



ERSEA	Effective Date: 7/1/18	Procedure Number: 5210 A
Regulation Number: 1304.20(b)(1); 1305.5 HS Act 642(b)(7), (11) 45 CFR 74.53 & 92.42	Regulation Topic: Enrollment; Recruitment; Family & Community Engagement	Procedure Title: Home Based Interpreting Services with Jewish Vocational Services
Version: 1:2016		Version Date: 8/1/18

Procedure:

Referral of Direct Interpretive Services Procedures for Tier 1 & Tier 2 Direct Service **Home Based Providers:**

1. MARC Head Start Tier 1 & Tier 2 Direct Service Home Based Providers staff submit an email/fax request to Jewish Vocational Services (JVS) three (3) days prior to the need for a single language direct interpretive service and copied to MARC Head Start ERSEA Manager.
2. If there is a need for multiple language interpreters for an event, then JVS staff needs to be contacted seven (7) days prior to the requested date to allow time for JVS to coordinate services.
3. Request can be sent by email Maria A. Rodriguez, Interpreter Services Coordinator, 816-629-8933, jvsinterpreters@jvskc.org and copied to Kasey Lawson, klawson@marc.org. The purpose of copying MAHS staff is for billing purposes.
4. When requesting direct interpretive services provide the following information:
 - **Delegate/Partnership Account #:**
 - **Reason:**
 - **Dates & Times:**
 - **Location:**
 - **On-Site Contact's Name (w/phone number):**
 - **Length of Visit:**
 - **Explanation of Services Needed (Description of what task the interpreter will be performing):**
5. JVS will provide an email confirmation within 48-hrs. of receipt of the request.
6. If the MARC Head Start Direct Service Provider homebased staff person does not receive an email confirmation within 48-hrs that their request for services was received, then the MAHS Direct Service Providers staff person is to contact one of

the following individuals for confirmation:

- a. MARC Head Start ERSEA Coordinator: 816-701-8232
 - b. MARC Head Start Manager: 816-701-8376
7. MARC Head Start Tier 1 and Tier 2 Direct Services Providers need to obtain a confirmation email prior to use of interpreters.