

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

## **Child Support Enforcement Services**

### POLICY:

Families will be made aware of local procedures regarding child support enforcement and referred to such and assisted in their efforts to attain services.

*This policy relates to Head Start Performance Standards 45 CFR Part 1302.53*

### PROCEDURE:

1. Information regarding child support enforcement services will be included in the Community Resource Directory given to families upon enrollment.
2. Agency will establish collaborative relationships and partnerships with community organizations.
3. Child support enforcement information will be discussed in parent group meetings and/or written information will be made available to families.
4. Families will be referred to child support enforcement services when the need is assessed.
5. Follow up for those referred will be documented in the family assessment and/or family case notes on COPA.

*Approved by the Policy Council: August 2018*