

Department: Family Engage	Effective Date: 7/1/2014	Procedure Number: 7010
Regulation Number: 1304.4(a)(1-2)	Regulation Topic: Family Engagement	Procedure Title: Family Partnership Agreement
Version: 1:2014		Version Date: 05-22-2020

- The *“Family Partnership Agreement”* Form 7010 may be obtained and completed in the MARC Head Start ChildPlus data system under the family partnership module
 - Forms shall be completed with the family and entered into the ChildPlus® database according to the MARC Head Start ChildPlus training manual
 - Form 7010 must be reviewed and updated at a minimum of quarterly.
 - If using paper copy, print a blank form from the ChildPlus Family Partnership Module and complete the form in its entirety. Upload the form in the ChildPlus Family Services tab as an attachment.
 - Any family requesting a copy should be given a printed copy from the ChildPlus Family Partnership module.
 - Part-year families enrolling after March 1 will not have a *“Family Partnership Agreement”* Form 7010 completed
 - Full-year families enrolling after April 1 will not have a *“Family Partnership Agreement”* Form 7010 completed
1. **When to use a new Form 7010:**
- At the start of a new program year
 - When a goal is completed
 - When a family has multiple non-related goals
 - When a goal has changed