



Policies And Procedures Analysis and Updating Process (PAPA-UP) for Head Start Programs

offered exclusively by the *Center for Community Futures*

Have you compared your program's existing policies and procedures with the new Head Start Program Performance Standards and all other requirements?

If so, would you say there's a gap between what your policies and cover and what they need to address?

Would you consider that gap to be gapingly large?

By our count:

- There are 1,306 specific regulations in the new Head Start Program Performance Standards;
- The OMB Super Circular (45 CFR Part 75) has 3,012 requirements;
- The Head Start Act has 1,446 requirements;
- **439** is the number of policies needed to cover all of the regulations (excluding fiscal).

It's a huge job to overhaul a policy manual. The good news is **we can help**.

Our team of experts in Head Start/Early Head Start policies and procedures and regulations management offers you our services to make your program's policies and procedures complete, consistent, thorough, and up-to-date.

When you transmit your existing policies and procedures to us (preferably electronically), we will:

- 1) Cross-reference your existing policies and procedures to their related regulations and identify what's missing.
- 2) Refine/update your policies and procedures so they cover all requirements. This also includes correcting grammar, making formatting consistent, and re-writing as needed to address the requirements.
- 3) Draft policies that are missing.
- 4) Produce a comprehensive, up-to-date, hyperlinked, bookmarked and indexed Policies and Procedures manual in Word format ready for review and approval by Policy Council and governing body.

The PAPA-Up Process involves:

- Ongoing communications with program leaders, including conference calls and e-mails as needed;
- Identification of applicability of policies and procedures (Grantee level; program level; etc.); and
- Dedicated work by an expert in writing, refining, and managing Head Start/Early Head Start policies and procedures with their associated regulations.

Pricing Parameters.

Depending on the state of your program's existing policies and procedures and the quantity of work involved to finalize your Policies and Procedures Manual, the entire project could cost between \$3,000 and \$12,000 or more. When you fill out the form below and submit it, we will review your estimates to co-determine fair pricing.



Policies And Procedures Updating Project (PAPA-UP) Interest Form

To indicate your interest in our PAPA-Up services, complete this form and e-mail it to Teresa Wickstrom at teresa@cencomfut.com.

Your Name:	
Your Title:	
Program Name:	
Mailing Address:	
City, ST, Zip:	
Your Phone:	
Your e-mail:	
Head Start Director's Name:	

Estimates (your best guess is just fine):

1) How many people will be working with us directly to update your program's policies and procedures?	One ()	Two ()	Three-Four ()	Five-Six ()	Seven or More ()	Unknown ()
2) How many hours per week can staff dedicate to policies and procedure updating?	1 Hour ()	2 Hours ()	3-4 Hours ()	5-6 Hours ()	7-8 Hours ()	Other:
3) About how many policies does your program have right now?	< 50 ()	51-150 ()	151-250 ()	251-399 ()	400-450 ()	451+ ()
4) Is there a target date for submission to Policy Council?	No ()	Yes ()	If Yes, when? (MM/DD/YYYY):			
5) When do you hope to have your program's policies thoroughly updated?	3 months ()	6 months ()	9 months ()	12 months ()	Other:	
6) Is the 12/20/2014 OMB Super Circular already factored in to your fiscal policies?	Yes ()	Somewhat ()	No ()			
7) What do you expect to pay for project completion?	\$3,000 ()	\$6,000 ()	\$9,000 ()	\$12,000 ()	Other: \$	

Comments/Notes:

Sample Draft Policy:

Head Start/Early Head Start Policies and Procedures Manual			
Policy ID 20003 (ERSEA) Recruitment of Children			
Related Regulations:	1302.13		
Revised by:	<Name and JobTitle>	Revision Date:	<MM/DD/YYYY>
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	<JobTitle/s>		
Timeline:	Prior to beginning of enrollment year and as needed		
Evaluation:	<Form:Recruitment Activity Report Form>		
Forms:			

Performance Objective: In order to reach those most in need of services, the program develops and implements a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program.

1.0 Recruitment of Children

1.1 This process includes:

- a) program efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.
- b) canvassing the local community, use of news releases and advertising, and use of family referrals and referrals from other public and private agencies.

1.2 The program networks with internal and external resources to obtain referrals.

- a) The program maintains a listing of recruitment activities that includes the names of community agencies, neighborhoods, churches, and others.
 - i) This listing includes dates and specific recruitment activities implemented (e.g., copies of distributed fliers, PSA announcements, etc.).
- b) Program staff implement the Recruitment of Children Plan as written (see [Policy ID 20003a \(ERSEA\) Recruitment of Children Plan](#)).

1.3 During the recruitment process that occurs prior to the beginning of the enrollment year, the program solicits applications from as many Head Start/Early Head Start eligible families within the recruitment area as possible.

- a) As needed, the program assists families in filling out the <Form:Head Start Application/Eligibility Verification Form> in order to ensure that all information needed for selection is completed.
- b) Such assistance includes provision of translation services.
- c) The availability of program options is explained to parents e.g., via staff-parent discussion, at recruitment events, in brochures, at parent orientation, via Head Start/Early Head Start enrollment telephone line, on the website, etc.

1.4 Each program obtains a number of applications during the recruitment process that occurs prior to the beginning of the enrollment year that is greater than the enrollment opportunities that are anticipated to be available over the course of the next enrollment year in order to select those with the greatest need for Head Start services.

For more information or to get started, e-mail the form to Teresa Wickstrom at teresa@cencomfut.com or call her at 909-790-0670.

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