

	<b>DHS Early Head Start Program Policy</b>		
<b>PDM 21</b>			
<b>SUBJECT</b>	Responsibility of fees related to injuries		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	05/2024		
<b>Policy Council Approval:</b>	<b>Policy Council Revision:</b>	<b>Governing Body Approval:</b>	<b>Governing Body Revision:</b>
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**Policy:**

The City of San Antonio is not responsible to pay medical bills, including ambulance fees, related to an injury sustained by a child, or their parent/guardian, enrolled in the City of San Antonio Department of Human Services Head Start Program (DHS Head Start). The City of San Antonio is a political subdivision of the State of Texas and subject to the Texas Tort Claims Act (Tex. Civ. Prac. & Rem. Code, Section 101.001, et. seq.), with limited liability.

Service Providers must ensure information related to liability and injuries sustained while on site or participating in services are available to parents/guardians with a child or children enrolled in the program. If a parent/guardian with a child enrolled in the DHS Head Start Program has a claim against the City of San Antonio, they may submit the claim to the Office of Risk Management at <https://www.sanantonio.gov/RiskManagement/Claims-Administration>

If a City of San Antonio Staff Member sustains an injury during work hours, regardless of location of the accident, they must contact their supervisor, submit an accident report, and follow the requirements outlined in Administrative Directive 4.84.

Any staff member employed by the Service Provider must follow the established school district and childcare center policies and procedures related to accidents and injuries.

**Reference:**

Texas Torts Claims Act, City of San Antonio Administrative Directive 4.84; [City of San Antonio Risk Management](#)