
Subject: Referrals – Accessing Community Services and Resources

Source: Source: This policy complies with Head Start Performance Standard 45 CFR 1304.40 (b).

Policy

All referrals must be documented on the “In-House –Referral” form, by checking the concern:
(Check all that apply)

Attendance

_____ Classroom
_____ Home Visit

Child Health

_____ Health/Medical
_____ Dental
_____ Nutrition
_____ Mental Health (Behavior)

Child Development

_____ Communication
_____ Motor
_____ Cognitive
_____ Social-Emotional
_____ Self-Help
_____ Other _____

Family Development

_____ Emergency (Food, Shelter, Etc...)
_____ Mental Health (Depression, Etc...)
_____ Substance Abuse
_____ Domestic/Family Violence
_____ Parenting/Child Management
_____ Financial
_____ Other _____

Procedure

1. An In-House Referral will be the form used for any type of referral. Complete all information that may be pertinent to the situation.
2. Send/email the completed In House Referral form to the main office by the center director to the intended manager.
3. Once the appropriate manager gets the documentation, they have up to ten days to follow up on the information. If this is a food referral, this should be done **immediately** to make sure family members have food as soon as possible. Call the Social Services Manager and fax the in House Referral to 940-687-0800.
4. After the referral has been received by the intended manager, that manager will locate the resource for the family then complete the In-House-Referral follow-up portion of the form.
5. After all has been completed the manager will complete a follow up and place copy of the in house referral form along with the referral /referral follow up form in the child’s binder under the section of the content area.