

Payment for Child Medical and Dental Services Procedure

Policy: Early Head Start and Head Start funds may be used to cover the costs of exam and screenings when NO other source of state or local assistance is available.

Performance Standard 1304.2(c)(5)

Procedure:

- During intake the Family Advocate will first determine if the child is eligible to receive medical or dental assistance offered through Medicaid or other low or no cost insurance programs.
- The Family Advocate or Health Manager will help the family fill out all necessary paperwork and send a copy with the following:
 - The request.
 - How the need was determined? For dental services please refer to the list of providers who accept Early Head Start payment. For medical services the family can use their current provider where an appointment can be made in advance.
- Family Advocate will use a **Requisition Form** to make the request following the agency Purchasing Procedure. If payment is authorized the payment will be sent to the provider.
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- The Health Manager will be responsible for communicating with agencies about Head Start payment determination if necessary.

Referenced Procedures:

Purchasing Procedure

Referenced Forms:

Requisition Form