

Area: Family Partnerships

Subject: FP11 - Health & Disabilities Advisory Committee (HDAC)

Reference: 1304.41 (b)

Policy: SCOE Head Start programs will establish and maintain a Health and Disabilities Advisory Committee that includes professionals and volunteers from the community, such as parents, dentists, pediatricians, public health representatives, and registered dietitians. The program will also establish and maintain other service advisory committees as appropriate to address program service issues such as community partnerships and to help agencies respond to community needs.

Procedure:

1. Select a parent representative and an alternate from the parent policy council to serve on the Health and Disabilities Advisory Committee (HDAC).
2. Identify local physicians, dentists and other health professionals to serve on the HDAC.
3. Provide basic informational materials about Head Start programs to members of the committee.
4. Meetings shall be held three times a year; January, June and October.
5. Develop meeting agendas that include, but are not limited to discussion about:
 - a. Unmet needs
 - b. Service Delivery
 - c. Problems/improvements
 - d. New regulations/trends
 - e. Needs of Head Start child and family
6. Minutes shall be taken at every meeting.
7. An activity progress report shall be reported to the Parent Policy Council.
8. The HDAC will advise the grantee in the planning, operation, and evaluation of the program.

Supervised by: Director II, Coordinator of Early Childhood Programs, Health Services Manager

Performed by: Health Services Manager, Disabilities Supervisor

Forms needed: Policy Council Minutes, HDAC Minutes, Agenda, Sign-In Sheets, Non-Federal Share

Frequency: June, October, April