


<b>Performance Standard:</b>	Part 1302 Program Operations ERSEA	<h2 style="text-align: center; color: #800040;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start &amp; Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
<b>Sub Category:</b>	1302, 1305.5 Recruitment (ERSEA)	
<b>Policy Council Approval Date:</b>	10/17	
<b>Governing Board Approval Date:</b>	10/17	
<b>Form:</b>	Electronic referral notes	
<b>Responsible:</b>	Teaching staff, Area Supervisors/Family Engagement Coordinators	

## ERSEA Request for Service Referral

### Policy

INCA establishes ongoing collaborative relationship with community services providers to promote the access of children and families to acquire knowledge about Head Start/Early Head Start services.

### Request for Service Referral

INCA teaching staff and/or Area Supervisors gives referrals as needed.

- All referrals are entered in the electronic record-keeping system by designated staff.
- Parents are given information about available resources.
- Staff will assist parents with contacts if necessary.
- Area Supervisors/ Family Engagement Coordinator reviews electronic referral report and follow-up with staff and parents as needed.

### Definitions/Acronyms

INCA - Head Start and Early Head Start programs

HS - Head Start program

EHS - Early Head Start program

### Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.