

**XV. POLICIES FOR CONTRACTING OR OTHERWISE ARRANGING FOR SERVICES****A. POLICY**

1. The Lead Agency (DMHMRSAS) has a *policy* in effect *pertaining to contracting or making other arrangements with public or private service providers to provide early intervention services*. The *policy* includes:
  - a. *A requirement that all early intervention services must meet Virginia standards and be consistent with the provisions of this part;*
  - b. *The mechanisms that the Lead Agency uses in arranging for these services, including the process by which awards or other arrangements are made; and*
  - c. *The basic requirements that must be met by any individual or organization seeking to provide these services for the Lead Agency.* (34 CFR 303.526)
2. The Lead Agency ensures that when arranging for services, the State Procurement Act is followed. (An example is included in Appendix Q.)
3. The Lead Agency ensures that basic requirements to be met by an individual or organization are designated whenever contractual arrangements are made. The requirements to be met depend on the service provided.

**B. PROCEDURES**

1. The Lead Agency contracts in accordance with the State Procurement Act with a local fiscal agent/ intermediary (which is required to be a public agency) on behalf of the local interagency coordinating council (LICC) to carry out and implement early intervention services in accordance with Part C requirements.
2. The local fiscal agent/intermediary on behalf of the LICC follows local agency procurement procedures that comply with the State Procurement Act when contracting for services.
3. Local contracts, as well as local interagency agreements and/or local memoranda of understanding, are used by local fiscal agents/intermediaries on behalf of LICCs to ensure that all local participating agencies/providers agree to provide early intervention services in accordance with Part C.
4. The Lead Agency follows the procedures listed below to evaluate the need for adjusting the contracting mechanism.
  - a. Contracts to public or private providers for provision of early intervention services are issued according to guidelines deemed most appropriate.
  - b. Any problems noted with this process are identified and remedies sought and incorporated into revisions or additions.
  - c. Due to the entitlement nature of the program, adjustments will continue to be made to incorporate federal evaluation needs identified as being unique to entitlement.

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