

The Head Start Policy Council (HSPC) recognizes Head Start and Early Head Start families can experience crisis situations where access to emergency funds is necessary. Through fundraising efforts, HSPC has created an emergency fund that staff can access when all other resources have been exhausted.

Families may receive a one-time payment of up to \$60 to assist in a crisis, help with an unexpected expense, pay for a housing related cost, or other situations that may arise. The amount increases to \$120 for families experiencing homelessness, or in the prevention of homelessness. This fund may only be accessed once during their participation in Reach Dane/Reach Green programming. A second payment may be permitted at the discretion of the Comprehensive Services Director in case of an emergency outside the control of the family.

To access the funds, staff should email the Comprehensive Services Director and their supervisor with the following information:

1. Full name of enrolled child and parent/guardian
2. A brief description of the situation
3. The names of three community resources that staff and the family have tried to contact to alleviate the situation and the outcome of those contacts.
 - a. If three community resources aren't available for the given situation, a brief description of what the staff has attempted will be accepted.
4. Who does the money go to and in what form

Once a request has been received, the Comprehensive Services Director will review the request and determine if it meets the fund criteria and if there are funds available to cover the request. If so, the Comprehensive Services Director will contact the HSPC Treasurer to make a joint final determination. As these are often emergency requests, the HSPC Treasurer will have a 3 hour window to return the call. If the HSPC Treasurer cannot be reached in that time frame, the Comprehensive Services Director will make the final determination.

Families who receive assistance from the fund are encouraged, but not required, to select an activity from the HSPC Emergency Fund Request form, to complete while they have a child enrolled.

Use of funds will be reviewed monthly as a part of the HSPC Treasurer's report.