

Area: Disabilities Services

Subject: DS00 – Disabilities Service Plan [Policy]

Reference: 1308.4 (a-g) ; [45 CFR Part 84]

Policy: Grantee and delegate staff/educators will implement and use the Disability Service Plan as a working document which serves as a guide to govern the program in the areas of special needs and focuses on children with disabilities and their families that are applying for or enrolled in Head Start. The plan outlines the internal coordination of staff, program practices, and resources that the program uses to effectively manage compliance with both Head Start performance Standards and the Individuals with Disabilities Education Act (I.D.E.A.). The plan is an organized document that includes strategies and timelines.

Procedure:

1. The Grantee will have a designated coordinator (Disabilities Supervisor) of services for children with disabilities. The Disabilities Supervisor will arrange for annual preparation of the Disabilities Service Plan to serve as a working document for each Head Start agency (Delegate and Grantee). Within this process Grantee Operated and Delegate agencies will assign staff responsible for elements of the plan who will work in-conjunction with the Disabilities Supervisor to support implementation.
2. Grantee and delegate staff/educators will use the Disability Service Plan as the document which guides all aspects of the agency's efforts to serve children with disabilities.
 - The Disability Service Plan will also be included in the Program Area Plans.
3. The Disability Service Plan will align with Head Start Act, Head Start Program Performance Standards, SCOE/CFS Mission Vision and Guiding Principles, the Head Start Early Learning Outcomes Framework and the Parent Family Community Engagement Framework.
4. Annual changes will be made to the agency's budget based on current and/or projected needs of children with a disability, and the needs of staff/educators/ parents (i.e., trainings, resource expenditures).
5. Grantee and Delegate School Readiness Support Plans will include annual planning in the area of Disabilities to ensure administration/staff are able to implement the components of the Disability Service Plan. The Disabilities section of the School Readiness Support Plan will indicate the support needed from the Grantee to assure the agency's full implementation of the Disability Service Plan.
6. The Grantee Disabilities Supervisor will support agencies to coordinate services for children with disabilities and will develop a Disability Service Plan which will:
 - A. Be updated annually.

- i. Annual updates to the Disability Service Plan, which is embedded in the Program Area Plans, will be built into the planning process and be reviewed and approved by the Governing Body and Policy Council. The following annual activities will support this process:
 - Approval of the Program Area Plans
 - Refunding Application process:
 - Analyze/utilize Program Information Report (PIR) data
 - Community Assessment/demographics to address staff/parent trainings and service needs for children with a certified disabling condition
 - Monitoring and Annual Program Evaluation Results
 - Line item –Budget (Disabilities Resources)
- B. Include provisions for children with disabilities to be included in the full range of activities and services normally provided to all Head Start children and provisions for any modifications necessary to meet the special needs of the children with disabilities.
- C. Take into account the needs of children with disabilities for small group activities, modifications of large group activities and for any individual special assistance.
- D. Provide procedures for timely screenings, procedures for making special education referrals for evaluation to determine whether there is a need for special education and related services.
- E. Contain assurances of accessibility of facilities and plans to provide appropriate special furniture, equipment/materials.
 - Includes renovation of space and facilities which may be necessary to ensure the safety of the child with a disability and/or to promote learning.
- F. Address the transition of children into Early Head Start and into Head Start from infant/toddler programs, as well as the transition from Head Start into the next placement.
 - The plan must include preparation of staff and parents for the child's entry into, between and out of a Head Start program.
- G. Address the preparation of staff/educator and parent/guardians for the entry of children with a severe disability into the Head Start Program.

Supervised by: Director II

Performed by: Grantee Disabilities Supervisor, Child Development Specialist, Master Teacher, Program Manager

Document (s) needed: Disability Service Plan

Frequency: Reviewed/Revised Annually