
	<b>DHS Early Head Start Program Policy</b>		
<b>DISABILITIES 1</b>			
<b>SUBJECT</b>	Individualized Family Service Plan (IFSP) for Children with Delays/Disabilities		
<b>REFERENCE</b>	Disabilities Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/26/16</b>	<b>Policy Council Revision: pending</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: pending</b>
<b>PAGE: 1 of 1</b>			

**Policy:**

The Individualization policy guidelines in Education 3 Policy and the information provided in the child's IFSP will be used when planning individualized strategies and activities for children with delays/disabilities. Every effort must be made to include children with delays/disabilities in all program activities.

Early Head Start (EHS), Service Providers and City of San Antonio staff will coordinate to receive the IFSP as soon as possible after the Initial Assessment or Assessment meetings. If a child enters the EHS Program with a current IFSP, City of San Antonio staff will coordinate with Service Providers to review the IFSP within 15 business days of receiving the IFSP.

Service Providers must initiate the implementation of the IFSP immediately after the review by modifying the child's daily activities in accordance with the IFSP and arranging for the provision of related services to accommodate the unique strengths, needs, interests, learning style, and to support their pattern of development and learning.

Copies of the IFSP will be maintained in the Child File. Confidentiality of information will be maintained at all times. Individual child disability information and copies of additional required documents will be entered into ChildPlus according to the City of San Antonio Benchmark Due Date Guide and the EHS Child File Scan Order and Attachment Guide.

**Performance Standard(s):**

1302.61; 1302.62; 1302.63; 1303.75