Southern Oregon Head Start will take steps as are necessary to ensure that qualified persons with disabilities, including those with impaired sensory or speaking skills, receive effective notice concerning benefits or services or written material concerning waivers of rights or consent to treatment. All reasonable efforts are made to provide notice and assistance without cost to the person being served.

FOR PERSONS WITH HEARING IMPAIRMENTS:
For persons who are deaf/hearing impaired and who use sign-language as their primary means of communication, the following procedure has been developed and resources identified for obtaining the services of a qualified sign language interpreter to communicate both verbal and written information.

- when a parent/guardian of a child enrolled in the Head Start/ Early Head Start program has requested auxiliary aids, interpreting or services necessary for effective communication, Family and Community Partnerships Supervisor or Early Head Start Program Manager is notified by the Family Advocate, the Teacher or the Early Head Start Specialist

  Parents/guardians may, after being notified of the availability of qualified sign-language interpreters at no additional charge to them, use family members or friends instead.

- when a child enrolled in the Head Start/Early Head Start program has a need for auxiliary aids and services necessary for effective communication, Disabilities and Mental Health Manager is notified at the Main Office

Southern Oregon Head Start will access the Oregon Relay for TTY/TDD at 1-800-833-3232 when a parent/guardian has a teletype communication machine at their home. E-mail will be utilized when available.

FOR PERSONS WITH VISUAL IMPAIRMENTS:
Staff will communicate the content of written materials concerning benefits, services, waivers of rights, and consent to treatment forms by reading them out loud to visually impaired persons.

FOR PERSONS WITH SPEECH IMPAIRMENTS:
Writing materials (typewriters, TDD) and computers are available to facilitate communication concerning program services and benefits, waivers of rights, and consent to treatment forms. Staff will help access large print, taped and Braille materials and specialized equipment.

CHILDREN:
All children with disabilities monitored by the Disabilities/ Mental Health Manager.