

HEAD START PROCEDURES FOR:

FEES

COMPONENT: CENTER FOR YOUNG LEARNERS

1. **Scope: Performance Standard 1302.18 Fees**
2. **Responsibility:**
 - 2.1. Head Start Director
 - 2.2. Policy Council
 - 2.3. ESC/ISD Head Start Staff
3. **Resources:**
 - 3.1. Head Start Performance Standard
4. **Procedures**
 - 4.1. Under no circumstances shall a Head Start program solicit, encourage, or in any way condition a child's enrollment or participation in the program upon the payment of a fee.
 - 4.2. Region 14 ESC Head Start will provide services to Callahan, Comanche, Eastland, Fisher, Jones, Haskell, Mitchell, Nolan, Shackelford, Stephens and Taylor Counties. Anson, Albany, Breckenridge, Clyde, Cisco, Colorado City, Comanche, DeLeon, Eastland, Hamlin, Stamford, Sweetwater, and Merkel Head Starts are center-based. Region 15 EHS/ Head Start delegate will provide services to Brown, Coleman, McCulloch and Runnels Counties. **Ballinger**, Brady, Brownwood, Coleman, and Winters are center-based.
 - 4.3. Early Head Start is provided in Sweetwater, Nolan County; Brownwood, Brown County; Comanche, Comanche County; Colorado City, Mitchell County, **De Leon, Comanche County, Hamlin, Jones County**.
 - 4.4. Grantee/Delegate in each of these centers and home-based programs will NOT accept payment from parents for any services for their children.
 - 4.5. Grantee/Delegate will not solicit, encourage, or make payment or fees a condition of a child's enrollment. Examples: classroom supplies, field trips, gift exchanges, diapers, wipes, formula, or clothes, etc.
 - 4.6. All donations will be recorded on the In-kind Contribution form.
5. **Associated documents:**
 - 5.1. Fiscal Documents
6. **Record Retention Table:**

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Identification	Format	Storage	Retention	Disposition	Protection
Fiscal Records	Print/ Electronic	ESC Business Office	7 years	Shred/ Delete	Back-up/ Password Protected

7. Monitoring:

- 7.1. CYL Meetings
- 7.2. Visit Reports
- 7.3. Fiscal Monitoring

8. Revision History:

Date:	Revision#	Description of Revision
6-30-2006		
8-2009		Reviewed
11-2012	4.2	Changed "Tye" to "Merkel"
10-2014	4.2 & 4.3	Added Region XV
10-2015	4.3	Added Comanche & Colorado City
6-2016		Reviewed
1-2017	Title	Changed from 1305.9 to 1302.18
5-18	6.0, 4.4 & 4.5	Added: "Electronic", "Delete," "Password Protected" Changed "Region XIV ESC Head Start" to "Grantee/Delegate"
6-2019		Reviewed
12-2020		Reviewed
12/2022	4.2	remove "Haskell, Ranger" add "Ballinger"
12/2022	4.3	add "De Leon, Comanche County" and "Hamlin, Jones County"