



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

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EFFECTIVE: 07-01-10
Updated

SUBJECT: Referrals to Disabilities

APPROVED: 07-01-10
[Signature]
BY: Roh Griffin, Director

PURPOSE:

To ensure that children with differing abilities are enrolled in Head Start and Early Head Start programs receive all services to which they are entitled.

POLICY:

Preschool Services Department will provide referrals outside agencies, appropriate para-professionals, and other service providers, for children with differing abilities (mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities).

REFERENCE:

Head Start Performance Standards 1301
Head Start Performance Standard 1305.2

PROCEDURE:

1. Generalist will review Medical History profile. If any conditions discovered; the following forms must be completed and submitted to the Disabilities Unit:
 - C-1 Authorization for information and assessment
 - Referral Form
 - Professional name/address list
 - Copy of Medical History Profile (front and back)
 - Parent interview for suspected disabilities
2. Referrals need to be submitted through COPA
3. Once forms are completed, send Attention: Disabilities Unit
4. Disabilities Unit will notify Generalist through COPA what action has been taken.
5. Generalist will notify Disability Unit with the following:

Enrollment Date
Teacher Name
Time Slot