



**DHS, Early Head Start Childcare  
Partnership Program  
Policy**



**DISABILITIES 1**

<b>SUBJECT</b>	Individualized Family Service Plan (IFSP) for Children with Delays/ Disabilities		
<b>REFERENCE</b>	Disabilities Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 7/25/17</b>	<b>Governing Body Approval: 9/28/17</b>	<b>Governing Body Revision: 9/28/17</b>
			<b>PAGE: 1 of 1</b>

**Policy:**

The Individualization policy guidelines in Education and Early Child Development Policy and the information provided in the child’s IFSP will be used when planning individualized strategies and activities for children with delays/disabilities. Every effort must be made to include children with delays/disabilities in all program activities.

Early Head Start-Child Care Partnership (EHS-CCP), Service Providers and City staff will coordinate to receive and review the IFSP as soon as possible after the Initial Assessment or Assessment meetings. If a child enters the EHS-CCP Program with an IFSP, City staff will coordinate with Service Providers to review the IFSP before the child’s first day of attendance.

Service Providers must initiate the implementation of the IFSP immediately after the review by modifying the child's daily activities in accordance with the IFSP and arranging for the provision of related services to accommodate the unique strengths, needs, interests, learning style, and cultural and linguistic background of the child.

Copies of the IFSP will be maintained in the Child’s Classroom File. Confidentiality of information will be maintained at all times. Individual child disability information and copies of additional required documents as noted on the City of San Antonio Data Entry and Benchmark Due Date Guide and the EHS-CCP Child File Scan Order and Attachment Guide.

**Performance Standard:**

1302.61; 1302.62; 1302.63; 1303.75



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**DISABILITIES 2**

<b>SUBJECT</b>	Timely Referrals		
<b>REFERENCE</b>	Disabilities Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 7/25/17</b>	<b>Governing Body Approval: 9/28/17</b>	<b>Governing Body Revision: 9/28/17</b>
<b>PAGE: 1 of 1</b>			

**Policy:**

A child with a delay or a suspected delay in the areas of vision, hearing, cognitive development, motor development, language, speech and articulation, behavior, self-help, and social development may require a formal evaluation to determine if he or she needs intervention services. The Early Head Start – Child Care Partnership (EHS-CCP) Disabilities Management Analyst will collaborate with other program staff including Part C Agencies through the referral process for each child which may include screening, developmental assessment and formal evaluation.

The EHS-CCP Disabilities Management Analyst will collaborate with other program staff to facilitate the provision of support services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination under the Individuals with Disabilities Education Act (IDEA). Children who do not respond to support services and are potentially eligible for Part C services should be referred for evaluation as soon as the need becomes evident.

City staff will develop a system to ensure that referrals, follow-up and timelines are documented in Child Plus and must adhere to the City of San Antonio Data Entry and Benchmark Due Date Guide and the EHS-CCP Program Child File Scan Order and Process Guide.

**Performance Standard:**

1302.61(a)(b); 1302.33(a-b)

**Other references:**

Head Start Act, Section 640 (d) (1 – 3) and United States Department of Education, Office of Special Education and Rehabilitative Services letter dated January 21, 2010



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**DISABILITIES 3**

<b>SUBJECT</b>	Children with developmental delays who do not qualify for Part C Services		
<b>REFERENCE</b>	Disability Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 7/25/17</b>	<b>Governing Body Approval: 9/28/17</b>	<b>Governing Body Revision: 9/28/17</b>
			<b>PAGE: 1 of 1</b>

**Policy:**

Early Head Start – Child Care Partnership Program (EHS-CCP), Service Providers will serve children with suspected or diagnosed delays/disabilities who do not qualify for Part C services from the local Early Childhood Intervention Programs (ECI).

City Staff and teachers will work with parents to identify the child’s strengths and closely monitor the child’s progress. Each child will be provided with individually appropriate services. If a child is not exhibiting progress while in the EHS-CCP Program, a request will be made to an ECI Program for re-evaluation.

**Performance Standard:**

1302.31; 1302.33; 1302.41; 1302.46; 1302.43 (d) (1-2); 1302.62 (a)