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**Subject :** Early Head Start Payment for Child Medical and Dental Services

**Source:** Head Start Performance Standard 45 CFR Section 1304.20.

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## ***Policy***

Early Head Start funds will be made available to families to cover the cost of medical and dental care on a case by case basis, when no other source of payment is available. The Health Manager must submit a pre-authorization treatment plan to the Executive Director before any treatment is authorized.

## ***Procedure***

1. The Executive Director will be the primary gatekeeper for Early Head Start pay requests. Children will be eligible for EHS payment based on these two scenarios:
  - a. Child has Social Security Number but is over income for CHIP and does not have private insurance. *Documentation required: family income documentation, or a denial letter from CHIP.*
  - b. Child does not have a Social Security Number (not a US citizen), thus ineligible for CHIP. *Documentation required: family income documentation, but not a denial letter from CHIP.*
  
2. The Health Manager working with the family in need of Early Head Start pay, will be expected to assist the Executive Director in gathering any needed documentation, and additional information about the medical or dental care that is needed.
  
3. If there is no medical or dental home, the Health Manager will determine which provider to refer the child to, based on established agreements with medical and dental providers.
  
4. The Health Manager will track all expenditures and work with the Executive Director to ensure that Early Head Start payments do not exceed budgeted amounts.