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