

POINTS TO REMEMBER WHEN ARRANGING COUNSELING SERVICES

We have received and approved your request for counseling services through the Head Start program.

We would like to refer you to the following agency for counseling services:

Name of the Agency

Telephone Number

Name of the Counselor/Contact Person

When calling this agency/counselor, please do the following to set up your first appointment:

- Identify yourself as a Head Start parent and let them know we referred you to call for an intake appointment. Under normal circumstances you should be able to be seen within 2 weeks of the date you are calling for an appointment.
- If you get a voice message when you call, please leave a message indicating your name, that you are a Head Start parent and the best time for a return phone call (best day and time of day) along with a home phone number or a message phone number.
- If you are on the Oregon Health Plan, please bring your identification card with you on your first appointment. If you have other insurance coverage, please bring proof of that insurance.
- If you are not on Oregon Health Plan and have been approved for Head Start pay, you must contact the agency within 30 business days of receiving this approval. This approval will expire after _____ and would need to be requested again through the same process after that date. Contact your Family Advocate, Home Visitor, or Childcare Specialist to re-apply if needed.
- Please be on time for your appointment and remember to call at least 48 hours in advance if you are unable to keep that appointment. Head Start is charged for missed appointments if you do not call in advance to cancel.

Checked only if applicable:

_____ Four (4) sessions are approved for Head Start pay at this time. This can be extended through arrangements with Head Start staff and the counselor assigned. Extended sessions are dependent on funds available at the time you re-apply.

Other pay arrangements: _____

In order to be billed to Head Start, all sessions must be scheduled prior to the time your child(ren) leave the Head Start of Lane County program for the current program year.