

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## **Disability Services Written Plan**

### POLICY:

The program develops, maintains and updates annually a Disability Services Plan which provides strategies for meeting the special needs of children with disabilities.

*This policy relates to [Head Start Performance Standards 45 CFR Part 1302.101; 1302.61; 1302.63; and 1303.75.](#)*

### PROCEDURE:

1. The Disability Services Manager, working and consulting with program managers, direct services staff and parents, will prepare the Disability Services Written Plan.
2. The purpose of the plan is to assure:
  1. That all areas of child and family services within the Head Start program are appropriately involved in the integration of services to children with disabilities, and;
  2. That all available resources are used efficiently in the provision of services.
  3. The written plan contains:
    1. Procedures for timely screening of all children;
    2. Procedures for making referrals to the LEA for evaluation;
    3. Assurances for accessibility of facilities;
    4. Plans to provide appropriate equipment and materials, if needed;
    5. Assurances that confidentiality of records is maintained;
    6. Strategies for the transition of children into Head Start and from Head Start into the next placement;
    7. Types of special education and related services will be arranged and/or provided by Head Start or other agencies;
    8. Efforts to meet State standards for personnel serving children with Disabilities;
    9. Efforts to develop interagency agreements within the service area.

3. The plan will be reviewed and updated annually during the program's planning and grant application process and revisions made as deemed necessary. Recommendations from the Health Advisory Committee, new regulations, and input from other program managers, staff and parents will be the basis for change.
4. The Disability Services Plan will be submitted to the Policy Council for final approval.

*Approved by the Policy Council, August 2017*