Head Start and WIC:
Working Together to Help Arizona Families

Arizona Head Start Association and
Arizona Department of Health Services WIC
Teamwork:
Working together
gets the goods!
Head Start Agencies - Participating

- Chicanos Por La Causa
- Northern Arizona Council of Governments (NACOG)
- Child Parent Centers, Inc (CPC)
- Pinal Gila Community Child Services, Inc (PGCCS)
- Western Arizona Council of Governments (WACOG)
- Crisis Nursery
- Southwest Human Development Head Start
- Catholic Charities Westside Head Start
- Maricopa County
Head Start Delegates - Not Participating

- City of Phoenix Human Services Head Start
- Booker T Washington Child Development Center, INC
- Deer Valley Head Start
- Fowler Head Start
- Golden Gate Head Start
- Greater Phoenix Urban League Head Start
- Murphy Head Start
- Roosevelt School District Head Start
- Wilson Head Start
How Will We Work Together?

• Memorandum of Understanding (MOU)
  – Arizona Head Start Association (Head Start)
  – Arizona Department of Health Services WIC (WIC)
Purpose of the MOU

• Coordination of services and confidential data

• Improve health outcomes

• Increase access to WIC Services among at-risk children at local WIC and Head Start offices throughout AZ

• Streamline administrative procedures for staff, participants, and applicants of both WIC and Head Start programs
Term of Agreement

• Begins when signed by both parties

• Valid for 3 years thereafter
  – May be extended to 5 years or terminated early

• Executed February 29, 2016
This MOU Provides

• A definition of roles of state agencies, local Head Start agencies, local health departments and local WIC agency staff in referral, screening and follow-up

• Data sharing of Hgb values and WIC eligibility data
The MOU Prevents

• Disclosure of confidential client information to other entities
Guidelines for Collaboration

• Nutrition Services
• Nutrition Education
• Shared Information
• Display of Information
• Other Health Care Services and Referrals
Nutrition Services

• Promote the exchange of
  – information about each program’s procedures
  – standards for providing nutrition services to low-income children and their families

• Encouraged to identify areas of commonality, such as
  – nutrition assessment and education
  – gaps in services
  – practices that have found to be most effective for each program
    • For example, both WIC and Head Start require a nutrition assessment which includes height, weight, anthropometric, and dietary information
Nutrition Education

• Identify ways to minimize duplication of effort in obtaining this information from persons enrolled in both programs

• Exchange educational approaches and materials for children by inviting representatives from the respective programs to attend local, state, regional and national meetings
Nutrition Education

• Head Start is encouraged to
  – Invite a WIC representative to serve on the Head Start Policy Council and Health and Nutrition Advisory Committee
  – Work with dietetic interns from the Maricopa County Department of Public Health Dietetic Internship

• WIC State and local agencies are encouraged to provide Head Start with WIC nutrition education materials
Shared Information

- Information regarding participants to the extent that confidentiality policies permit
  - Statistical
  - Medical
  - Eligibility

- Information needed for community needs assessment(s)

- WIC and Head Start may consider co-sponsoring community resource fairs and community information sessions

- Encourage to include contributions to WIC and Head Start bulletins and newsletters

- Head Start is encouraged to provide WIC with Head Start menus for the purpose of developing WIC nutrition education lessons
Display of Information

• Encouraged to obtain and display information on each other’s programs for the purpose of referring potentially eligible participants and to inform participants about program locations and services
  – Bilingual brochures
  – Posters

• Head Start Program is encouraged to periodically invite a WIC representative to be a guest speaker at the Head Start Parent Involvement Day for informational purposes
Other Health Care Services and Referrals

• Encouraged to identify to other health care services and referrals available to program participants, such as EPSDT/Medicaid

• Whenever possible, the programs may consider using a “joint application form” in an effort to improve efficiency, time, and cost-effectiveness

• Encouraged to work together to coordinate services and referral to avoid overlap and prevent gaps in service
WIC Implementation

• Guide for Data Sharing Between the Arizona Head Start Association and the Arizona WIC Program
  • Guidelines for data sharing
  • Outline WIC and Head Start practices
  • Includes attachments
    – Signed Copy of MOU
    – Head Start Referral Form
    – Head Start acceptance table for anthropometrics and bloodwork data based on Head Start site

• Head Start and WIC Referral Form
  • Fillable and printable PDF
Guidelines

• The MOU has eliminated the need for a ‘Release of Information’ to be completed between WIC and Head Start programs in Arizona

• WIC staff shall inform participants that personal information may be shared with Head Start during WIC certification

• Located on R&O
Welcome to Arizona WIC
Participant Rights and Obligations

Our pledge to you

Health Information
- WIC provides helpful tips on nutrition and active living.
- WIC supports and helps with breastfeeding.
- WIC will contact your healthcare provider to discuss nutritional needs for you and/or your child upon your request.

Healthy Foods
- WIC provides your family with checks to buy healthy foods.

Fair Treatment
- WIC Rules are the same for everyone.
- You have the right to appeal decisions made by WIC about your eligibility.
- If you do not understand your Rights and Obligations, you have the right at any time, to ask a WIC staff member to explain them to you.

Privacy
- All the information provided to WIC will be kept private.
- Help Getting Enrolled in Services
- If you move to a different area, your WIC information will be shared with the new WIC clinic if you request.
- WIC provides referrals to health and social services that may help your family.
- If you have other questions, ask to speak with a WIC Clinic Supervisor.

Your pledge to WIC

Honesty
- Do not sell or trade WIC checks, food, formula or breast pumps (the intention alone could be grounds for removal from the program).
- If WIC determines you have attempted to sell or had intention to sell any benefits (food, formula, or breast pumps) verbally, in print or online, through any type of social media, you will be subject to disqualification from the Program.
- You can only enroll in one (1) WIC Program at any given time.
- WIC checks and ID folders are for you, and your children, and are not to be changed or shared in any manner.

Accurate Information
- Provide the most current and truthful information (WIC staff may verify that the information is correct).

Good Use of the Program
- Be courteous and respectful towards all WIC clinic and store staff.
- Buy only WIC-approved foods.
- Shop only at WIC-approved stores.
- Following the rules of the WIC Program is important to avoid being prosecuted, disqualified, and/or asked to repay the Program.
- Be on time for your WIC appointment. If you cannot keep an appointment, call your local WIC office before your scheduled appointment.

Protect your benefits
- Keep your WIC ID Pouch and checks in a secure place (as they are treated the same as cash).
- Allow only the approved authorized representative or guests to use your WIC checks or ID Folder.
- Immediately report all stolen WIC checks to your WIC office.

By signing this form, I agree to all the above:

Signature of Authorized Representative 1: __________________________ Date: __________

Signature of Authorized Representative 2: __________________________ Date: __________

Signature & Title of Certifier: __________________________ Signature of Income Verifier (if different): __________________________ Date: __________

I agree to allow WIC staff to: (initial)
- __________ take height and weight for me and/or my child
- __________ take a small amount of blood to check the iron level for me and/or my child
- __________ physically touch me or my child during breast feeding instruction

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (name, address, phone number) where they applied or please contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complain_filing_cust.htm, and return to USDA - Office of Civil Rights, 533c Independence Avenue, SW, Washington, D.C. 20250-9410; (2)Fax: (202) 690-7442 or (3) Email: programintake@usda.gov

This institution is an equal opportunity provider.
Health and Wellness for all Arizonans

- WIC provides your family with checks to buy healthy foods.

**Fair Treatment**
- WIC Rules are the same for everyone.
- You have the right to appeal decisions made by WIC about your eligibility.
- If you do not understand your Rights and Obligations, you have the right, at any time, to ask a WIC staff member to explain them to you.

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- Do not sell or trade WIC checks, food, formula or breast pumps (the intention alone could be grounds for removal from the program).
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- Following the rules of the WIC Program is important to avoid being prosecuted, disqualified, and/or asked to repay the Program.
- Be on time for your WIC appointment. If you cannot keep an appointment, call your local WIC office before your scheduled appointment.

**Protect your benefits**
- Keep your WIC ID Folder safe; lost/stolen checks are NOT replaceable (as they are treated the same as cash).
- Allow only the approved authorized representative or proxy to use your WIC checks or ID Folder.
- Immediately report all stolen WIC checks to your WIC office.

In accordance with 7 CFR 246.26, the Director of Arizona Department of Health Services (ADHS) has authorized the use and disclosure of WIC participant information to the following programs: Arizona Early Intervention Program, Car Seat Program, Children with Special Healthcare Needs, Head Start, Health Start Program, High Risk Prenatal Program/ Newborn Intensive Program, Arizona Immunizations Program, Maternal and Child HealthCare Program and Tobacco Use Prevention. For additional details about the purpose of the Information Sharing Agreement, please see the inside of your WIC Identification (ID) Folder.
Referral Form

• AZWIC.gov → Local Agencies → Information and Forms
• Fillable and Printable PDF
• English and Spanish
• Client information that can be shared
• Clinic Contact Information
• Complete portion with WIC logo
Option 1-Front

WIC Referral to Head Start

- Currently Participating in Head Start
- Not Participating in Head Start

Child's Full Name

Child's DOB

Authorized Representative’s Full Name

Phone Number

Date of Referral

Height

Hgb

Weight

Date Taken

WIC Clinic Contact Information Here:

Recomendación de WIC para Head Start

- Participando en Head Start
- No está participando en Head Start

Nombre completo del Niño

Fecha de nac. del Niño

Nombre completo del Representante Autorizado

Núm. de tel.

Fecha de recomendación

Altura

Hgb

Peso

Fecha en que se pesó

Información de Contacto de la Clínica de WIC:
### Head Start Referral to WIC

- [ ] Currently Participating in WIC
- [ ] Not Participating in WIC

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<td>Staff Member's Full Name</td>
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<td>Head Start Site Contact Information Here:</td>
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### Recomendación para WIC de Head Start

- [ ] Participando en WIC
- [ ] No está participando en WIC

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<td>Fecha de nac. del Niño</td>
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<td>Nombre completo del Representante Autorizado</td>
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<td>Núm. de tel.</td>
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Información de Contacto de la oficina de Head Start:

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Health and Wellness for all Arizonans
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<td><strong>WIC Referral to Head Start</strong></td>
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**Head Start Contact Information Here:**

**WIC Clinic Contact Information Here:**

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| **Recomendación para WIC de Head Start** |
| **Recomendación de WIC para Head Start** |

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**Información de Contacto de la Clínica de WIC:**
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<td>- No está participando en WIC:</td>
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<td>- Nombre del Representante:</td>
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<tr>
<td>- Date of Birth:</td>
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**Arizona Department of Health Services**
Completing the Referral Form

1. Checkbox to identify participation status
   • Mark field if the client is currently enrolled in the Head Start Program
2. Child’s Full Name
   • List first name, middle initial (if applicable), and last name
3. Child’s Date of Birth (DOB)
4. Authorized Representative (AR) Full Name
   • List first name, middle initial (if applicable), and last name
   • List AR relationship to child next to name (in parentheses)
     – For Example: Parent, Foster Parent, Legal Guardian, etc
     – Note: Head Start section of form states Staff Full Name
5. Phone Number
   • Enter phone number for contacting AR
6. Date of Referral
7. Height
8. Weight
9. Hemoglobin (Hgb)
10. Date Taken
    • List date that the anthropometric and biochemical data was completed
    • If dates of information taken differ, please note the date taken next to each data point documented on the form
11. WIC Clinic Contact Information
    • Please place clinic stamp in the box in the event the clinic needs to be contacted
Methods of Obtaining Form

• Method 1: Fax, client not present, client currently participating in WIC

• Method 2: Fax, client not present, client is NOT currently participating in WIC

• Method 3: Client presents in clinic
Method 1: Fax, client not present, client is currently participating in WIC

- Identify if client is due for services within the next 2 weeks.
  - If not due, provide most recent anthropometrics and bloodwork data.
  - If due for services, complete measurements at visit and provide the current data on the form.

- Document that Referral Form was completed in the Note.

- Add “Head Start” to the Referral screen in the Care Plan tab of HANDS and mark as participating.

- Completed form may be faxed to Head Start location requesting information with cover sheet.
Method 2: Fax, client not present, client is NOT currently participating in WIC

- Determine a method to notify the Head Start office within two (2) weeks that client is not currently enrolled in the WIC program

- Data will not be provided by the WIC office
Method 3: Client presents in clinic

- Determine if client is due for WIC services.
  - If due
    - Complete appointment and gather current anthropometric or bloodwork data for WIC services
    - Provide information gathered at that visit
  - If due, but not due for anthropometric and/or bloodwork
    - Provide most current data
    - Do not need to take at this visit

- Document that Referral Form was completed in the Note.

- Add “Head Start” to the Referral screen in the Care Plan tab of HANDS and mark as participating.
Encryption Notice

• If electronic method of sharing the data sharing form is desired, the file **MUST** be encrypted

• Local agency staff are encouraged to contact their local Head Start program sites to determine their preferred method of data sharing
Acceptance of Completed Referral Form

• Refer to Chapter 2, Section G of the Arizona WIC Policy and Procedures Manual for acceptance guidelines
Collaboration

• Each WIC local agency shall contact their local Head Start sites

• Each WIC local agency shall supply information regarding:
  – Eligibility criteria
  – Clinic contact information
  – Location of clinics

• Each WIC local agency is recommended to have representation at the Child-Parent Centers or Head Start Advisory Meetings
To Find a Center Near You...

- [http://www.azheadstart.org/head-start-programs.php](http://www.azheadstart.org/head-start-programs.php)

- [http://eclkc.ohs.acf.hhs.gov/hslc/data/center-data](http://eclkc.ohs.acf.hhs.gov/hslc/data/center-data)
  - Provides option to download a national list
  - Grouped by state

By County

For programs anywhere in the United States, contact:  
http://eclkc.ohs.acf.hhs.gov/hslc/

For programs in La Paz, Mohave, & Yuma Counties contact:

Western Arizona Council of Governments (WACOG)  
224 S. 3rd Ave., Suite 206 • Yuma, AZ 85364  
(928) 782-1886 • wacog.com

For programs in Maricopa County contact:

Crisis Nursery  
402 N. 24th St. • Phoenix, AZ 85008  
(602) 889-6165 • crisisnurseryphx.org

City of Phoenix Human Services Head Start  
200 W. Washington, 19th Floor  
Phoenix, AZ 85003 • (602) 262-4040  
phoenix.gov/humanservices/index.html

Maricopa County Head Start Zero – Five Program  
234 N. Central Ave. • Phoenix, AZ 85004  
(480) 464-9669  
www.hsd.maricopa.gov/headstart/

Southwest Human Development Head Start  
2850 N. 24th St. • Phoenix, AZ 85008  
(602) 266-5976 • swhd.org

Alhambra School District Head Start  
4510 N. 37th Ave. • Phoenix, AZ 85019  
(602) 246-5155 • alhambraesd.org

Booker T. Washington Child Development Center, Inc.  
1519 E. Adams • Phoenix, AZ 85034  
(602) 252-4743 • btwchild.org

Catholic Charities Westside Head Start  
7400 W. Olive, Suite 10 • Peoria, AZ 85345  
(623) 486-9868 • CatholicCharitiesAz.org

Deer Valley Head Start  
20402 North 15th Ave. • Phoenix, AZ 85027  
(623) 445-4991 • dvusd.org

Fowler Head Start  
6250 W. Durango • Phoenix, AZ 85043  
(623) 474-7260 • fesd.org

Golden Gate Head Start  
1625 N. 39th Ave. • Phoenix, AZ 85009  
(602) 233-0017  
goldengatecenter.org/headstart.htm

Greater Phoenix Urban League Head Start  
1402 S. 7th Ave. • Phoenix, AZ 85007  
(602) 276-9305 • gphxul.org

For programs in Apache, Coconino, Navajo, & Yavapai Counties contact:

Northern Arizona Council of Governments (NACOG)  
121 E. Aspen • Flagstaff, AZ 86001  
(928) 774-9504 • nacog.org

For programs in Cochise, Greenlee, Pima, & Santa Cruz Counties contact:

Child Parent Centers, Inc. (CPC)  
602 E. 22nd St. • Tucson, AZ 85713  
(520) 882-0100 • childparentcenters.org

For programs in Gila & Pinal Counties contact:

Pinal Gila Community Child Services, Inc. (PGCCS)  
1750 S. Arizona Blvd. • Coolidge, AZ 85128  
(520) 723-5321 • pgccs.org
By County

Murphy Head Start
2615 W. Buckeye Rd. • Phoenix, AZ 85009
(602) 353-5181 • msdaz.org

Roosevelt School District Head Start
4615 South 22nd St. • Phoenix, AZ 85040
(602) 232-4919 • rsd.k12.az.us

Washington Elementary School District
8430 N. 39th Ave. • Phoenix, AZ 85051
(602) 347-2206 • wesdschools.org

Wilson Head Start
500 N. 30th Pl. • Phoenix, AZ 85008
(602) 231-0373 • wsd.k12.az.us

For Migrant & Seasonal Program Services contact:
Chicanos Por La Causa Early Childhood Development
1242 E. Washington St., Suite 200
Phoenix, AZ 85034
(602) 307-5818 • cplc.org

For Tribal Program Services contact:
Cocopah Head Start
County 15 and Ave. G • Somerton, AZ 85350
(928) 627-2811 • cocopah.com

Colorado River Indian Tribes Head Start
18026 Mohave Rd. • Parker, AZ 85344
(928) 662-4311 • crit-nsn.gov/critheadstart

Gila River Head Start
P.O. Box 97 • Sacaton, AZ 85147
(520) 562-3423 • gilariver.org

Havasupai Head Start
P.O. Box 130 • Supai, AZ 86435
(928) 448-2821 • havasupai-nsn.gov

Hopi Head Start
P.O. Box 123 • Kykotsmovi, AZ 86039
(928)-734-7125 • hopi-nsn.gov

Hualapai Head Start
P.O. Box 119 • Peach Springs, AZ 86434
(928) 769-2522 • hualapai-nsn.gov

Navajo Nation Head Start
P.O. Box 3479 • Window Rock, AZ 86515
(928) 871-6902 • navajoheadstart.org

Pascua Yaque Head Start
7474 S. Camino de Oeste • Tucson, AZ 85757
(520) 838-7150 • pascuawayqui-nsn.gov

Quechan Head Start
P.O. Box 1899 • Yuma, AZ 85366
(760) 572-0263

Salt River Pima-Maricopa Indian Community Early Childhood Education Center
10005 E. Osborn Rd. • Scottsdale, AZ 85256
(480) 362-2200 • srpmic-ed.org/ecce.asp

San Carlos Apache Tribe Head Start Program
P.O. Box 278 • San Carlos, AZ 85550
(928) 475-2740
scateducationdepartment.com/headstart.html

Tohono O’odham Head Start
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