
	DHS Early Head Start Program Policy		
DISABILITIES 1			
SUBJECT	Individualized Family Service Plan (IFSP) for Children with Delays/Disabilities		
REFERENCE	Disabilities Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 5/24/22	Governing Body Approval: 9/19/16	Governing Body Revision: 8/4/22
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Policy:

The Individualization policy guidelines in Education 3 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 (EHS), 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 Program with a current IFSP, City staff will coordinate with Service Providers to review the IFSP within 10 business days of a child's first day of attendance or first home visit for children enrolled in the home-based program.

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 File. Confidentiality of information will be maintained at all times. Individual child disability information and copies of additional required documents will be entered into Child Plus according to the City of San Antonio Benchmark Due Date Guide and the EHS Child File Scan Order and Attachment Guide.

Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75

	DHS Early Head Start Program Policy		
DISABILITIES 2			
SUBJECT	Timely Referrals		
REFERENCE	Disabilities Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 9/22/20	Governing Body Approval: 9/19/16	Governing Body Revision: 11/12/20
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Policy:

A child with a delay or a suspected delay may require a formal evaluation under the Individuals with Disabilities Education Act (IDEA) to determine the child's eligibility for intervention services. The Early Head Start (EHS) Disabilities Manager 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 Disabilities Manager 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 Benchmark Due Date Guide and the EHS 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

	DHS Early Head Start Program Policy		
DISABILITIES 3			
SUBJECT	Children with developmental delays who do not qualify for Part C Services		
REFERENCE	Disability Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 9/22/20	Governing Body Approval: 9/19/16	Governing Body Revision: 11/12/20
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Policy:

Early Head Start (EHS), 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, needs and interests and develop and implement strategies to ensure positive student outcomes. City Staff and teachers will monitor the child's progress. If a child does not exhibit progress while in the EHS Program, a request for re-evaluation may be submitted to an ECI Program.

Performance Standard(s):

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