

<p>HEAD START USE OF HEAD START FUNDS FOR MEDICAL EXPENSES COMPONENT: CENTER FOR YOUNG LEARNERS</p>
--

cf1.0 Scope: Performance Standard 1302.42(e)(1),(2) This procedure describes by which Early Head Start and Head Start funds are used for professional medical and dental services when no other source of funding is available.

2.0 Responsibility:

- 2.1 Health/Safety/Nutrition Consultant
- 2.2 Family Service Workers
- 2.3 ESC/ISD Staff

3.0 Resources:

- 3.1 Insurance Status
- 3.2 Healthcare Provider agreements
- 3.3 Community Resource Directory
- 3.4 **GoEngage**

4.0 Procedures:

- 4.1 When a child is determined to have no means of payment for professional health services or dental expenses, the Family Service Worker is to notify the ESC Health/Safety/Nutrition Consultant of need.
- 4.2 The Community Resource Directory will be utilized by the Family Service Worker to assist the family in securing a healthcare provider.
- 4.3 The FSW, with prior approval from the Health/Safety/Nutrition Consultant, will supply the family or provider with a “Letter of Payment” prior to the appointment.
- 4.4 Parents will take the “Letter of Payment” to the provider at the time of the appointment.
- 4.5 The Family Service Worker and ESC Health/Safety/Nutrition Consultant will document in case notes the lack of other available funding and document follow-up on efforts to access other available funding.
- 4.6 Bill for services will be sent through the ESC process for payment.
- 4.7 Program funds will provide diapers and formula for enrolled children during the program day.

5.0 Associated Documents:

- 5.1 Case notes.

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Case Notes	Electronic	Web Bases	7 years	Delete/Shred	User ID

**HEAD START
USE OF HEAD START FUNDS FOR MEDICAL EXPENSES
COMPONENT: CENTER FOR YOUNG LEARNERS**

ESC HC Documentation	Print	ESC File	7 years	Delete/Shred	Locked Cabinet
----------------------	-------	----------	---------	--------------	----------------

7.0 Monitoring:

7.1 Budget Review

8.0 Revision History:

Date:	Revision#	Description of Revision
5-2016		
5-2017		
5-2018	4.3 6.0	Edit "FSW/Health Consultant and provider added" Changed "deleted to Delete/Shred" changed "shredded to "Delete/Shred"
6-2019	3.4	Changed "PROMIS to "MyHeadstart"
6-2019	2.1, 4.1, 4.3, 4.5	Changed "Health Consultant" to "Health/Safety/Nutrition Consultant"
6-2019	4.3	Changed "The FSW and Health/Safety/Nutrition Consultant will supply the family or provider with a "Letter of Payment" prior to appointment." to "The FSW, with prior approval from the Health/Safety/Nutrition Consultant, will supply the family or provider with a "Letter of Payment" prior to the appointment."
6-2019	Title	Changed "1302.42(e)(2)" to "1302.42(e)(1)(2)"
7-2020	Reviewed - No Changes	
12/2022	3.0, 3.4	Remove "myHeadStart" replace with "GoEngage"

revised 12/2022

1302.42(e)(1)(2)

**HEAD START
USE OF HEAD START FUNDS FOR MEDICAL EXPENSES
COMPONENT: CENTER FOR YOUNG LEARNERS**