

**Attendance in CFS absence Policy and Procedure**

HSPPS 1302.22(c)(1)(i) Early Head Start must provide one home visit per week per family that lasts at least an hour and a half and provide a minimum of 46 visits per year.

HSPPS 1302.22©(ii) Early Head Start must provide, at a minimum, 22 group socialization activities distributed over the course of a program year

Procedure: Families will be offered a home visit each week outside of one week in August whenever possible with the support of their team. 24 socializations will be offered in all counties; if more than 2 are cancelled, they will be rescheduled during the summer months to ensure 22 socializations are offered.

Temporary short term CFS absence: Defined as an absence for two weeks or less; this may be sick time or vacation time.

* If a CFS has a planned leave, they will share the time with their PSC and offer a visit with the PSC the week prior for the following week. The PSC’s calendar will be updated and the CFS will fit the visit into their schedule.
	+ - Coaches can support PSC’s in completing lesson plans as needed.
	+ The Coach will be made aware if the CFS was supposed to attend a socialization during their absence. CFS’s will reach out to their team to find a fill in for their absence; the Coach will be updated on staffing. If only one staff member can be at the socialization, the socialization can still be held if the staff member feels they can safely facilitate the socialization.
* If a CFS is out unexpectedly and unable to reschedule their visits that week, the PSC will contact the families to offer a visit that week.

Temporary long term CFS absence: Defined as an absence for longer than two weeks; this may be a staff vacancy or staff out on FMLA.

* If a CFS will be vacating their position or taking extended leave, they will share this with their PSC. The PSC will set up a team meeting with the CFS, Coach, any FES’s that might be involved with the families, Education Coach, and the Manager prior to the CFS absence whenever possible.
	+ At this meeting, all options to provide weekly visits will be considered.
		- Dually enrolled families may update goals and request resources with the FES.
		- PSC and Coach schedules will be considered, with PSC’s taking the lead on visits.
		- Each family will be offered a visit weekly through their choice of communication.
	+ The Coach will work with the appropriate CFS’s to ensure socializations that CFS would normally be at, are covered.
		- CFS teammates will take the lead in covering for co-workers absence, Coaches will support scheduling as needed.

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