HEAD START PROCEDURES FOR:
STAFF TRAINING & DEVELOPMENT PROCEDURES
COMPONENT: CENTER FOR YOUNG LEARNERS

1.0   **Scope: <u>Performance Standard 1302.11 Determining Community Strengths, Needs, and Resources</u>**

2.0   **Responsibility:**
      2.1   Head Start Director
      2.2   Community Assessment Committee
      2.3   Policy Council
      2.4   ESC 14/15 Boards of Directors

3.0   **Resources:**
      3.1   Community Assessment
      3.2   GoEngage

4.0   **Procedures:**
      4.1   Grantee/Delegate will provide services to the counties determined by the community assessment, reviewed, and approved by the Policy Council and ESC Board.
            4.1.1   Approved in writing by the responsible HHS official in order to assure that the service area is of reasonable size and does not overlap with that of other Head Start grantees.
      4.2   Grantee/Delegate will follow Operational Plan for implementing Head Start services and complying with Performance Standards.
            4.2.1 Grantee/Delegate will review and approve the Operational Plan annually, and will revise and update on an on-going basis, as needed.

5.0   **Associated Documents:**
      5.1   Head Start Grant
      5.2   Operational Plan

6.0   **Record Retention Table:**

Identification	Format	Storage	Retention	Disposition	Protection
Policy Council meeting minutes	Print/ Electronic	Policy Council Binder ESC Website	7 years Updated monthly or as meetings occur.	Shred/ Delete	Back-up Back-up
ESC 14/15 Board of Directors meetings minutes	Paper/ Electronic	ESC Website	7 years	Shred/ Delete	Back-up

Reviewed 4/2022   1302.11

CYL Meetings Minutes	Print/ Electronic	CYL Binder	7 years	Shred/ Delete Electronic	Back-up

7.0 **Monitoring:**
      7.1   Program Monitoring

8.0   **Revision History:**

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
5-2012		Reviewed
6-2016		Reviewed
1-2017	Title	Changed from 1305.3 to 1302.11
5-2018	1.4, 3.1, 3.2, 3.2.1	Added "15", "Boards", "Grantee/Delegate", "Electronic" "Delete"
6-2019	3.2	Changed PROMIS to Myheadstart
12-2020		Reviewed
4-2022		Reviewed
12/2022	3.0, 3.2	remove "myHeadStart" replace with "GoEngage"