

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

Part: 1302 Program Operations

Subpart: F- Additional Services for Children with Disabilities

Section: 1302.62 Additional Services for Parents

Subject: Request for Special Equipment

Policy:

Head Start/Early Head Start children with special needs will have access to special equipment and supplies as deemed necessary by their therapist.

Procedure:

The therapist is required to provide a written request for special equipment and supplies. The therapist must provide an explanation of the need and submit the request to the Disabilities Specialist.

The Center Director will forward the therapist's request for equipment/supplies to the Disabilities Coordinator/Disability Specialist

The Disabilities Coordinator will promptly review the request for equipment/supplies and share the request with the Head Start/Early Head Start Director. The program will make every effort to obtain the equipment/supplies in a timely manner.

The therapist's requests for equipment/supplies must be reasonable and made with consideration to availability, facility space, and cost-effectiveness of the materials.

All equipment/supplies purchased by Tri-County Community Council Inc., Head Start/Early Head Start immediately becomes and remains the property of the agency.

The program will also assist parents to access services, and resources for their families, including securing support available through the child's health insurance or other entities, creating linkages to family support programs, and helping parents establish eligibility for additional services as needed.