

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Head Start Payment for Services

### POLICY:

Head Start funds will be used for payment of child medical and dental services when no other source of payment is available.

*This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42](#)*

### PROCEDURE:

1. Head Start funds are used for payment of medical and dental services only when no other source of payment is available, or if the length of time needed to obtain payment from another source is detrimental to the health of the child.
2. Payment for mileage cost may be given to the parent/guardian if medical travel is necessary due to a referral to another professional agency as a result of a required Head Start screening or exam.
3. The family advocate will first need to determine if the child is eligible to receive medical and dental assistance through the Kentucky Medical Assistance Program, Healthcare.gov, private insurance, or other free or low cost resources.
4. The grantee Health Services Manager and family advocate will ensure that the direct service staff has up-to-date information on available state/local resources and eligibility requirements.
5. Staff will have written documentation of efforts to access other available sources of payment before Head Start funds are used.
6. Head Start funds may be used to pay co-pays for medical/dental services if necessary, after other sources/third-party payments have been made, at parent/guardian request.

The following guidelines will be followed when considering payment for child medical or dental services;

- a) The child must be enrolled into the Head Start program before any type of payment is requested. Any service that was obtained prior to enrollment will not be paid.

- b) If a child is income eligible for Head Start, the parent/guardian must apply for Medicaid/K-Chip / Healthcare.gov. If denied, the parent must provide delegate staff with written documentation from the appropriate agency concerning the denial. The delegate staff will then request assistance through the Grantee Health Services Manager on behalf of the parent.
  - c) Head Start will only pay for dental or medical fees and travel that have been pre-approved by the Grantee Director and Health Services Manager. If the parent/guardian takes the child to a non-contract dentist, the grantee office will not be responsible for payment without prior permission from the Grantee Director.
  - d) Head Start will not pay for dental outpatient surgery including hospital fees, anesthesia, pre-labs, and pre-physical for outpatient procedures. Head Start can assist with in-office sedation if pre-approved and part of child dental treatment plan.
  - e) Staff will assist the parent/guardian to make necessary arrangements or appointments if requested.
  - f) Mileage paid by BSACAP will be calculated using Map It/MapQuest based on city to city estimates and funds appropriated at the current state rate of pay per mile.
  - g) A request for mileage assistance must be received in the grantee office within 10 working days prior to scheduled travel.
7. The family advocate will notify the Health Services Manager when Head Start payment for services is requested. The following information is to be provided:
- a. What is being requested
  - b. How the need was determined
  - c. The name(s) of the provider(s) and address, including phone # an appointment date and time.
8. The Health Services Manager will be responsible for communicating with service providers about payment of services and forwarding information to the Family Advocate and other appropriate staff.
9. Staff will ensure that all changes to child's insurance/KMAP/KCHIP and private insurance are updated on all appropriate forms and on the COPA data base as they become known.

*Approved by Policy Council: October 2022*