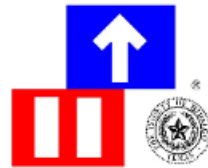


HIDALGO COUNTY HEAD START PROGRAM



Administrative Program Plan

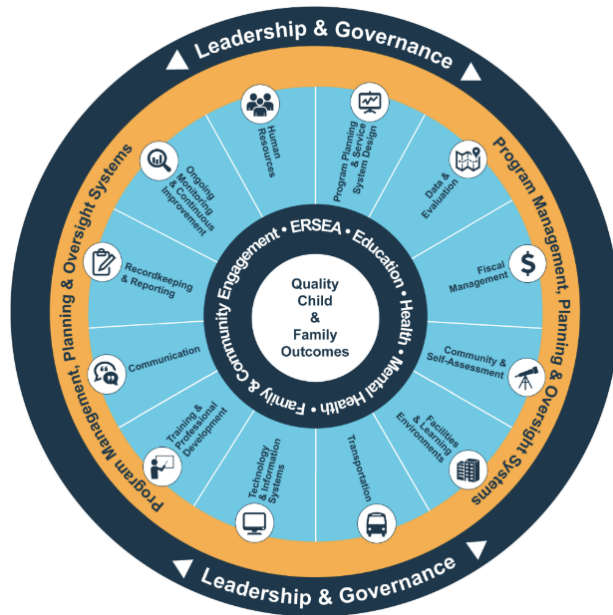
Governing Body Approval Date:
Policy Council Approval Date:



Executive Summary

Hidalgo County Head Start Program (HCHSP) provides services to children three to five years of age in the Hidalgo County service area who meet Head Start eligibility requirements. HCHSP operates a center based full-day, full-school year program option in of our Head Start Campuses to accommodate children and families. HCHSP has Memorandums of Understanding (MOU) with nine (9) independent school districts/local education agencies to deliver a “teaching together” model that augments Head Start’s capacity to access and strengthen services to low-income children and families.

HCHSP provides a safe and secure environment for children, and it enriches services by providing comprehensive child development and family support services that enhance the physical, social, emotional, and intellectual development of participating children. HCHSP utilizes a management systems’ approach to sustain quality services for its children and their families. This system’s approach ensures that the program staff is ready to provide high-quality services, to meet all program requirements, to address priorities and to insure that children served are “school ready,” when they transition to the public schools.



Leadership and governance are the bedrocks of effective management. They encompass and inform the 12 management systems that HCHSP utilizes. Head Start program leadership consists of three key entities: the governing body (Hidalgo County Commissioners Court), the Policy Council, and management staff. The governing body assumes legal and fiscal responsibility for the program, the Policy Council sets direction, and the management staff oversee day-to-day operations. Together, they provide leadership and strategic direction.

The yellow circle outlines the scope of these systems consistent with the five-year grant period. The systems support program management, planning, and well-developed oversight systems. This enables HCHSP to comply, increase quality, and strive for excellence. The segmented aqua blue ring outlines each of the individual management systems. All these systems work together to inform and influence HCHSP’s service delivery, represented in the inner blue circle. This includes Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA), Education, Health, Mental Health, Community Partnerships, and Family Engagement. HCHSP believes that when innovative leadership, strong management systems, and well-designed services are working together, quality child and family outcomes are the result.

HCHSP is required to meet the following to provide Head Start services to children and families that include regulations set forth in the following:

- *Head Start Act of 2007 (Public Law 110-134 “Improving Head Start for School Readiness Act of 2007”)*
- *Head Start Program Performance Standards (§1301, §1302, §1303, §1304, and §1305)*
- *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (45 CFR-Part 75)*
- *Other Fiscal Requirements: 45 CFR-Part 16, Part 30, Part 46, Part 80, Part 81, Part 84, Part 87; 2 CFR-Part 170, and 2 CFR, 25.110.*

HCHSP has developed program plans for implementing services in consultation with the governing body (Hidalgo County Commissioners Court), the Policy Council, program staff and community organizations that serve low-income families with young children. The program plans incorporate all policies, regulations, procedures, philosophy, and recommendations. The program plans are divided into program services areas that include:

- Governance
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
- Program Structure
- Education and Child Development Program Services
- Health Program Services
- Family and Community Engagement Program Services
- Additional Services for Children with Disabilities
- Transition Services
- Human Resource Management
- Program Management and Quality Improvement

HCHSP follows a systemic, ongoing program planning process which relies heavily on the use of program data collected from different sources and uses the Head Start Annual Planning Calendar for Program Management <https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/planning-cycle-handout-from-compliance.pdf> that includes the:

- Comprehensive (5-Year) community assessment and annual community assessment updates.
- Develop long-term goals, measurable objectives, and expected outcomes.
- Create an action plan and budget that reflect goals and measurable objectives.
- Implement an action plan that uses data and technology and discuss findings regularly.
- Analyze program and compliance through ongoing monitoring, review goals and data trends, and identify corrective action needed.
- Evaluate progress through the annual Self-Assessment process to assess goals, compliance and strengths and improvements.

ADMINISTRATIVE PROGRAM PLAN

Performance Standard: §1301 Program Governance

Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Documents or Forms
1301.1	HCHSP has an established Governing Body/Hidalgo County Commissioners Court (HCCC) that has legal and fiscal responsibility of the Head Start program.	HCCC Members	Exec Director	January thru December	HCCC Bylaws, Agenda Minutes
1301.2(a) 642 (c)(1)(A) 642 (c)(1)(B) 642 (c)(1)(C)	The composition of the HCCC meets requirements as specified. HCCC members are required to complete a Conflict-of-Interest Statement and a Conflict-of-Interest Disclosure Statement.	HCHSP Executive Secretary	Exec Director	January Ongoing	Board Roster Conflict of Interest Forms
1301.2(b) 642 (c)(1)(E) 1302.102 642 (d)(2)	HCCC has active, independent and informed governance of the Head Start program to include development, planning and evaluation of program. Areas responsible include ERSEA, funding applications, amendments, data accessing and analysis, review and approve all major policies (self-assessment, financial audit, personnel policies, PC selection and financial management, account and reporting policies). HCCC uses ongoing monitoring. Data on school readiness goals to establish strategic long-term goals. Child and family goals and effects of health and safety practices.	Exec Director Asst Program Directors Department Directors	Exec Director	Monthly Ongoing	HCCC Agenda, Minutes, Sign-In Rosters
1301.2 (c)	Not Applicable	N/A	N/A	N/A	N/A
1301.3 (a)	HCHSP has an established Policy Council that is responsible for the direction of the Head Start program.	Exec Director	Exec Director	October thru September	PC Bylaws, Agenda Minutes

1301.3(b)(1), (2) 64(c)(2)(B) 64(c)(2)(C)	<p>HCHSP maintains 29 Head Start campuses in Hidalgo County. HCHSP campuses are divided into six (6) geographic areas and there is one Policy Council parent representative per area. The 6 Policy Council parent representatives must be parents/legal guardians of currently enrolled Head Start children. The Policy Council has five (5) community representatives that are selected by the HCCC. The Policy Council members are required to complete a Conflict-of-Interest Statement and will not receive compensation for service on the policy council or for providing service to HCHSP. Policy Council parents may serve as occasional substitutes.</p>	HS Director FS Coordinator Campus Directors FSAs	Exec Director	Monthly Ongoing	PC Roster Conflict of Interest Forms
1301.3(c)(1) 64(c)(2)(D) 64(c)(2)(C)	<p>The Policy Council is responsible for supporting the active involvement of parents in program operations, including policies that are responsive to parents and the community needs. The policy council members report to each parent committee that they represent and are active in supporting and approving:</p> <ol style="list-style-type: none"> 1. Program recruitment, selection and enrollment priorities. 2. Application for funding and amendments prior to submission of applications to HHS-OHS. 3. Budget planning for program expenditures, including policies for reimbursement and participation of Policy Council activities. 4. Bylaws for the operation of the Policy Council. 5. Program personnel policies and decisions regarding employment of the program staff to include standards of conduct for program staff, contractors and volunteers and criteria for employment and dismissal of program staff. 6. Decisions of elections of policy council members. 	HS Director FS Coordinator Campus Directors FSAs	Exec Director	Monthly Ongoing	PC Agenda, PC Minutes, Sign-in Rosters ERSEA Guidelines Grant Applications Budget PC Bylaws HCHSP Personnel Policies
1301.3(c)(2) 64(d)(2)	<p>HCHSP shares accurate and regular information with the HCCC and the Policy Council for the use of program planning, policies, and program operations. To include:</p> <ol style="list-style-type: none"> 1. Monthly financial statements with credit card expenditures. 2. Monthly program information summaries (PIS) Report. 	HS Director CFO FS Coordinator Nutrition Coordinator Program	Exec Director	Monthly and Ongoing	HCCC and PC Agenda, HCCC and PC Minutes, Sign-in Rosters

	<ol style="list-style-type: none"> 3. Monthly program enrollment reports and attendance reports for children whose care is partially subsidized by another public agency. 4. Monthly reports of meals and snacks provided through the USDA programs. 5. Financial audits. 6. Annual self-assessment, including any findings related to such assessment. 7. Community wide strategic planning and needs assessment of the Head Start agency, including any applicable updates. 8. Periodic communication and guidance from the Office of Head Start (OHS) Secretary. 9. Annual Program Information Reports. 	Performance Coordinator			
1301.3(d)(e)	The term of office for a policy council member is for one year while their child is enrolled in the program. A parent can serve up to five (5) years but must be re-elected for each term year. To enable low-income members to participate, HCHSP provides for reasonable expenses and reimbursements.	Family Services Director Asst Program Directors	Executive Director	September Ongoing	PC Agenda, Minutes, Sign-in Rosters
1301.4(a)	HCHSP has parent committees established at the beginning of each program year at each of our HS campuses and the membership is comprised exclusively of parents of currently enrolled children. The parents of currently enrolled children receive information of the process for elections to the policy council and parent-committee leadership opportunities early in the program year.	Family Services Director Family Services Coordinators Campus Directors	Family Services Director Asst Program Directors	September Ongoing	HCHSP Parent Handbook Orientation Agenda, Sign-In Rosters
1301.4(b)	<p>Parent committees meet regularly to engage families using strategies that are most effective in their campus and carry out the following responsibilities:</p> <ol style="list-style-type: none"> 1. Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families. 2. Have a process for communication with the policy council and policy committee. 	Family Services Director Family Services Coordinators Campus Directors	Family Services Director Asst Program Directors Exec Director	September Ongoing	Parent Committee Meeting Agendas, Sign In

	3. Within the guidelines established by the governing body, policy council, participates in the recruitment and screening of HS employees.				
1301.5 1302.12(m)(1) (3)	An Annual Governance Leadership Institute (Training and Orientation) for HCCC and Policy Council members takes place to include training in HS Program Performance Standards, By-laws, Rules of Order, Impasse Procedures, Confidentiality, Conflict of Interest, etc. Training for HCCC and PC takes within 180 days regarding eligibility for enrollment. This includes how to collect complete and accurate eligibility information from families and third-party sources; strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence stigma and privacy; and policies and procedures that describe actions taken against staff, families or participants who attempt to provide intentionally false information.	Exec Director Asst Program Directors Department Directors	Exec Director Asst Program Directors	October Ongoing	Agenda, Minutes, Sign-in Rosters
1301.6(a)(b)	The HCCC and the Policy Council has approved Impasse Procedures to facilitate meaningful consultation and collaboration about decisions of the HCCC and the Policy Council. The written impasse procedures are for resolving internal disputes between the HCCC and the Policy Council in a timely manner that includes: 1. Demonstration that the HCCC considers proposed decisions from the PC and the PC considers proposed decisions from the HCCC. 2. If there is a disagreement, the HCCC and the PC notify the other in writing why it does not accept a decision. 3. Description of a decision-making process and a timeline to resolve disputes and to reach decisions that are not arbitrary, capricious, or illegal. 4. If the HCCC and the PC decision-making process does not result in a resolution and an impasse continues, the HCCC and the Policy Council will select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute. The third party's mediator decision is final.	Exec Director	Exec Director Program Attorney	Annually	HCCC Bylaws PC Bylaws

Performance Standard: §1302 – Part B: Program Structure					
Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Documents or Forms
1302.20(a)(1) 1301.24 1302.11(b) 1302.80	HCHSP operates an HS center (campus)-based option and an approved locally designed variation with services with Local Education Agencies. HHS officials have approved operating the local designed variation with the five (5) year grant application. These program options meet the needs of children and families based on the community assessment.	Exec Director Asst Program Directors Department Directors Campus Directors	Exec Director Asst Program Directors Department Directors	August thru June	HHS Approval Letter HCCC and PC Minutes Continuation Grant HCHSP Program Plans
1302.20(a)(2) 1302.11(b)(2)	HCHSP options operated meets the needs of children and families. HCHSP operates a full day/full school year program for HS. The approved program calendar has from 170 through 180 services days and 1360 to 1440 service hours for HS. The program will review the community assessment annually to determine whether to convert existing HS slots to EHS slots.	Exec Director Asst Program Directors	Exec Director HCCC Policy Council	August thru June	Program Calendar HCCC and PC Minutes
1302.20(b)	HCHSP deliver the full range of Head Start comprehensive services as described in 1302 subpart C-G.	All HCHSP Staff	Exec Director Asst Program Directors Department Directors	August thru June	Program Calendar Program Plans HCCC and PC Minutes

<p>1302.21(a)(b)(1) 1302.20(b)</p>	<p>HCHSP campus-based option delivers the full range of services. Educational and child development services are delivered in classroom settings.</p> <p>HCHSP agency has staff-child ratios and group sizes that meet the requirements listed in Table 1302.21(b). They are determined by the age of most children and the needs of the children present. HCHSP will determine the age of most children in a class at the start of the year and may adjust this determination during the program year, if necessary. Texas Child Care Minimum Standards are less stringent than the teacher-child ratios and group size specifications in the HS Performance Standards. The program maintains appropriate ratios during all hours of program operation, except:</p> <ol style="list-style-type: none"> 1. For brief absences of a teaching staff for no more than five minutes and 2. During naptime, one teaching staff may be replaced by one staff member or volunteer who does not meet the teaching qualifications required for the age. 	<p>Campus Directors</p> <p>Teaching Staff</p> <p>Area Directors</p> <p>Coaches</p>	<p>Exec Director</p> <p>Asst Program Directors</p> <p>Department Directors</p> <p>Campus Directors</p>	<p>August thru June</p>	<p>Children Enrollment Rosters</p> <p>Teaching Staff Rosters</p>
<p>1302.21(b)(2)</p>	<p>Not Applicable</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>1302.21(b)(3)(4)</p>	<p>HS classrooms that serves most children who are three years old have no more than 20 children with a teacher and teaching assistant or two teachers as per approved LDO.</p> <p>HS classrooms that serves most children who are four and five years old have no more than 24 children with a teacher and a teaching assistant or two teachers as per approved LDO.</p>	<p>Family Services Director</p> <p>Chief Early Ed Officer</p> <p>Campus Directors</p>	<p>Exec Director</p> <p>Asst Program Directors</p>	<p>August thru June</p>	<p>Child Enrollment Rosters</p> <p>Teaching Staff Rosters</p>
<p>1301.21(c)(1)</p>	<p>Not Applicable</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>1301.21(c)(2)</p>	<p>The HS program provides 170 through 180 services days and 1360 to 1440 service hours of planned class operation for all enrolled children. Classes operate 8 hours per day.</p>	<p>HS Director</p>	<p>Asst Program Directors</p> <p>Campus Directors</p>	<p>August thru June</p>	<p>Program Calendar</p> <p>Daily Schedule</p>
<p>1301.21(c)(6)</p>	<p>HCHSP's calendar was planned to use a reasonable estimate of the number of days during a year that classes may be closed due to problems such as</p>	<p>Exec Director</p>	<p>Exec Director</p>	<p>August thru June</p>	<p>Program Calendar</p>

	inclement weather and, will make every effort to schedule makeup days using existing resources if hours of planned class operations fall below the number required per year.		HCCC Board Policy Council		Daily Schedule ADA Reports
1301.21(d)	All facilities used by HCHSP agency meet state and local licensing requirements, even with our collaborations with the LEAs that are exempt by the licensing entity. The classrooms have at least 35 square feet of usable indoor space per child available for the care and use of children (exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.	Campus Directors Area Directors	Compliance Director Departments Directors	August thru June	Child Care Licensing Reports Compliance Reports
1302.22-23	Not Applicable	N/A	N/A	N/A	N/A
1302.24 1302.20(b)	HCHSP has a locally designed program option to meet the needs of our community, to deliver a full range of program services consistent with §1302.30 (b) and consistent with achieving our program goals written in subpart (J) of § 1302, Program Management and Quality Improvement. Our locally designed option enables us to collaborate with local education agencies (Texas Independent School Districts). Head Start and PreK school-based services are provided to dually enrolled children where our collaborative teaching teams work together to implement vertically aligned comprehensive Head Start and PreK services. Children are engaged in an equal number of instructional hours implementing developmentally appropriate and effective PreK teaching practices.	Exec Director Asst Program Directors LEA Superintendent	Exec Director Asst Program Directors	Five-Year Grant Period	MOUs with LEAs HCCC and PC Minutes

Performance Standard: §1303, Subpart A – Financial Requirement

Performance Standard: §1303, Subpart B – Administrative Requirements

Performance Standard: §1303, Subpart C – Protections for the Privacy of Child Records

Performance Standard: §1303, Subpart E– Facilities

Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Documents or Forms																				
1303.03	<p>Other HHS Requirements: HCHSP will ensure that policies and procedures follow HHS regulations that apply to all grants made of the Act, which include:</p> <table border="1" data-bbox="275 574 1245 1166"> <tr> <td data-bbox="275 574 449 618">45 CFR part 16</td> <td data-bbox="449 574 1245 618">Department grant appeals process</td> </tr> <tr> <td data-bbox="275 618 449 662">45 CFR part 30</td> <td data-bbox="449 618 1245 662">HHS Standards and Procedures for Claims collection</td> </tr> <tr> <td data-bbox="275 662 449 706">45 CFR part 46</td> <td data-bbox="449 662 1245 706">Protection of human subjects</td> </tr> <tr> <td data-bbox="275 706 449 802">45 CFR part 75</td> <td data-bbox="449 706 1245 802">Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</td> </tr> <tr> <td data-bbox="275 802 449 927">45 CFR part 80</td> <td data-bbox="449 802 1245 927">Nondiscrimination under programs receiving federal assistance through the Department of Health and Human Services- Effectuation of title VI and VII of the Civil Rights Act of 1964</td> </tr> <tr> <td data-bbox="275 927 449 971">45 CFR part 81</td> <td data-bbox="449 927 1245 971">Practice and procedure for hearings under part 80</td> </tr> <tr> <td data-bbox="275 971 449 1015">45 CFR part 84</td> <td data-bbox="449 971 1245 1015">Nondiscrimination based on handicap in federally assisted programs</td> </tr> <tr> <td data-bbox="275 1015 449 1058">45 CFR part 87</td> <td data-bbox="449 1015 1245 1058">Equal treatment for faith-based organizations</td> </tr> <tr> <td data-bbox="275 1058 449 1102">2 CFR part 170</td> <td data-bbox="449 1058 1245 1102">FFATA Sub-award and executive compensation</td> </tr> <tr> <td data-bbox="275 1102 449 1166">2 CFR 25.110</td> <td data-bbox="449 1102 1245 1166">CCR/DUNS requirements</td> </tr> </table>	45 CFR part 16	Department grant appeals process	45 CFR part 30	HHS Standards and Procedures for Claims collection	45 CFR part 46	Protection of human subjects	45 CFR part 75	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	45 CFR part 80	Nondiscrimination under programs receiving federal assistance through the Department of Health and Human Services- Effectuation of title VI and VII of the Civil Rights Act of 1964	45 CFR part 81	Practice and procedure for hearings under part 80	45 CFR part 84	Nondiscrimination based on handicap in federally assisted programs	45 CFR part 87	Equal treatment for faith-based organizations	2 CFR part 170	FFATA Sub-award and executive compensation	2 CFR 25.110	CCR/DUNS requirements	<p>Exec Director</p> <p>Asst Program Directors</p> <p>Asst CFO</p>	<p>Exec Director</p> <p>Asst Program Directors</p> <p>CFO</p> <p>Governing Body</p> <p>Policy Council</p>	<p>Ongoing</p> <p>October</p> <p>Grant Cycle Jan-Dec</p>	<p>Grant Applications</p> <p>Program Plans</p> <p>HS Budget</p>
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1303.4	<p>Federal Financial Assistance, Not-Federal Match, and Waiver Requirements: HCHSP will not exceed 80% of the total costs of the program. HCHSP will contribute 20 percent as non-federal match each budget period. HCHSP may submit a waiver to OHS as needed for a portion of the non-federal share match</p>	<p>Asst Program Director for Fiscal Operations</p>	<p>Exec Director</p> <p>Asst Program Directors</p> <p>Governing</p>	<p>Ongoing</p>	<p>HS Budget</p>																				

	based on an application.	Asst CFO	Body Policy Council		
1303.5	Limitations on Development and Administrative Costs: HCHSP will not exceed 15% of the total administrative costs of the program, to include both federal and non-federal match.	Asst Program Director for Fiscal Operations Asst CFO	Exec Director Asst Program Director for Fiscal Operations Governing Body Policy Council	Ongoing	HS Budget
1303.11	Limitations and Prohibitions: HCHSP will adhere to sections 644 (e), 644(g)(3), 653, 654, 655, 656, and 657A of the Head Start Act. These sections pertain to union organizing, the Davis-Bacon Act, limitations on compensation, nondiscrimination, unlawful activities, political activities, and obtaining parental consent.	Exec Director Asst Program Directors Procurement Director	Exec Director Asst Program Directors Governing Body Policy Council	Ongoing October Grant Cycle Jan-Dec	Grant Applications Program Plans HS Budget
1303.12	Insurance and Bonding: HCHSP has an ongoing process to identify risks and has cost-effective insurance for those identified risks. HCHSP has insurance that covers the risk of accidental injury to children while participating in the program. HCHSP maintains proof of appropriate coverage. HCHSP maintains insurance for the risk of losses resulting from fraudulent acts by individuals authorized to disburse Head Start funds. Consistent with 45 CFR part 75, HCHSP has sufficient coverage to protect the federal government's interest and maintains adequate fidelity bond coverage. HCHSP ensures that the program will maintain reasonable amounts of children's accident insurance,	Exec Director Asst Program Directors	Exec Director Asst Program Directors Governing Body Policy	Ongoing October Grant Cycle Jan-Dec	Insurance Binders

	liability insurance for accidents on HCHSP's premises and transportation liability insurance. HCHSP will require ISD's to add HCHSP as an "insurance rider".		Council		
1303.20	Protections for the Privacy of Child Records: HCHSP has approved policies and procedures to protect the confidentiality of any personally identifiable information (PII) in all child records to include records maintained with our local education agencies (LEA)/independent public-school districts.	Exec Director Asst Program Directors LEA-Supers	Exec Director Asst Program Directors Department Directors	Ongoing	PDM Policies and Procedures
1303.21 (a) (b)	Applicable Confidentiality Provisions: HCHSP maintains confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA). HCHSP has partnership agreements with all LEAs, and MOUs comply with those confidentiality provisions of FERPA. HCHSP refers children to LEAs for eligible services under, IDEA. HCHSP complies with the applicable confidentiality provisions in Part B or Part C of IDEA to protect the PII in records of those children.	Exec Director Asst Program Directors LEA- Supers	Exec Director Asst Program Directors Department Directors	Ongoing	MOUs with all LEA partners
1303.22	Disclosures With and Without Parental Consent: HCHSP has written policies and procedures regarding PII and the process for disclosures with or without parental consent. This information is shared with parents upon enrollment and its provisions are listed in all MOUs with partnering LEAs.	Exec Director Asst Program Directors LEA Supers	Exec Director Asst Program Directors Department Directors	Ongoing	MOUs-LEA partners HCHSP Parent Handbook
1303.23	Parent Rights: HCHSP maintains policies and procedures regarding parental rights regarding child records to include all provisions listed regarding inspection of records, amendment of records, hearings, right to copy of records, and right to inspect written agreements. This information is shared with parents upon enrollment and its provisions are listed in all MOUs with partnering LEAs.	Exec Director Asst Program Directors LEA- Supers	Exec Director Asst Program Directors Department Directors	Ongoing	MOUs with all LEA partners HCHSP Parent Handbook
1303.24 CFR 226.10	Maintaining Records: HCHSP maintains child records that ensures only parents, and officials within the program or acting on behalf of the program have access,	Exec Director Asst Program	Exec Director Asst Program	Ongoing	Child Records

	<p>and such records will be destroyed within a reasonable timeframe after such records are no longer needed or required to be maintained. HCHSP will maintain hardcopy child records for three (3) years plus the current year of enrollment. HCHSP will maintain with the child records information on all individuals, agencies, or organizations to whom a disclosure of PII from the child records was made (except for program officials and parents) and why the disclosure was made. HCHSP uses a web-based data system to maintain child records, and HCHSP ensures such child records are adequately protected and maintained according to current industry security standards.</p> <p>If a parent places a statement in the child record, HCHSP will maintain the statement with the contested part of the child record for as long as the program maintains the record and, disclose the statement whenever it discloses the portion of the child record to which the statement relates.</p>	Directors Department Directors Campus Directors FSWs Teachers	Directors Department Directors		Child Data Mgmt System
1303.46 1303.46	<p>Recording and Posting Notices of Federal Interest and Contents of Notices of Federal Interest: HCHSP records a notice of federal interest for real properties and facilities, excluding modular units, appurtenant to real property, in the official real property records for the jurisdiction where the facility is located. HCHSP will file the notice of federal interest as soon as it uses Head Start funds to either fully or partially purchase a facility or real property where a facility will be constructed or as soon as it receives permission from the responsible HHS official to use Head Start funds to continue purchase on a facility.</p> <p>If HCHSP uses federal funds in whole or in part to construct a facility, it must record the notice of federal interest in the official real property records for the jurisdiction in which the facility is located as soon as it receives the notice of award to construct the facility.</p> <p>If HCHSP uses federal funds to renovate a facility that it, or a third party owns, the grantee must record the notice of federal interest in the official real</p>	Asst Program Director for Fiscal Operations Asst Program Director for Program Operations Procurement Director Field Operations	Exec Director Asst Program Director for Fiscal Operations	Ongoing	Federal Interest Notices HCHSP Facilities Report

	<p>property records for the jurisdiction in which the facility is located as soon as it receives the notice of award to renovate the facility.</p> <p>If HCHSP uses federal funds in whole or in part to purchase a modular unit or to renovate a modular unit, the grantee must post the notice of federal interest, in clearly visible locations, on the exterior of the modular unit and inside the modular unit.</p> <p>HCHSP will include in the federal interest notice all regulations set forth in 1303.47(a)(b) and (c)</p>	Crew Leader			
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