

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

Part: 1302 Program Operations
Subpart: B- Program Structure
Section: 1302.22 Home-based Option
Subject: Enrollment of EHS Home-based/ First Home Visit

Policy

To ensure that services begin when all procedures for enrollment are complete.

Procedure

1. The home visitor will contact the family within two (2) days of receiving the processed application packet.
2. The home visitor will schedule an appointment with the family within five (5) days of receipt of application packet.
3. The home visitor will plan a regular ninety (90) minute home visit at time of enrollment.
4. The home visitor will review the enrollment packet with the family at the first home visit to explain the material and to obtain needed signatures.
5. The home visitor will review the family partnership with the family at the first home visit to discuss the purpose of the partnership and allow the family time to think about setting goals that will empower the family. (The goals will be discussed and set by the third (3rd) visit.)
6. After completion of the enrollment packet, the rest of the home visit will consist of the introduction of the home visitor curriculum with children and family.
7. The home visitor will complete the home visitation form and note that enrollment was completed prior to the home visit.
8. The home visitation form will note the components introduced to the family during the first home visit.