**MEMORANDUM OF UNDERSTANDING BETWEEN**

**Head Start/Early Head Start**

**AND**

**WOMAN, INFANT, AND CHILDREN (WIC) SUPPLEMENTAL NUTRITION PROGRAM**

This Memorandum of Understanding (MOU) is between Head Start/Early Head Start and WIC.

**DURATION OF AGREEMENT**: Effective:

It will be reviewed and updated annually as needed.

**BACKGROUND:**

Head Start/Early Head Start and WIC serve prenatal women and low income children from 0-5 years of age and their families by providing nutritious food, nutrition education, assessing growth, screening for anemia and determining nutrition risk.

**PURPOSE:**

This MOU between Head Start/Early Head Start and WIC will improve program coordination and service delivery to prenatal women low-income children and their families who are eligible to participate in both programs.

The goal of the MOU is to accomplish the following:

|  |
| --- |
|  |
|  |
| * Coordinate and reinforce similar nutrition messages and materials.
* Coordinate care for shared families
 |

**Head Start/Early Head Start agrees to:**

1. Provide outreach and referral to prenatal women and age eligible children to WIC.
	1. Obtain and display information on each other’s program (posters, bilingual brochures, etc.)
2. Encourage shared families to attend WIC appointments and classes.
3. Exchange and share nutritional information on mutual clients for which release of information is obtained.
4. Not share the information for any other purpose or disclose the information to a third party.
5. Coordinate services and referrals to avoid overlap and prevent gaps in service for families at risk.
6. Develop parent education for shared families that meet the need of WIC’s second nutrition education opportunity.
7. Schedule parent education opportunities in advance so WIC is able to off the training in lieu of scheduling a WIC class.
8. Assist staff in promoting good health, nutrition and the importance of physical activity education for enrolled children and families.
9. Collaborate on training opportunities for staff.
10. Share information about health/nutrition initiatives.
11. Support collaborative and other grant writing efforts.

**Women, Infant and Children Supplemental Nutrition Program agrees to:**

1. Provide outreach and referral to Head Start/Early Head Start
	1. Obtain and display information on each other’s program (posters, bilingual brochures, etc.)
2. Exchange and share nutritional information on mutual clients for which release of information is obtained.
3. Not share the information for any other purpose or disclose the information to a third party.
4. Attend Head Start/Early Head Start Health Services Advisory Committee (HSAC) as schedule allows.
5. Share outreach and/or nutrition education materials such as pamphlets, videos, etc.
6. Assist staff in promoting good health, nutrition and the importance of physical activity education for enrolled children and families.
7. Collaborate on training opportunities for staff.
8. Share information about health/nutrition initiatives.
9. Support collaborative and other grant writing efforts