

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Family Partnership Agreement	<b>P/P #:</b>	
<b>Part:</b>	1304.40	<b>PC Approval Date:</b>	05/24/11
<b>Subpart:</b>	<i>Family and Community Partnerships</i>	<b>Last Reviewed Date:</b>	05/24/11
<b>Section Title(s):</b>	<i>Family Partnerships</i>	<b>Implementation Responsibility:</b>	Family Advocates Home Base Visitor
<b>Related Performance Standard(s):</b>	1304.40(a)(1) 1304.40(a)(2) 1304.40(a)(3) 1304.40(a)(4)&(5)	<b>Monitoring Responsibility:</b>	Family & Community Partnership Manager

<b>(A) Policy</b>	The agency will engage in a process of collaborative partnership building with parents to establish family goals, strengths, supports, and referral needs in the family’s home language, language of choice or through interpretation. The partnership process will involve family goal setting with an emphasis on coordination of pre-existing plans by other community agencies and linkages to appropriate resources and crisis intervention services. Parents will have ongoing opportunities to be involved in activities to support parents in the areas of health, nutrition, child development, parenting, family literacy and mental health educational activities.
<b>(B) Responsibility</b>	Family Advocates and Home Base Visitor
<b>(C) Procedure</b>	<ul style="list-style-type: none"> <li>• The process of relationship building will begin at Enrollment with the parents.</li> <li>• Family Advocates and Home Base Visitor will conduct a Home Visit no later than 60 days after the child’s start date. They will assist in identifying and defining family goals, responsibilities, timetables, and strategies for achieving these goals as well as progress in achieving them.</li> <li>• Staff will follow up with the parent as designated in the timeline as set forth in the agreement.</li> <li>• All documentation of the home visit, family partnership agreement, referrals, and follow-ups will be entered into GE.</li> <li>• A variety of opportunities will be created for interaction with parents throughout the year. This will include specific topics for parent events or meeting or informally in</li> </ul>

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