

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

Health Advisory Committee

POLICY:

Health Service Advisory Committees will be established at the grantee level for the purpose of planning, implementing and evaluating the health services provided to children and families.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.40](#)

PROCEDURE:

1. The grantee agency will establish a Health Advisory Committee (HAC) that:
 - a. Meets at least twice yearly;
 - b. Assists the program in meeting Head Start Performance Standards, state and local regulations;
 - c. Problem solves to correct deficiencies and improve services;
 - d. Assists in planning the health services program and developing policies and procedures;
 - e. Assists in the program's self assessment/evaluation of health services;
 - f. Identifies health needs of the community and of the families the program serves;
 - g. Assists in identifying all medical, dental, mental health, nutritional and disability services/resources within the area and how to make use of them;
 - h. Assists in staff and parent training;
 - i. Acts as child health advocates;
2. Membership of the Health Advisory Committee is comprised of parents of currently enrolled children, health service professionals, grantee and delegate health services staff, elected Policy Committee and Policy Council members, and other interested and appropriate individuals / agencies.
3. Members are encouraged to have regularly designated alternate members. Alternate members are welcome to attend meetings at any time.

4. Members who are unable to attend meetings due to the nature of their profession, are asked to give advice by phone or written correspondence.
5. The Health Services Manager is responsible for training parent participants, arranging meeting places and times, for ensuring proper sign-in sheets and for reporting to the Policy Council/Committee any and all Health Advisory Committee recommendations.

Approved by the Policy Council: April 2019