

**Family Supports**

Your Coordinator/Family Services Specialist(FSS) is available as a resource to support families’ needs, but sometimes staff at your center are able to support families as well. It is helpful for your Coordinator/FSS to know about referrals and services that you provide for Head Start families so they can complete any follow up with the family as well as track the information in Child Plus. The Family Supports form can be used monthly to inform your Coordinator/FSS of what events have taken place.

**Types of Supports**

 **Mini-Training:** Providing a parent with information related to the development of their child. To count as a “Family Support,” this must also include a 5-10 minute conversation with the parent about the subject. You might discuss how the information you shared relates to their child, share strategies to try at home, etc. For example, you might provide an article about potty-training to a parent who has expressed frustration with trying to potty-train. You would discuss the content of the article and how it relates to the development of their child before deciding together which strategies you would like to implement in the classroom and at home.

**Referral:** Giving a parent information about a resource they could access in their area to fill a need. For example, if a family tells you that they received a shut-off notice regarding their electric provider, you might let them know about an agency in your community that is able to help pay their bill. If you refer a family to a resource, record the referral information as well as information about whether the family was able to receive resources from that agency.

**Direct Service:** Filling a need by giving resources directly to a family. For example, you might give a child a coat from your classroom supply of extras or send vegetables from the classroom garden home with a family who does not have enough food to feed the family.

Record the child’s name, the date the action took place, and a description of the referral, resources received from the referral, mini-training, or direct services.

Here is an example of how this form might be filled out:

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| Child | Date | Description | Resource/Agency |
| Joe B. | 11/08/2017 | Potty Training Tips – Parent Education | Teacher |
| 12/5/2017 | Jacket given | Church donation/ Classroom Extra |
| 3/15/18 | Allowed mom to use classroom laptop to apply for job | Collaborative Center |
| Jill A. | 1/18/2018 | Separation Anxiety Brochure | PCSC, Teacher |
| 1/21/2018 | Referral for propane from Father Fred | Teacher |
| 1/23/18 | Family received funds for propane | Father Fred |

8/19