

Department: Family Engagement	Effective Date: 7/1/2014	Procedure Number: 7060
Regulation Number:	Regulation Topic: Car Seat Referrals	Procedure Title: Car seat referral/voucher
Version: V1:2020		Version Date: 02/05/2020

Family Advocate Procedure

- Head Start family advocates will complete an email request when they have identified an enrolled EHS/HS child in need of a car seat.
- The email will be sent to the Head Start Family and Community Engagement Manager (lfowler@marc.org)
- The voucher will include the child’s name, DOB, age, weight and height It will also identify the parent(s) name(s), address, and phone numbers.
- For Tier 3 programs the Head Start FCE Manager will email the verified voucher to the identified administrative staff at North Kansas City Fire Department (Kate Higgins) and cc: the referring advocate
- For Tier 1&2 programs the Head Start FCE manager will email the verified voucher to identified MARC Head Start Community Health workers (CHW); Alma Rivera and Bridgette Smith and cc: the referring advocate
- The family advocate will print the voucher and give to the identified family.
- For all Tier 3 programs the family is responsible for contacting NKC Fire Department and scheduling a car seat installation/education appointment. The contact number is included on the voucher. Please remind parents that children MUST be present for appointments; No child, No car seat
- For Tier 1&2 programs the vouchers will be sent to advocates and CHW’s to schedule car seat installation/education appointments at times when CHW’s are available
- Electronic vouchers will expire after 30 days.

Community Health Worker (CHW) Procedure

- If MARC HS CHW’s are referred for car seat installations, they will verify that seats are available by contacting the MARC HS FCE Manager
- They will request permission from the MARC Head Start FCE Manager to pick up car seats for enrolled EHS/HS children.
- MARC Head Start FCE Manager will notify North Kansas City Fire administrative staff via email and cc CHW that CHW has been approved to pick up seats.
- CHW’s will make an appointment with families and complete an education/installation with the child and the parents.
- CHW’s will document the appointment on CP+ to verify that families have received the service.