

## GUIDELINES FOR ASSISTING HEAD START PARENTS WITH COUNSELING

1. A Head Start parent / guardian has indicated, either by personal interview or during a Family Partnership meeting, that counseling is needed.
2. The Family Services Coordinator will determine what kind of counseling is being requested - personal, marital, family, etc. If the counseling requested is specifically for the Head Start child, then a referral should be made to the Education Manager.
3. The Family Services Coordinator will discuss with the parent:
  - What is the problem or concern?
  - Is this a new or recurring (chronic) concern?
  - Has counseling been received in the past? When? Where?
4. What counseling services are available in their local community?
  - Community Mental Health Center/satellite sites or BIA Services
  - Through the family's church
  - Lutheran or Catholic Family Services
  - Private counseling offices
  - Public school counselors
5. Determine whether the family and/or specific child(ren) are receiving Medicaid/CHIP. If not, are they eligible and do they need assistance applying for Medicaid?
6. If the family is receiving Medicaid, the Family Services Coordinator will assist the family in setting up an initial appointment.
  - **A family receiving Medicaid needs to contact their Primary Doctor first. Their Primary Doctor must authorize mental health services by filling out a referral card for the parent to take to the mental health provider. Remind the parent to always take their Medicaid identification card with them to all appointments.**
  - The FSC will assist the family with addresses, phone numbers and services available in their area. The family may need help in arranging transportation or child care.
7. If the family is not Medicaid eligible and the family does not have private insurance coverage, then Head Start will assist the family in locating an Agency that will assist the family with payment.

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8. The NESD Head Start Program, Inc. may also provide assistance to the family to locate AA (Alcoholics Anonymous) meetings and / or other support groups that may be needed by the family.
9. As a last resort, with approval from the Director, Head Start funds may be used to pay for the initial immediate mental health counseling.

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