

 <p><b>Policy #: FP-1</b></p>	<p><b>Page #: 1 of 1</b></p>
<p><b>Ref #: 1302.52(b)</b></p>	<p><b>Policy Council Approval Date:</b> 10/23/18</p>

**COMPONENT: FAMILY PARTNERSHIPS**

**SUBJECT: FAMILY GOAL SETTING**

**PERFORMANCE OBJECTIVE:** To ensure that staff engage in a process of collaborative partnership-building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports. This process must be initiated as early after enrollment as possible and it must take into consideration each family's readiness and willingness to participate in the process. As part of this ongoing partnership, Head Start must offer parents opportunities to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them. To avoid duplication of effort, or conflict with, any preexisting family plans developed between other programs and the family, the family partnership agreement must take into account, and build upon as appropriate, information obtained from the family and other community agencies concerning preexisting family plans. Grantee and delegate agencies must coordinate, to the extent possible, with families and other agencies to support the accomplishment of goals in the preexisting plans.

**POLICY AND PROCEDURE:**

Family Advocates will ensure the *Family Needs Survey* (in mail merge) will be completed by the parent/guardian upon enrollment to assist with the development of the Family Partnership Agreement.

The Family Advocate will review and assess the *Family Outcomes Survey* and discuss the findings with the parent/guardian. The Family Advocate will assist families in completing the *Family Partnership Agreement* which identifies and defines the goals in measurable terms, discusses what needs to be done to achieve these goals, how the accomplishment of each goal will be determined, and the time frame.

The Family Partnership Agreement will take into account, and build upon as appropriate, information obtained from the family and other community agencies concerning pre-existing family plans developed between other programs and the family.