

## EARLY CHILDHOOD TRANSITION MEMORANDUM OF UNDERSTANDING (MOU)

### The purpose of the MOU is to:

- Define roles and responsibilities between the agencies involved in the early childhood transition process, such as; Local Education Agency (LEA), Early Intervention Agency (EI), State Supported Schools (New Mexico School for the Blind and Visually Impaired – NMSD, New Mexico School for the Deaf – NMSD), Head Start, Parent Organizations (Education for Parents of Indian Children with Special Needs - EPICS, Parents Reaching Out – PRO), etc. within the respective federal and state mandates;
- Coordinate an effective system of activities, policies, and procedures between the local education agency (LEA) and the Department of Health (DoH) Family Infant Toddler (FIT) Program which guide and support the development and implementation of transition services for families of children with disabilities who are approaching age three
- Meet the requirements of Parts B and C of IDEA for documentation of service coordination among lead agencies and interagency agreements between individual programs and their local education agencies (LEAs) and/or Early Intervention (EI) programs

**Developing the MOU** occurs through a process of ongoing meetings and dialogue between partners to gain an understanding of the requirements

each partner is obligated to meet, the internal procedures each agency follows to meet those requirements, and the agreement each partner makes to support efforts to have smooth and effective transition experiences for each child and family.

- The partners come together at each region's Early Childhood Transition Team meeting



### Who signs the MOU?

A person in authority from each partnering agency listed on the MOU must sign their region's MOU. The partners must include:

- LEAs
- Part C providers
- Agencies providing services; Regional Education Cooperatives (RECs), NM School for the Blind and Visually Impaired (NMSBVI), NM School for the Deaf (NMSD)

Other partners may include:

- Childcare Centers
- NM Training and Technical Assistance Programs (NM TTAPs,
- Head Start Programs
- Family advocacy groups, however, they are not required to sign the MOU

## Are MOUs tied to funding?

Yes. MOUs continue to be tied to LEAs funding. LEAs are required to submit their MOU with their annual IDEA B funding application.

- Any revisions to the MOU require an addendum-signed by the person with authority from each partnering agency

## How many years is a MOU valid?

MOUs are valid for four years unless changes have been made, which would require an addendum-signed by the person in authority from each partnering agency listed on the MOU.

## Reviewing the MOU:

The transition team members have the responsibility of annually reviewing their region's MOU which should include evaluation of its effectiveness.

## Where can I find my region's MOU?

Find your region's MOU on the New Mexico Early Childhood Transition website:

<http://www.cdd.unm.edu/ecln/Transition/transitionTeamsMOU.html>



For additional transition related information or resources, please go to:  
New Mexico Early Childhood Transition Initiative  
<http://www.cdd.unm.edu/ecln/Transition>

## State MOU between NM Department of Health and the New Mexico Public Education Department regarding early childhood transition

A copy of the NM state's MOU may be found on the Early Childhood Transition webpage:

<http://www.cdd.unm.edu/ecln/Transition/transitionResources.html>

### Transition Resources

[Click here for Training Information and Materials](#)

#### TRANSITION DOCUMENTS

- [NM Guidance: Children Transitioning from IDEA Part C to IDEA Part B](#) (revised 11/2012)
- [Steps for Early Childhood Transition Flow Chart](#) (revised 11/2012)
- [NM State MOU](#) (2013)



#### MEMORANDUM OF UNDERSTANDING CONCERNING THE TRANSITION OF CHILDREN BETWEEN NEW MEXICO DEPARTMENT OF HEALTH, NEW MEXICO PUBLIC EDUCATION DEPARTMENT

This Memorandum of Understanding is made and entered into among the New Mexico Public Education Department, hereinafter referred to as the "PED" and the New Mexico Department of Health, hereinafter referred to as the "DOH".

Purpose: To facilitate a smooth and effective transition for eligible children and families. For PED and DOH to collaborate in order to ensure compliance with federal and state laws and regulations.

**MOUs** support the process of transitioning children and families from early intervention services to other services and supports.



Funded by and developed in collaboration with the  
NM Department of Health  
Family Infant Toddler Program  
<http://archive.nmhealth.org/ddsd/nmfit/>