



**City of Chicago**  
**Richard M. Daley, Mayor**

**Department of Family and  
Support Services**

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Commissioner

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To: Executive/Program Directors Head Start/Early Head Start/Child Care Partners Programs

From: Vanessa Rich  
Deputy Commissioner  
Family & Support Services

Date: March 23, 2011

Subject: Delegate Agency Health Services Advisory Committee (HSAC)

Head Start delegate agencies are expected, based on the Head Start Performance Standards [1304.41(b), to have in place a Health Services Advisory Committee (HSAC). This committee will function in conjunction with the Early Childhood Development/Health Services Advisory Council (ECD/HSAC) currently operated at the grantee level and will meet at least once per year.

The Committee must consist of parents, medical dental professionals and a staff coordinator. Additional medical professionals and volunteers from local health institutions may also participate in the committee. A staff coordinator from each agency may act as a representative on the ECD/HSAC.

At least one annual meeting must take place before the month of June. At the HSAC meeting, the agenda discussions should result in a plan to address the health issues affecting the agency and its families. The discussions should include known health issues from COPA health reports, PIR reports and other community health reports. Any issues specific to the agency will be included in its planning process. Other issues may be reported and discussed during the regularly scheduled quarterly Medical/Dental/Nutrition Committee (M/D/N/MH) and ECD/HSAC meetings.

The grantee will continue to operate the ECD/HSAC. A Representative from each delegate agency is expected to attend the meetings of the ECD/HSAC and its four Committees. A copy of the revised ECD/HSAC Operation Guidelines is attached for your reference.

A list of members and the date(s) of meeting(s) must be completed using the attached form. The form must be signed by a Board representative, executive/program director and the Policy Committee representative and mailed to Paulette Mercurius, Assistant Director, Department of Family and Services, 1615 West Chicago Ave, 60622 by April 8, 2011.

If you have any questions or need assistance with this requirement, you may contact Ms. Mercurius, at 312-743-1992 or via email at [pmercurius@cityofchicago.org](mailto:pmercurius@cityofchicago.org).

CYS/CSD/VR/pm/3/23/2011  
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