



# Subpart F

## Additional Services For Children With Disabilities

### Standard Operating Procedures

*Aligned with the 2016 Head Start  
Program Performance Standards  
(Standards 1302.60 - 1302.63)*

*Revision 12/8/2020*



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## **Subpart F – Additional Services for Children with Disabilities**

### **FULL PARTICIPATION IN PROGRAM SERVICES AND ACTIVITIES. (Standard 1302.60)**

**A program must ensure enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA19, and their families receive all applicable program services delivered in the least restrictive possible environment and that they fully participate in all program activities.**

#### **PROCEDURE**

1. CSNT Head Start/Early Head Start collaborates with the appropriate local agencies responsible for implementing IDEA.

### **ADDITIONAL SERVICES FOR CHILDREN. (Standard 1302.61)**

#### **(a) Additional services for children with disabilities.**

**Programs must ensure the individualized needs of children with disabilities, including but not limited to those eligible for services under IDEA, are being met and all children have access to and can fully participate in the full range of activities and services. Programs must provide any necessary modifications to the environment, multiple and varied formats for instruction, a individualized accommodations and supports as necessary with disabilities are protected from Discriminations under and provided with all services and program modifications required by section 504 of the Rehabilitation Act (29 U.S.C.794), the Americans with Disabilities Act (42U.S.C. 12101), and their implementing regulations.**

#### **(b) Services during IDEA eligibility determination.**

**While the local agency responsible for implementing IDEA determines a child's eligibility, a program must provide individualized services and supports, to the maximum extent possible, to meet the child's needs. Such additional supports may be available through a child's health insurance or it may be appropriate or required to provide the needed services and supports under section 504 of the Rehabilitation Act if the child satisfies the definition of disability in section 705 (9)(b) of the Rehabilitation Act. When such supports are not available through alternate means pending the evaluation results and eligibility determination, a program must individualize program services based on available information such as parent input and child observation and assessment data and may use program funds for these purposes.**

**(c) Additional services for children with IFSP or IEP.**

**To ensure the individual needs of children eligible for services under IDEA are met, a program must:**

- (1) work closely with the local agency responsible for implementing IDEA, the family, and other service partners, as appropriate, to ensure:**
- (i) Services for a child with disabilities will be planned and delivered as required by their IFSP or IEP, as appropriate;**
  - (ii) Children working towards the goals in their IFSP or IEP;**
  - (iii) Elements of the IFSP or IEP that the program cannot implement are implemented by other appropriate agencies; related service providers and specialists;**
  - (iv) IFSP's and IEP's are being reviewed and revised, as required by IDEA and,**
  - (v) Services are provided in a child's regular Early Head Start or Head Start classroom or family child care home to the greatest extent possible.**

**PROCEDURE**

1. Enrollment posters include the statement referring to no discrimination against children with disabilities.
2. Children with a disability – suspected or diagnosed will receive more points on the selection criteria in Child Plus
3. Staff individualize to meet the needs of the child identified in the classroom.
4. D/MH Specialist works with the Mental Health Advocates and the Health Implementation Team to obtain any accommodations needed in the classroom to support the child.
5. The Program establishes Interagency Agreement with Local Education Agencies (LEA) each year implementing a shared responsibility in providing appropriate services for preschool children with disabilities.
6. The Program establishes Interagency Agreements with the entity that provides Early Childhood Intervention Services in the Early Head Start service area.

**Standard 1302.61(c) continued.**

**(2) Staff plan and implement the transition services described in subpart G of this part, including at a minimum:**

- (i) For children with an IFSP who are transitioning out of Early Head Start, collaborate with the parents, and the local agency responsible for implementing IDEA, to ensure appropriate steps are undertaken in a timely and appropriate manner to determine the child's eligibility for services under Part B of IDEA; and,**
- (ii) For children with an IEP who are transitioning out of Head Start to kindergarten, collaborate with the parents, and the local agency responsible for implementing IDEA, to ensure steps are undertaken in a timely and appropriate manner to support the child and family as they transition to a new setting.**

**PROCEDURE**

1. The CSNT Head Start/Early Head Start Program follows the procedures as identified through the ISD/ or LEA to conduct the Spring ARD to determine placement for the next school year.

**ADDITIONAL SERVICES FOR PARENTS. (Standard 1302.62)**

**(a) Parents of all children with disabilities.**

- (1) A program must collaborate with parents of children with disabilities, including but not limited to children eligible for services under IDEA to ensure the needs of their children are being met, including support to help parents become advocates for services that meet their children's needs and information and skills to help parents understand their child's disability and how to best support the child's development;**
- (2) A program must assist parents to access services and resources for their family, including secure adaptive equipment and devices and supports available through a child's health insurance or other entities, creating linkages to family support programs, as needed and practicable.**

**(b) Parents of children eligible for services under IDEA.**

**For parents of children eligible for services under IDEA, a program must also help parents:**

- (1) Understand the referral, evaluation, and services timelines required under IDEA;**
- (2) Actively participate in the eligibility process and IFSP or IEP development process with the local agency responsible for implementing**

**IDEA, including by informing parents of their right to invite the program to participate in all meeting;**

**(3) Understand the purposes and results of evaluations and services provided under as IFSP or IEP; and,**

**(4) Ensure their children's needs are accurately identified in, and addressed through, the IFSP or IEP.**

## **PROCEDURE**

1. CSNT Head Start/Early Head Start collaborates with parents of children with disabilities.
2. CSNT Head Start/Early Head Start assists parents with information on IDEA and their rights.
3. The Disability/Mental Health Specialist is an advocate for parents of children with disabilities.
4. CSNT Head Start/Early Head Start assists parents of children with disabilities with services and resources for their family including supporting them in obtaining adaptive equipment and devices that support their child's health.

## **COORDINATION AND COLLABORATION WITH THE LOCAL AGENCY RESPONSIBLE FOR IMPLEMENTING IDEA. (Standard 1302.63)**

**(1) A program must coordinate with the local agency responsible for implementing IDEA to identify children enrolled or who intend to enroll in a program that may be eligible for services under IDEA, including through the process described in 1302.33 (a) (3) and through participation in the local agency Child Find efforts.**

**(b) A program must work to develop interagency agreements with the local agency responsible for implementing IDEA to improve services delivery to children eligible for services under IDEA, including the referral and evaluation process, service coordination, promotion of service provision in the least restrictive appropriate community-based setting and reduction in dual enrollment which causes reduced time in a less restrictive setting, and transition services as children move from services provided under Part C of IDEA to services provided under Part B of IDEA and from pre-school kindergarten,**

**(c) A program must participate in the development of the IFSP or IEP if requested by the child's parents, and the implementation of the IFSP or IEP. At a minimum, the program must offer:**

- (1) To provide relevant information from its screening, assessments, and observations to the team developing a child's IFSP or IEP; and,
- (2) To participate in meetings with the local agency responsible for implementing IDEA to develop or review an IEP or IFSP for a child being considered for Head start enrollment, a currently enrolled child, or a child transitioning from a program.

(d) A program must retain a copy of the IEP or IFSP for any child enrolled in Head Start for the time the child is in the program, consistent with the IDEA requirements in 34 CFR parts 300 and 303.

#### **PROCEDURE**

1. The Program follows the Parent/Teacher/Campus Director referral process established at each Campus. (See **CSNT Disability Operating Manual** for more specific information on the referral process.)