9/1/2026

Local Interagency Coordinating Council (LICC) Meeting Guidance

The LICC aids in establishing collaboration between agencies in a community regarding services and resources for children birth through age 5 and their families. The LICC may also serve as the advisory council for other early childhood groups. KAR 28-4-565 outlines the responsibilities of a LICC. Summary below:

- recommend the lead and fiscal agencies to provide early intervention services in their defined service area
- identifying local service providers who can deliver Part C services to infants and toddlers with disabilities and their families
- advise and assist local providers in addressing the specific needs of the community
- meet at least quarterly
- review and sign Part C grant, which guarantees the LICC will support services and assurances according to the provisions of the contract

Meeting emphasis ideas for each quarter

First Quarter: **LICC membership and Child Find**

- Verify the LICC reflects the required membership identified by the state regulations.
- Locate/identify and invite other potentially interested agencies in the community to become members of the LICC.
- Review the responsibilities of the LICC identified in the state regulation
- Review the LICC By-Laws and/or review meeting procedures (possibly provide a welcome packet to new members)
- Define and discuss child find activities in the service area.
- Locate and collaborate with potential referral sources within the service area

Family involvement questions: Do families know about community screening/child find opportunities? How do families in our community find out about services, events, and resources?

Second Quarter: **Early Intervention Services Report**

- Review the Part C Assurances.
- Share the local program community service plan and budget prior to grant review so they can understand and make recommendations for the application.
- Discuss any financial, staffing, and compliance issues, or corrective action plans that KECDS identified.
- Identify goals or initiatives and plan for the submission of the SICC grant to LICCs and other grant opportunities.
- If needed, develop sub-committees or workgroups to meet identified community goals and initiatives.

Family involvement questions: What feedback (strengths and improvements) do you have or have you heard about any community events or community resources? What resources do you believe families could benefit from in our community?

Third Quarter: Review and approve the state grant application

- LICC should review finalized grant application. & LICC chair must sign the grant application. This is a formal signature that ensures the community will support the provisions of the grant being implemented.
- Follow up on identified LICC needs from prior meetings.

Family Involvement question: How can we help families in our community learn about and understand early intervention and preschool services?

Fourth Quarter: Goals

- Review the successes of the year.
- Elect new LICC leaders per your LICC by-laws.
- Set goals and identify meeting dates for the next year.

Family involvement questions: What positive changes have families seen in our community this year related to young children? What do families need to be better supported in our community?

For more detailed information, reference KansasSICC.ksde.gov and the Kansas LICC Handbook.