

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: F-Additional Services for Children with Disabilities**

**Section: 1302.61 Additional Services for Children**

**Subject: Additional Services for Children IEP/IFSP**

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**Policy:**

The Head Start/Early Head Start program will participate in the implementation of an Individualized Education Plan (IEP) and Individualized Family Service Plan (IFSP) for children with Disabilities.

**Procedure:**

1. Head Start/Early Head Start staff members and parents will attend Admission, Review, Dismissal meeting, Individualized Education Plan (IEP) meetings, and /or Individualized Family Service Plan (IFSP) meetings.
2. The Local Education Agency/Early Steps will invite Head Start/Early Head Start staff and parents to participate in the IEP/IFSP meeting.
3. In cooperation with LEA/Early Steps, Head Start/Early Head Start staff and parents will assist with the IEP/IFSP process for children with a suspected disability. The appropriate service will be determined by the IEP/IFSP team.
4. The services for a child with disabilities will be delivered as required by the IEP/IFSP.
5. The staff and the appropriate agency will work with children to meet their goals in their IEP/IFSP.
6. Every effort will be made to ensure the disabilities children received their services at the Early Head Start/Head Start center.
7. In cooperation with Early Steps, Early Head Start staff and parents will assist with the transition process for children with an IFSP to ensure the appropriate steps are taken in a timely manner to determine the child's eligibility for services under Part B of the IDEA.
8. For children with an IEP that are transitioning out of Head Start to kindergarten, collaboration with the LEA, parent, and Head Start staff will ensure steps are taken in a timely and appropriate manner to support the child and family as they transition to a new setting.