, and location.</p>	<p>The LEA will participate in the Transition Conference arranged by the designated FIT provider. The LEA will explain preschool services and answer parent questions.</p> <p>LEA will complete the Review of Existing Evaluation data (REED)</p>	<p>Review developmental information and income eligibility/application process with family.</p> <p>Head Start will receive and review information regarding the IFSP.</p>	<p><b>NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED:</b></p> <p>Participate, when invited, in transition conferences/meetings and help the team and family consider placement options and adaptations that may be needed.</p>

<p>The transition process must take into account availability of Head Start and other community childcare services that may be relevant.</p> <p>The Service Coordinator shall facilitate this conference to ensure the following actions: 1) Review the child's service/program options, 2) Renew, revise or establish a Transition Plan, 3) Ensure coordination of transition matters, 4) With parental consent, the transmission of information, including evaluation and assessment information and copies of the IFSP, etc. to ensure continuity of services.</p> <p>In the case of a child with a documented visual/hearing impairment, the FIT Service Coordinator will contact NMSBVI/NMSD for technical assistance during the Transition Conference to discuss the Consideration of Special Factors (from IDEA-97): consideration of the child's needs.</p> <p>At the request of the families and in accordance with Department of Health policy, service coordination shall be provided for a period of up to one month for the purpose of facilitating a smooth and effective transition.</p>	<p>form provided in NM TEAM Manual to determine if additional assessments are needed to be conducted. If the family is ready to proceed, family will sign the Consent Form for Preschool Evaluation. If additional assessments are needed, the LEA is responsible for conducting the assessments.</p> <p>Families will be contacted by the LEA and a date for the EDT (Eligibility Determination Team) meeting will be scheduled.</p> <p>The LEA has to ensure that there is a clear vision and hearing including any other medical information to be reviewed directly from the physician to fulfill the Part B threshold for evaluation consent.</p> <p>Additionally, the LEA must ensure they have the legal supporting documentation from parent/ guardian eligible to meet Part B threshold necessary in educational decision making for evaluation consent.</p> <p>LEA will provide the families with a copy of the Procedural Safeguards for Special Education.</p>	<p>Provide family with information about the Head Start program. Head Start will accommodate visits by families and their children who may attend Head Start.</p> <p>Head Start will participate in the Transition Conference arranged by the designated FIT provider. Head Start will explain preschool services and answer parent questions.</p>	<p>Provide current assessment information, recommendations and consultation as needed to the receiving program.</p> <p><b>NEW MEXICO SCHOOL FOR THE DEAF will:</b></p> <p>Provide a comprehensive overview of the transition process and provide information on services to families, including eligibility and enrollment information Contact the local LEA through its Joint Power's Agreements to collaboratively consider placement options and participate in IFSP/IEP meetings.</p> <p>Participate in the Transition Conference.</p> <p>Support each family in acquiring a comprehensive and current evaluation including audiological prior to transition.</p> <p>Support the IEP team by providing consultation related to Special Considerations for Children who are Deaf or Hard-of-Hearing as mandated by IDEA at the Transition Conference and IEP meeting.</p> <p>Provide referral to the NMSD Center for Educational Consultation and Training Program to the receiving LEA, Head Start, or other placement agency if placement is other than NMSD Preschool.</p> <p>Work together with other local FIT providers, Early Head Start, Head Start, and /or LEA's to best meet the needs of children who are deaf or hard of hearing in the community and support attainment of outcomes and goals contained in the IFSP/IEP.</p>
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## INITIAL COMPREHENSIVE EVALUATION FOR PART B

**INITIAL EVALUATION FOR PART B:** The LEA is responsible for obtaining written informed parental consent and conducting the evaluation within 60 days. The purpose of the initial evaluation is to determine if the child is a child with a disability, and if the child requires special education and related services to benefit from the education program.

**34CFR § 200.301 Initial evaluations.** (a) General. Each public agency must conduct a full and individual initial evaluation, in accordance with 55300.304 through 300.306, before the initial provision of special education and related services to a child with a disability under this part.

(a) Review existing evaluation data on the child,

(b) Request for initial evaluation. Consistent with the consent requirements in §300.300, either parent of a child or a public agency may initiate a request for an initial evaluation to determine if a child is a child with a disability.

(c) Procedures for initial evaluation. The initial evaluation—

(1)(i) Must be conducted within 60 days of receiving parental consent for the evaluation; and

(2) Must consist of procedures—

(i) To determine if the child is a child with a disability under § 300.8; and

(ii) To determine the educational needs of the child.

FIT PROVIDER	LEA	HEAD START	OTHER
FIT Service Coordinator will provide most current copies of evaluations and IFSPs, and other relevant data to the LEA with written parental consent.	The LEA will schedule a date for a group of qualified professionals from the school district and the family to review any existing data (including the IFSP, evaluations and information provided by families) as part of the process for determining eligibility (EDT) for IDEA Part B.	Head Start will participate in and support efforts for a smooth and effective transition for children who at age three will need to be considered for services for preschool age children. Head Start will participate in EDT meetings as one of the options for their child to select from.	With parent consent Inclusion Specialist (NMSBVI and /or NMSD) will encourage parents to give consent to share assessment information with the LEA.

## ELIGIBILITY DETERMINATION AND PARENT CHOICE

**ELIGIBILITY DETERMINATION.** Eligibility is determined after the initial evaluation procedures are completed including the careful review of existing evaluation and assessment information, observations and input from the parents.

**NMAC 6.31.2.11 (A)(5)(f)** Each LEA shall designate a team including parents and qualified professionals to review existing evaluation data for each child entering the LEA's preschool program in compliance with 34 CFR Sec. 300.305, and based on that review to identify what additional data, if any, are needed to determine the child's eligibility for Part B services or develop an appropriate program in a manner that is consistent with Paragraph (3) of Subsection A of this section. The notice of procedural safeguards shall be given to the parents as provided in Paragraph (3) of Subsection D of 6.31.2.13 NMAC.

### **NMAC 6.31.2.10**

#### **F. Eligibility determinations.**

##### **(1) General rules regarding eligibility determinations**

**(a)** Upon completing the administration of tests and other evaluation materials, a group of qualified professionals and the parent of the child must determine whether the child is a child with a disability, as defined in 34 CFR Sec. 300.8 and Paragraph (2) of Subsection B of 6.31.2.7 NMAC. The determination shall be made in compliance with all applicable requirements of 34 CFR Sec. 300.306 and these or other department rules and standards and, for a child suspected of having a specific learning disability, in compliance with the additional procedures of 34 CFR Secs. 300.307-300.311, and these or other department rules, policies and standards.

**(b)** The public agency must provide a copy of the evaluation report and the documentation of determination of eligibility to the parent.

FIT PROVIDER	LEA	HEAD START	OTHER
	<p>The LEA will conduct any additional evaluations that are needed and provide explanation in the family's native language or preferred communicative modality within 60 days of the Consent Form for Evaluation signed by the family.</p> <p>The LEA evaluation team, with family/FIT input, will determine eligibility for preschool services.</p> <p>The LEA will conduct the initial evaluation in accordance with 34 CFR § 300.304 to include a variety of measures and sources, and family input, as well as information about the child's physical condition, social, or cultural background.</p>		



## EVALUATION REPORT AND DOCUMENTATION OF ELIGIBILITY SENT TO PARENT

**EVALUATION REPORT AND DOCUMENTATION OF ELIGIBILITY WILL BE PROVIDED TO THE PARENT by the child's third birthday. With parental consent, LEAs have the option to share this information with the FIT provider.**

### NMAC 6.31.2.10

Eligibility determinations.

(1) General rules regarding eligibility determinations:

(a) Upon completing the administration of tests and other evaluation materials, a group of qualified professionals and the parent of the child must determine whether the child is a child with a disability, as defined in 34 CFR Sec. 300.8 and Paragraph (2) of Subsection B of 6.31.2.7 NMAC. The determination shall be made in compliance with all applicable requirements of 34 CFR Sec. 300.306 and these or other department rules and standards and, for a child suspected of having a specific learning disability, in compliance with the additional procedures of 34 CFR Secs. 300.307-300.311, and these or other department rules, policies and standards.

(b) The public agency must provide a copy of the evaluation report and the documentation of determination of eligibility to the parent.

FIT PROVIDER	LEA	HEAD START	OTHER
FIT provider will receive transition information on a monthly basis: dates of EDT meeting, IEP date, students eligibility determination and place of service for the children transitioning from Part C.	The LEA shall provide a monthly document to FIT providers (excluding summer months) listing dates of EDT meeting, IEP date, students eligibility determination and place of service for the children transitioning from Part C.		

## INDIVIDUALIZED EDUCATION PROGRAM (IEP) DEVELOPED

**IEP DEVELOPED by the child's third birthday excluding summer months.**

### Federal Regulation

#### §300.124 Transition of children from the Part C program to preschool programs

The State must have in effect policies and procedures to ensure that—

(a) By the third birthday of a child described in paragraph (a) of this section, and IEP or, if consistent with § 300.323(b) and section 636(d) or the Act, and IFSP, has been developed and is being implemented for the child consistent with § 300.101(b).

#### §300.323 When IEPs must be in effect.

(a) General. At the beginning of each school year, each public agency must have in effect, for each child with a disability within its jurisdiction, an IEP, as defined in §300.320.

(b) IEP or IFSP for children aged three through five. (1) In the case of a child with a disability aged three through five (or at the discretion of the State Education A, a two year-old child with a disability who will turn age three during the school year), the IEP Team must consider an IFSP that contains the IFSP content (including the natural environments statement) described in section 636(d) of the Act and its implementation regulations (including

an educational component that promotes school readiness and incorporates pre-literacy, language, and numeracy skills for children with IFSPs under this section who are at least three years of age), and that is developed in accordance with the IEP procedures under this part. The IFSP may serve as the IEP of the child, if using the IFSP as the IEP is—

- i. Consistent with State policy; and
- ii. Agreed to by the agency and the child’s parents.

FIT PROVIDER	LEA	HEAD START	OTHER
<p>FIT provider will participate in the IEP if requested and invited by the parent.</p> <p>With parent consent FIT Provider will encourage parents to give consent and invite childcare directors and/or teachers to attend IFSP/IEP committee meetings to share all data documented and resources for additional support and involvement in working with the child</p>	<p>If a child has been determined eligible for Part B, an IEP will be in place by the child’s third birthday, except when child is referred during summer months.</p> <p>With parent consent: The Part C coordinator, Head Start, NMSBVI and NMSD (if applicable) will be invited to this IEP at the parent(s)’ request.</p>	<p>If the family chooses to have their child attend the Head Start Program, the LEA will provide Special Education and Related services as outlined in the IEP.</p> <p>Services must begin as soon as possible after the development of the IEP or the first day of school. Therapy is provided by a licensed therapist.</p>	<p><b>NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED:</b></p> <p>Participate, with written parent permission, on IFSP/IEP team. Provide current information regarding present levels of performance and relevant assessment information to be used in eligibility determination and programming design.</p> <p>Attend the IFSP/IEP meeting and provide a current functional vision assessment or determine if further vision assessment is needed for children we are serving in the birth to three program, assist in setting goals and objectives, provide suggestions for environmental modifications, and provide recommendations for level of service.</p> <p>Complete the Consideration of Special Factors form (from IDEA-04): consideration of the child’s future needs and appropriate reading and writing media (including an evaluation of the child’s future needs for instruction in Braille or the use of Braille). NMSBVI staff is responsible for determining the Literacy Mode (auditory, visual, and tactile) of each</p>

transitioning child who we are serving in our infant toddler program, completing the Consideration of Special Factors Form, and for making recommendations for the IEP.

**NEW MEXICO SCHOOL FOR THE DEAF:**

In the case of a child who is deaf or hard-of-hearing, and in accordance with DOH procedure and with parent consent, contact an NMSD Regional Supervisors for technical assistance to the transition team in discussing communication considerations and the continuum of educational options.

In the case of a child with a hearing loss, even if the hearing loss is not the child's primary condition, the Communication Considerations for Children with a Hearing Loss IEP addendum MUST be completed by the IEP team to facilitate discussion around the child's communication needs. NMSD Center for Educational Consultation and Training staff is available to IEP teams for support and consultation.

IN WITNESS WHEREOF, the signatures of the representatives / contact persons from the listed organizations are affixed:

1. **Los Pasitos Early Intervention** (110 E. Summit, Roswell, NM 88203)  
Name and Title of Authorized Representative: Felicia Juarez, Director of Children's Services

**Felicia Y. Juarez**

**Oct 18, 2021**

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**Felicia Juarez Signature**

2. **Los Pasitos Early Intervention** (110 E. Summit, Roswell, NM 88203)  
Name and Title of Authorized Representative: Michelle Pruitt, Director of Daily Operations

**Michelle Pruitt**

**Oct 18, 2021**

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**Michelle Pruitt Signature**

3. **MECA Therapies** (1415 W. Second Street, Roswell, NM 88201)  
Name and Title of Authorized Representative: Elizabeth Sanchez, Regional Director

*Elizabeth Sanchez*

Elizabeth Sanchez (Oct 20, 2021 08:56 MDT)

**Oct 20, 2021**

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**Elizabeth Sanchez Signature**

4. **MECA Therapies** (1415 W. Second Street, Roswell, NM 88201)  
Name and Title of Authorized Representative: Stephanie Gallegos, EC Lead Coordinator

**Stephanie Gallegos**

**Oct 20, 2021**

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**Stephanie Gallegos Signature**

5. **Dexter Consolidated Schools** (PO Box 159, Dexter, NM 88230)  
Name and Title of Authorized Representative: Rosalba Price, Special Education Director

**Rosalba Price**

**Nov 16, 2021**

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**Rosalba Price Signature**

6. **Hagerman Municipal Schools** (406 N. Cambridge, Hagerman, NM 88232)  
Name and Title of Authorized Representative: Katie Gray, Special Education Director

Signature: *F. Juarez*  
Felicia Y. Juarez (Oct 18, 2021 16:38 MDT)

Email: fjuarez@lospasitos.org

Signature: *Stephanie Gallegos*  
Stephanie Gallegos (Oct 20, 2021 09:22 MDT)

Email: stephanie.meca@gmail.com

Signature: *K. Gray*  
Katelyn Gray (Nov 22, 2021 06:27 MST)

Email: kgray@bobcat.net

Signature:

Email: sgreen@risd.k12.nm.us

Signature: *Michelle Pruitt*  
Michelle Pruitt (Oct 18, 2021 17:39 MDT)

Email: mpruitt@lospasitos.org

Signature: *Rosalba Price*  
Rosalba Price (Nov 16, 2021 10:02 MST)

Email: pricer@dexterdemons.org

Signature: *P. Lessard*  
Paul Lessard (Nov 22, 2021 06:43 MST)

Email: paul.lessard@la-panthers.org

/ /

Katie Gray Signature

7. Lake Arthur Municipal Schools (700 Broadway, Lake Author, NM 88253)

Name and Title of Authorized Representative: Paul Lessard, Special Education Director

*Paul Lessard*

/ /

Paul Lessard Signature

8. Schools RISD Parkview Early Literacy (1700 W. Alameda, Roswell, NM 88203)

Name and Title of Authorized Representative: Sally Green, Principal

*Sally Green*

2/1/22

May 4, 2022

Sally Green Signature

9. Pecos Valley Regional Education Cooperative (2218 W. Grand Ave., Artesia, NM 88210)

Name and Title of Authorized Representative: Kelley Alsup, Executive Director

*Kelley Alsup*

Kelley Alsup (Oct 16, 2021 12:23 MDT)

Oct 16, 2021

Kelley Alsup Signature

10. SNMCAC Head Start (1907 San Jose Blvd., Carlsbad, NM 88220)

Name and Title of Authorized Representative: Lionel Espinoza, Head Start Director

Lionel P. Espinoza Jr.

Oct 16, 2021

Lionel Espinoza Signature

11. SNMCAC Head Start (1907 San Jose Blvd., Carlsbad, NM 88220)

Name and Title of Authorized Representative: Vanessa Magdaleno, Education Manager

Vanessa Magdaleno

Oct 16, 2021

Vanessa Magdaleno Signature

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12. **SNMCAC Head Start** (1907 San Jose Blvd., Carlsbad, NM 88220)

Name and Title of Authorized Representative: Pamela O'Neal, Special Services Manager

*Pamela O'Neal*

Pamela O'Neal (Oct 17, 2021 11:46 MDT)

Oct 17, 2021

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Pamela O'Neal Signature

13. **SNMCAC Head Start** (1907 San Jose Blvd., Carlsbad, NM 88220)

Name and Title of Authorized Representative: Karey Maciha, Health & Nutrition Manager

k

Oct 18, 2021

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Karey Maciha Signature

14. **SNMCAC Head Start** (1907 San Jose Blvd., Carlsbad, NM 88220)

Name and Title of Authorized Representative: Edelynn Manriquez, Family & Community Engagement Manager

Edelynn Manriquez

Oct 18, 2021

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Edelynn Manriquez Signature

15. **New Mexico School for the Deaf** (1060 Cerrillos Rd., Santa Fe, NM 87505)

Name and Title of Authorized Representative: Karla Sanchez, South Central/Southeast Regional Supervisor

Karla Sanchez, DS III, NMSD

Oct 18, 2021

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Karla Sanchez Signature

16. **NM School for the Blind & Visually Impaired** (801 Stephen Moody St. SE, Albuquerque, NM 87123)

Name and Title of Authorized Representative: Ronda Dalley, Developmental Vision Specialist

Ronda Dalley, TVI/L, DSII

Oct 25, 2021

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Ronda Dalley Signature

Signature: Linal Espinoza

Email: l.espinoza@snmcac.com

Signature: Karey Lyn Maciha  
Karey Lyn Maciha (Oct 18, 2021 09:35 MDT)

Email: k.maciha@snmcac.com

Signature: Karla Sanchez  
Karla Sanchez, DSIII, NMSD (Oct 18, 2021 14:45 MDT)

Email: karla.sanchez@nmsd.k12.nm.us

Signature: Vanessa Magdaleno  
Vanessa Magdaleno (Oct 16, 2021 13:33 MDT)

Email: v.magdaleno@snmcac.com

Signature: Edelynn Manriquez  
Edelynn Manriquez (Oct 18, 2021 10:26 HDT)

Email: e.manriquez@snmcac.com

Signature: Ronda Dalley  
Ronda Dalley (Oct 25, 2021 10:12 MDT)

Email: rdalley@nmsbvi.k12.nm.us



IN WITNESS WHEREOF, the signatures of the representatives / contact persons from the listed organizations are affixed:

1. **Roswell Independent School District (RISD)** (1700 W. Alameda, Roswell, NM 88203) *300 N. Kentucky, Roswell, NM 88201*  
Name and Title of Authorized Representative: Shelley Bruns, Director of Special Services

*Shelley Bruns*      *2/11/2022*  
\_\_\_\_\_  
Shelley Bruns Signature

2. **CHI St. Joseph's Children** (323 N. Main Street, Roswell, NM 88201)  
Name and Title of Authorized Representative: Vernita Pacheco, Team Leader

\_\_\_\_\_  
Vernita Pacheco Signature

3. **CHI St. Joseph's Children** (323 N. Main Street, Roswell, NM 88201)  
Name and Title of Authorized Representative: Sharon Lara, Team Leader

\_\_\_\_\_  
Sharon Lara Signature

**Signature:**

**Email:** sbruns@risd.k12.nm.us

**Signature:**

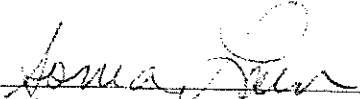
**Email:** vernitapacheco@stjosephshealth.net

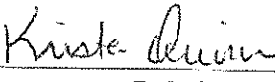
**Signature:**

**Email:** sharon.lara@commonspirit.org

IN WITNESS WHEREOF, the following signatures are affixed:

**SIGNATURES/DATES**

Roswell ISD		ISD Supt	7-30-2020
Agency Name	Person Signing	Role/Title	Date

PMS Chaves County Home Visiting		Parent Ed Admin	5-4-22
Agency Name	Person Signing	Role/Title	Date

Agency Name	Person Signing	Role/Title	Date
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Agency Name	Person Signing	Role/Title	Date
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Agency Name	Person Signing	Role/Title	Date
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Agency Name	Person Signing	Role/Title	Date
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