

Parent Assistance Plan

Policy

Umatilla Morrow Head Start will make available a Parent Assistance Plan (PAP) for a limited number of Parents whose children are enrolled in Early Head Start or Head Start. The Parent Assistance Plan is not meant to replace available services in the community. It is to provide a needed resource for those families who are facing emergent issues. The Parent Assistance Plan provides a resource to address these emergent issues before the cause more long lasting problems.

Procedure:

1. The HR Director will arrange for purchasing the PAP slots from our Employee Assistance Plan provider at the beginning of the program year.
2. The Mental Health Services Director, in consultation with the EAP, will develop a flyer or brochure that can be given to the parents who are provided with information about the PAP. The flyer will be reviewed each year to determine if any changes need to be made.
3. Home Visitors who feel that a parent they are working with could benefit from the PAP will contact the Mental Health Services Director to discuss the family. The home visitor will need to provide information about why they feel the PAP could be of assistance and that no other resources exist in the community.
4. If the family's emergent concerns meet the criteria of the PAP and slots are still available the Mental Health Service Director will give the home visitor a flyer to give the family.
5. The home visitor will follow up with the family within two weeks to determine if they contacted the PAP and if they were helpful in resolving the emergent issues.
6. The Mental Health Services Director will be responsible for tracking the number of PAP slots used and the number still available.
7. The Mental Health Services Director with the HR Director will resolve any issues the family has in accessing the services.