



Chairperson
Dr. Jeffrey D. Carr, Sr.

President and CEO
Rudolph A. Johnson, III

TO: NHA Head Start Parents
FROM: Damon R. Carson, General Manager-Education, Head Start VP
SUBJECT: Specialized Services Providers
DATE: June 26, 2019
CC: Legal Department, Human Resources Managers

The purpose of this memorandum is to inform parents that Specialized Service Providers (SSP) are not employed by NHA, however must meet all NHA requirements while on-site. Additionally, all outside providers are expected to follow all NHA policies and procedures, which include Community Care Licensing and Head Start Program Performance Standards. All specialized service providers must show proof of current TB and immunization/vaccination records prior to delivery of services (pursuant to California Health and Safety Code **1596.7995**).¹

Key reminders:

- The SSP may not be left alone with the child and must be supervised by qualified EHS/HS staff at all times unless the parent/guardian signs the Authorization for Participation in Special Services form.
- In order for a child to receive services on site, from an SSP, the Child File must include the following documentations:
 - IFSP or IEP; or a detailed plan of services to be provided
 - Authorization to Release Information with the service provider's name
 - Authorization for Participation in Special Services form
- The Site Supervisor completes an orientation with new service providers using the Service Provider Orientation Checklist.
- Site staff must check the ID of the individual to verify they are authorized to provide services.
- SSP must have a photo ID from their agency of hire.

NHA will refuse entry into the classroom without the submittal of proper documents supplied by the Specialized Service Provider. The documents include:

- Current TB and immunization/vaccination records
- Proof of identification
- Criminal Background Check or a "Travel" file that can include all of the necessary information needed to access the facility.

This list is not meant to be restrictive but rather to ensure the safety of children in the classroom and to abide by the California state regulations required of a Head Start Program.

Should you have any questions regarding this matter, you may contact any of the following:

- Chantry Allman, Head Start Disabilities Coordinator at (858) 715-2642 ext. 119
- Dr. Lily Cosico-Berge, Associate Vice President of CSQI at (858) 715-2642
- NHA Legal Department at (858) 715-2642

¹ California Health and Safety Code §1596.7995:

(a) (1): Commencing September 1, 2016, a person shall not be employed or volunteer at a day care center if he or she has not been immunized against influenza, pertussis, and measles



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SUBJECT: SPECIALIZED SERVICE PROVIDERS

I acknowledge that I have read the memo “Specialized Service Providers” and understand that any Specialized Service Provider, through a third party agency, working with my child must have all the required documentation before entering the site. I understand that without the proper documentation no third party service providers will be permitted on site.

Child Name (Print): _____

Parent Name (Print): _____

Parent Signature: _____

Service Provider Name (Print): _____

Agency Name: _____

Site Supervisor Signature: _____

CC: Human Resources