
Subject : Family Partnership Agreement

Source: This policy complies with Head Start Performance Standard 45 CFR 1304.40.

Policy

Staff will form a partnership with the family, which is ongoing and based on mutual trust. It focuses on family strengths and builds upon them by setting realistic goals developed as a Team in collaboration with family members, staff and other helping professionals/agencies. One hundred percent of families will be given the opportunity to participate in the Family Partnership Process.

Procedure

1. Staff will educate the family about the Family Partnership Process as part of the ongoing collaboration between parents and staff.
2. When the family identifies an issue and requests assistance, a staff member will assist the family to identify a goal, and proceed with the process, for families ready to do so.
 - a. Based on issues identified by the family, Social Services mgr. or the Home-based Teacher will discuss goal options and generate a worksheet which identifies the goal, lists the steps to reach the goal, a target date and a completion date.
 - b. The Social Services mgr. or the Home Visitor problem solves with the family to identify strengths, address barriers and generate appropriate referrals.
 - c. The Social Services mgr. or the Home-based Teacher will utilize the Parent Resource Directory, and internet resources to make appropriate referrals and provide resources that address the family's goals. If the family is already working with another agency and has established goals or **pre-existing plans**, The Social Services mgr. or the Home-based Teacher will encourage the family to continue working on those goals as part of their EHS experience. A release of information (Permission to Exchange) is necessary and should be signed by the parent.
3. Goals and steps to achieve them will be documented in a Family Partnership Agreement. This documentation will be printed and sent to the family as a resource for attaining the goals they have identified.
4. Any resources, either referrals or written resource materials the Social Services mgr. or the Home-based Teacher agreed to provide as part of the goal setting steps, will be sent as a **Resource Packet** in a confidential envelope by the target date. **The target date should be no more than thirty (30) working days from the date of identification of the goal.**
5. As part of the ongoing process, the Social Services Manager will check in with the family to see if progress is being made or additional assistance is required.
6. Contact with the family will be ongoing, adjustments to steps and outcome progress will continue to be documented in the ChildPlus Program.
7. Family Partnership Goals can be altered, changed, or replaced at the family's request at any time during the program year.
8. Any **staff** member may assist the family to create, work on, or adjust the goal.