Shared Head Start / Early Head Start Families

PROCEDURE / APPROACH:

The intent of this procedure is to ensure coordinated, seamless services to families with children enrolled in both the Head Start (HS) and Early Head Start (EHS) programs.

HEAD START PROGRAM PERFORMANCE STANDARDS:
1302.50(b)(6) Family engagement approach

I. Monthly Contacts:

The HS Family Advocate and Specialist I or EHS Family Advocate will participate in a monthly contact to share information regarding shared families. The first contact will be initiated by the Specialist I or EHS Family Advocate and will be a face-to-face meeting with the HS Family Advocate. Subsequent contacts may be by phone or email once per month as a shared responsibility.

Areas to discuss may include:

1. Reviewing the goals each staff is working on with the family
2. Family strengths and concerns and coordinating any follow-up needs
3. DHS Child Welfare involvement
4. Attendance concerns and attendance improvement plans
5. For transitioning children, how the transition to Head Start is progressing
6. Other information that will help staff work effectively with the family as a team

II. Immediate Family Needs and Crises:

The HS Family Advocate or EHS Specialist I or EHS Family Advocate will make an immediate call to the other staff person under the following circumstances:

A. DHS Child Abuse Report: In the event a child abuse report is made by a HS staff member, the Family Advocate will contact the EHS Specialist I or EHS Family Advocate. If that person is not available, he/she/they will speak to the EHS Site...
Manager. In the event that a child abuse report is made by an EHS staff member, the Specialist I or EHS Family Advocate will contact the HS Family Advocate. If that person is not available, he/she/they will speak to the HS Site Manager.

B. **Family Status Changes:** In the event any of the following types of changes occur, the HS Family Advocate or EHS Specialist/EHS Family Advocate will contact each other promptly.

1. Basic Needs Crises: family is homeless, lacks food, no utilities
2. Medical Crises
3. Chronic Head Lice
4. Court Issues, such as custody changes and restraining orders
5. Child in the family is accepted into Head Start or Early Head Start program
6. Chronic poor attendance: attendance goal and planning meeting