

Early Head Start/Early Migrant Head Start/ Regional Head Start

Fax Referral Form

(Hot Sheet)
CF/O-27 Revised 1/13
(optional)

The purpose of this form is to assist agencies with whom Head Start programs have a formal Memorandum of Understanding or other relationship to refer their clients to one of our programs for pregnant women and/or child care and development services.

Procedure:

1. Staff will ensure identified agencies receive a supply of Fax Referral Forms enabling them to refer their clients to directly operated or delegated Head Start programs.
2. Staff will explain to agency contact personnel the purpose of the form giving them examples of when and how to use the form.
 - a. Agencies will review the comprehensive list of Head Start programs listed on the back of the Fax Referral Form. Agencies will fill in the FAX and phone numbers of the identified Head Start program that can best serve the family's needs.
 - b. Agency will call the identified Head Start program and get a contact person's name then enter the name on the "Attention" line.
 - c. Agencies will fill in their organization's name & date.
 - d. Agencies will identify their internal contact person and phone number.
 - e. Identify the client for whom the referral is being made.
 - f. Include the client's home/message phone numbers and complete mailing address.
 - g. If there is a pregnant woman in the family mark yes and include her due date. Include ages of children in the family as appropriate.
 - h. Clients will sign the Fax Referral Form giving the agency permission to release the client's contact information to the identified Head Start program.
 - i. Staff will not contact the family unless the referral form has been signed.
3. Once the completed referral form is received, Head Start staff will follow-up by contacting the family within three working days.
4. Remember, this is a referral form only. It does not constitute authorization from the family to have agency-related documents exchanged with Head Start. As needed, the Consent for Release of Information form may be completed for exchanging information.
5. Program contact information on the back of the form is reviewed periodically by staff to ensure accuracy.