

Heading: Family & Community Partnerships	P.S. # 1304.40 (b)(i)	Rev. 11/10/2005
Policy Name: Emergency or Crisis Assistance	Policy # FP 1	Page 1 of 1

Rationale:

SUU Head Start works collaboratively with parents to identify and continually access, either directly or through referrals, services and resources that are responsive to that family's interests and goals including emergency or crisis assistance in the areas such as food, housing, clothing, and transportation.

PROCEDURE

1. If a family is in an emergency or crisis situation (determined by family and/or Family Advocate), the Advocate refers the family to the appropriate community agency. The Family and Community Partnerships manager is contacted within 24 hours to be made aware of the family's circumstances.
2. If the Advocate is unaware of local agencies that provide the needed services, the Family and Community Partnerships manager is contacted immediately. If the FCP manager is not available, the program Director or assistant director is contacted.
3. In both situation #1 or #2 the referral is documented on one of the following forms:
 - a. [The Family Log](#)
 - b. [The Community Resource/Referral form](#),
4. The Advocate contacts the referred family within 24 hours to check the family's progress. This is documented on the form on which the original referral was made.
5. If the family is in need of additional services, the Advocate consults with the Family Partnerships team.