

10.04 WIC/Head Start Program Referral

POLICY:

The purpose of this policy is to outline the procedure for providing referrals between the West Virginia WIC Program and the West Virginia Head Start Program and to prevent the duplication of the hemoglobin test for the child participating in both programs.

PROCEDURE:

A. Referrals from the Head Start Program to WIC

The WIC Program will receive referrals from the local Head Start Program with the use of the **Partners in Growing Healthy Kids Referral Form (OR-19)**.

1. The WIC Local Agency will:
 - < Include the local WIC clinic address and telephone number on the referral forms;
 - < Distribute the referral forms to each Head Start Program in the Local Agency service area;
 - < Accept the completed referral from the WIC applicant/participant; and
 - < Enter the hemoglobin or hematocrit reading and date performed into the **STORC Health Surveillance Screen** if it was taken less than sixty (60) days prior to the WIC certification appointment.
2. The West Virginia Head Start Association will:
 - < Provide current lists of Head Start Programs and addresses to the WIC State Agency for distribution to the WIC Local Agencies.
3. The local Head Start Program will:
 - < Complete the referral form, including the hemoglobin or hematocrit reading and date performed, and give it to the applicant to take to the WIC clinic.

B. Referrals from WIC to the Head Start Program

The Head Start Program will receive referrals from the WIC Program with the use of the **WIC Program Referral Form (WIC-35)**.

1. The WIC Local Agency will:
 - < Question the parent/guardian of each WIC applicant/participant age three (3) years or older about their interest in participating in the Head Start Program;

10.04 **WIC/Head Start Program Referral**

- < Complete the referral form when a child is not currently participating in the Head Start Program and the parent/guardian requests a referral. Include the most recent hemoglobin value on the referral;
 - < Mail the completed referral form to the local Head Start Program; and
 - < Document the referral to Head Start on the **STORC Demographic Screen**.
2. The local Head Start Program will:
- < Accept the completed referral from the WIC Program and use the WIC participant information included according to Head Start policy;
 - < Restrict the use or disclosure of the WIC participant information as stipulated in the Agreement between the West Virginia WIC Program and West Virginia Head Start Association (see **Policy 10.02, Coordination of Program Services**).