

SPECIAL SERVICE PLAN PROCEDURE

Purpose: The Special Service Plan provides short-term, individualized services to enrolled families when special needs prevent them from attending all center and home-based services of the program option they are enrolled in. (Note: It is **not** to be used for chronic attendance issues).

When: This plan is created when a family is unable to regularly attend center-based and/or home-based services for a short period of time (two months or less) due to **special crises or circumstances**. Examples of special crises may include: hospitalization of parent or child, in-patient substance abuse treatment of parent, custody changes due to involvement with DHS, homelessness, and travel to visit relatives in Mexico and/or seasonal employment)

Documentation: The Special Services Plan is documented in the GE Special Service Plan smartform in Case Management Tools

Approval: The EHS Program Manager must review and approve the Special Service Plan before implementation.

- The Special Service Plan is generally intended for a period of time no longer than two months. This time period needs to be clearly documented on the plan. Just prior to the end of this time period, the Specialist/Teacher follows-ups with the family to determine the status of the special circumstances that initiated the plan. This is documented and dated in the follow-up section of the Special Services Plan. The plan must clearly state what services will be delivered to the family (e.g. center groups, home visits and telephone contacts).
- If family circumstances remain a concern for regular attendance after the two month special service plan ends, the Specialist/Teacher must meet and confer with the Center Supervisor. Together, they will determine whether these circumstances warrant the development of a new special service plan, or whether the attendance policy needs to be implemented. The Center Supervisor will contact the Program Manager to discuss the situation.

F:\EHS\EHS 08-09 Program Year\EHS Policies and Procedures\Special Service Plan Procedure 9-08.doc