

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

Advocating for Families

POLICY:

Head Start will assist families in obtaining and receiving needed services. Staff will advocate for the family when necessary, and while training them to become an advocate for their child and for themselves.

This policy relates to Head Start Performance Standards 45 CFR Part 1302.50, 1302.52, 1302.53, 1302.71

PROCEDURE:

1. Upon enrollment Family Advocate is assigned to begin advocacy efforts when necessary.
2. If a family brings to the attention of the staff that they are having difficulty in communicating with an agency, staff will act as a spokesperson for the family.
3. Families will be trained to exercise their rights and responsibilities concerning the education of their children in the elementary school setting.
4. After the family has contacted an agency, the Family Advocate, will follow-up to see that services were obtained.
5. If a family fails to receive services or benefits to which they are entitled, the Family Advocate, in collaboration with other relevant staff, will assist in identifying the problems in an effort to obtain services for the family.
6. Family and agency contacts are documented and maintained in the child / family file or entered on COPA.

Approved by the Policy Council: August 2018