Child Nutrition Procedures Manual

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Introduction

The Hidalgo County Head Start Program Child Nutrition Department Procedures Manual will help facilitate all areas of compliance with the Texas Department of Agriculture (TDA), Head Start Performance Standards, and Childcare Licensing Regulations.

All mandatory TDA training must be met and provided annually, along with all new hire pre-service training provided throughout the year for all staff. This manual will include the most practical and safe working policies and procedures to complete all assigned essential tasks. Furthermore, full step-by-step procedures for completing all necessary TDA and departmental forms will be available.

Some areas to be described will encompass menu planning, food preparation and distribution, scheduled meal timeframes, family-style meal service distribution practices, electronic meal claims, special diet modifications and accommodations for children with special needs, emergency response to child food allergies, and choking hazards, safe drinking water practices, basic principles of food safety and sanitation, time and temperature controls, record keeping, principles of financial records, civil rights grievance procedures, and monitoring practices.

GoEngage is the software program utilized to reconcile meal claims, attendance, and record-keeping data entered into the operational system. The Child Nutrition Department collects this data entered to complete a full meal claim reimbursement. All information is confidential and should not be shared with anyone outside our agency to comply with all Health Insurance Portability and Accountability ACT (HIPAA) regulations. Reports populated by our department through GoEngage are utilized for monitoring, auditing, meal claiming, and verification purposes. Campus staff will populate all meal claims and attendance records electronically and all children's records into GoEngage.

The MIP Fund Accounting Software Program facilitates and processes all TDA allowable expenditures. Non-allowable expenditures are strictly prohibited. Our Finance department defines all cost allocations, and our Procurement department reviews all procurement allocations.

The HCHSP operates its Child Nutrition Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- TDA Child and Adult Care Food Program – Childcare Centers Handbook
- Minimum Standards for Child-Care Centers (Revised 1/2024)

Acknowledgements:

Staff

The Child Nutrition Department consists of twenty-four team members who oversee all Child and Adult Care Food Program responsibilities. The definite positions in the Child Nutrition Department are as follows:

- Child Nutrition Director
- Child Nutrition Coordinator
- Child Nutrition Bookkeeper (TDA accounting)
- Head Cook
- Assistant Head cook
- Kitchen Helper
- Food Drivers

Other Hidalgo County Head Start Program Staff who have CACFP responsibilities are as follows:

- Executive Director
- Assistant Program Director
- Chief Financial Officer
- Campus Staff (Campus Director, Family Service Worker, Teachers, Assistant Teachers, Custodians)
- Policy Council Member(s)
- Advisory Committee Members
- Hidalgo County Commissioners Court

Responsibilities

The Primary responsibilities of the Child Nutrition Department consist of:

- Accounts Payable (TDA)
- Audit (Every 3 Years)
- Budget (TDA yearly)
- Caters for Special Events (As Assigned)
- Collaborates with Community Agencies
- Compliance with all TDA, Head Start, and Child-Care Licensing Regulations
- Coordinates Special Events (National Nutrition Month)
- Electronic Meal Claims
- Food ordering, preparing, and distribution.
- Inventory Controls
- Menu Planning
- Monitoring
- Maintain Meal Production Records
- Record Keeping (Minimum of 3 Years)

- Special Diet Modifications
- Staff Training

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Children with/without Nutrition Assessment	Campus Director/FSW/CNC	As Needed
Food Handler Certification	Campus Director	As Needed
Meal Quality Report	Campus Director	As Needed
Record of Discarded Food	Campus Director/Custodian	As Needed
Verification of line-item Coding	Child Nutrition Bookkeeper	As Needed
Small Equipment Purchases	Child Nutrition Bookkeeper	As Needed
Activity Service Delivery Tracking	Campus Director/FSW	As Needed
CACFP Enrollment Status Report	Campus Director/FSW	As Needed
Special Diet Modifications	Child Nutrition Coordinator	As Needed
Special Diet Orders	Assistant Head Cook/CNC	As Needed
Child Nutrition Referrals	Campus Director/FSW	As Needed
Food Handlers Certification	All Food Handling Staff	As Needed
Compiling Invoicing	Child Nutrition Bookkeeper	Daily
Disposal of Food Garbage	Kitchen Staff/Custodian	Daily
Electronic Meal Count Documentation	Campus Classroom Staff	Daily
Family Style Meal Services	Campus Classroom Staff	Daily
Classroom Mealtime Cleaning and Sanitizing	Campus Classroom Staff	Daily
Food Distribution	Food Driver	Daily
Food Production Records (H-1530)	Head Cook/Kitchen Helper	Daily
Food Storage Organization	Food Drivers/Kitchen Helper	Daily
Rotate Merchandise (FIFO) First in First out	Food Driver/Kitchen Helper	Daily
Special Diet Preparation	Kitchen Helper	Daily
Clean, Sanitize, and Disinfect	Kitchen Staff/Custodian	Daily
Daily Meal Count and Attendance Record	Campus Director/FSW	Daily
Food Inventory	Assistant Head Cook/ Food Driver	Daily
Food Preparation	Kitchen Helper	Daily
Food Safety Practices	All Kitchen Staff	Daily
Requisitions utilizing MIP	Child Nutrition Bookkeeper	Daily
Small Equipment Inventory Controls	Assistant Head Cook	Daily
Time and Temperature Controls	Kitchen Helpers/Custodian	Daily
Vehicle Inspection Report	Food Driver	Daily
Washing and disinfecting of dishes/small equ.	Kitchen Staff/Custodian	Daily
Electronic Meal Claim Monitoring	Child Nutrition Department	Daily/Weekly
Audit	Child Nutrition Department	Every Three Years
Electronic Meal Claim Reimbursement	Child Nutrition Director	Monthly
Time Distribution	Child Nutrition Department	Monthly
Adult Meal Claim Reimbursement	Child Nutrition Coordinator	Monthly
Management of Program activities	Child Nutrition Director/CNC	Ongoing
Monitoring	Child Nutrition Coordinator/CND	Three Times/Year
Accounts Payables	Child Nutrition Bookkeeper	Weekly
Food Orders	Head Cook/Assistant Head Cook	Weekly
Mail Processing	Child Nutrition Bookkeeper	Weekly

Non-Food Supply Distribution	Food Driver	Weekly
Receiving of Food	Kitchen Staff/Custodians	Weekly
P.I.S. Report	Child Nutrition Director/CNC	Weekly
Budget	Child Nutrition Director/Bookkeeper	Yearly
Menu Planning	CNC/CND/Advisory Committee	Yearly
Training (TDA Mandatory Training)	Child Nutrition Director/CNC	Yearly
National Nutrition Month Awareness	All Staff	Yearly
Self- Assessment	Child Nutrition Coordinator/CND	Yearly

System/Service Area: Child Nutrition	Subject: Allowable/Non-Allowable Cost
Related Regulation(s): FNS	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The HCHSP will purchase only allowable costs based on the United States Department of Agriculture Food and Nutrition Service Instruction Manual for the Child and Adult Care Food Program.

https://squaremeals.org/Portals/8/files/cacfp/796-2%20Rev%204%20printable.pdf

Time Frame: As needed

Person(s) Responsible:
Child Nutrition Bookkeeper
Child Nutrition Director
Procurement Director
Assistant Program Director for Fiscal Operations

Procedure: All incurred costs requested by our Child Nutrition Department will be reviewed and processed through our Procurement and Finance Departments.

- Any purchase requested will be sent to and reviewed by the Child Nutrition Bookkeeper.
- The Child Nutrition Director will then approve or disapprove of the purchase based on several factors, for example:
  a. Is the request urgent, or can it wait?
  b. Is the purchase necessary, or can the parts be replaced?
  c. Is the item being requested an allowable expense through TDA?
  d. Does the item requested require prior approval, specific prior written approval, or specific written FNSRO approval based on the USDA - FNS instruction guidelines?
  e. Is the item shown the exact item requested?
- After approval, the Child Nutrition Bookkeeper will secure three quotes for the most affordable price.
- The Child Nutrition Bookkeeper will then create a requisition.
- The Child Nutrition Director will then review the requisition and its contents before sending it to the Procurement Department Director for further review.
- The Procurement Department Director will then send the request to the Finance Department's Chief Financial Officer for final review.

System/Service Area: Child Nutrition	Subject: Birthday Celebrations
Related Regulation(s): Minimum Standards for Childcare Centers 2023 Section §746.3317/CACFP/TDA	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Birthday Celebration Policy / Foods of Minimal Nutritional Value (FMNV) Policy In an ongoing effort to promote healthier foods/beverages, treats provided during birthday celebrations must follow program policy. This procedure will guide you on what treats are deemed safe for consumption during birthday celebrations for your students while under your care. Campuses may not serve or provide students access to FMNV and all other forms of candy anywhere on campus until the end of the last scheduled class. Federal regulations do not permit **Foods of Minimal Nutritional Value (FMNV)** to be served during mealtimes when reimbursable meals are served or consumed. (Source -Texas Department of Agriculture)

Time Frame: Ongoing

Person(s) Responsible:
Campus Directors
Family Service Workers
Campus Classroom Staff
Campus Custodial Staff

Procedure: If you have a birthday celebration, please follow the guidelines below:

- Celebrations should be scheduled after PM Snack so that these celebrations will not replace nutritious meals.
- Choking Hazards: Young children are still learning to chew properly. Reference CPR Trained staff if choking hazards occur.
  - The following foods are possible choking hazards:
  - Whole grapes
  - String cheese
  - Nuts and seeds
  - Peanuts
  - Raw peas
  - Dried fruit
  - Pretzels
  - Marshmallows
  - Popcorn
  - Hot dogs
  - Chips
  - Chewing gum
  - Hard or Sticky candy
  - Chunks of meat larger than can be swallowed, etc.
- Food Items NOT Allowed:

    - Sweetened carbonated beverages
    - Fruit drink
    - Sport drinks
    - Candies or chewing gum
    - Cookies or cakes with more than 10 grams of sugar per serving
- Suggestions for Nutritious Snacks:
    - Milk (non-fat or low-fat)
    - Full-strength (100%) fruit juice
    - Fruit smoothies
    - Fruit or whole grain muffins (low-fat)
    - Fresh seasonal fruit topping
- Always supervise children during mealtimes, ensuring they are seated upright and not allowed to run/walk until finished. Encourage children to eat slowly and talk only if they are not chewing.
- All food and drinks must be of a safe quality and stored, prepared, distributed, and served under sanitary and safe conditions. (Source - Minimum Standards for Child-Care Centers 2023 Section §746.3317)

System/Service Area: Child Nutrition	Subject: CACFP Acknowledgement/Enrollment
Related Regulation(s):	
Related Forms: CACFP Acknowledgment /Enrollment Form	**Related Reports: CACFP Enrollment Status Report**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP Acknowledgment/Enrollment forms are required for the Child Nutrition Department (CND). Child and Adult Care Food Program (CACFP) regulations require all parents/guardians to complete an Acknowledgement/Enrollment Form when enrolling their child(ren) and every year after that. Center staff must maintain proof of proper enrollment for all children who receive meals claimed for reimbursement. The following required elements must be completed on the Acknowledgement /Enrollment Form if a child is to be considered adequately enrolled:

- Child's name
- Child's date of birth
- Classroom number
- Meals/snacks commonly served to the child while in care.
- Days and hours the child is generally in care.
- Enrollment and withdrawal dates
- Parent's or guardian's signature
- Staff signature
- Date of signature

Time Frame: Ongoing

Person(s) Responsible: Campus Directors
Family Service Workers
Child Nutrition Coordinators

Procedure: All Head Start Campuses will have Electronic Acknowledgment/Enrollment Forms for all enrolled children by following the steps below:

- Access the Acknowledgment/Enrollment Forms via Go Engage by searching for the child's name under the Family Directory.
- Once the child's file has been accessed, click on the Enrollment tab, which will reveal the CACFP Enrollment Form tab.
- Please read the paragraph on this form to the parent and provide them with a parent packet.
- Center staff must ensure that the parents of each enrolled child receive the following flyers or parent packet during enrollment:
  - Parent Packet includes:
    a. Building for the Future
    b. CACFP Meal Benefit Income Eligibility Form Letter to Households
    c. Civil Rights Grievance Procedures

    d. CACFP Meal Benefit Income Eligibility
    e. Women, Infants, and Children (WIC)
  - These flyers can be found on Go Engage by accessing Help > Forms > Health: Child Nutrition Parent Packet. Please print the parent packet or refer parents to our website, hchsp.org/child-nutrition, for secure download by clicking “Parent Information Packet.”
- On the CACFP Enrollment Form, you will find a section that includes the child's full name, race and ethnicity, date of birth, normal hours in our care, and the days of the week they will receive meals. Please select Monday, Tuesday, Wednesday, Thursday, and Friday, and what meals will be served: B, L, PM.
- The parent's signature is required at the bottom of the form. This is an acknowledgment that they have received the parent packet and know about the meals our program will provide.
- Once the parent receives their parent packet and you are done reviewing the form with them, they may sign using your computer or tablet or send us their electronic signature if their email has been verified.

Campus staff may run a quick report to verify all enrolled students have their Acknowledgment /Enrollment Form completed by

- Accessing Go Engage Reports Directory
- On the search bar, type CACFP Enrollment Status Report
- The report will ask you to fill out various selections. Please select Enrolled for Program Status, Current as of Today, your assigned campus (i.e., Donna).
- Under Additional Parameters > CACFP Enrollment Status, select All: Active, Past Expiration, and ‘show all participants without CACFP Form.’
- Run this report in PDF format, and once processed, download and review the CACFP status of the enrolled children, verifying the enrollment date and parent signature.

A child is not eligible for CACFP reimbursement if the form is missing, over a year old, incomplete, or does not contain all the required elements. If this is the case, campus staff are not allowed to claim reimbursement for meals served to the child.

System/Service Area: Child Nutrition	Subject: CACFP Childcare Center Monitoring
Related Regulation(s): 7 CFR 226.16 & 7 CFR 226.16 (d)(4)(iii)	
Related Forms: Form H1606	**Related Reports: CACFP Childcare Center Review**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will review each facility three times per school year to determine compliance with program requirements, verify and validate the documentation the campus has provided, and identify training needs and any trends that may lead to deficiencies.

Time Frame: Three Times Per School Year

Person(s) Responsible: Child Nutrition Coordinators
Child Nutrition Director

Procedure:

- Each campus must be reviewed three times per year. Two of the three reviews must be unannounced, and one unannounced review must include an observation of meal service. At least one review must be made during each new facility's first four weeks of program operations. No more than six months may elapse between reviews. The reviewer must vary the monitoring time and meal service so that it is not predictable to the campus. All types of meal service must be subject to review.
- Use the H1606 form, which can be obtained by visiting https://squaremeals.org/Programs/Child-and-Adult-Care-Food-Program/Administration-Forms.
- The H1606 Review form is composed of ten sections: Meal Service, Meal Analysis, Civil Rights, Record Keeping, Training, Five-Day Reconciliation, Non-Profit Food Service, Findings, Corrective Actions, and Commendations, lastly, Certification and Signature.
- Section A, Meal Service, review the meal observation, CACFP meal pattern requirements, mealtimes and check attendance, meal count procedures, daily meal production record (H1530), and Medical Statements for Special Dietary Needs forms.
- Section B, Meal Analysis, reviews the meal served to ensure compliance with meal pattern, portion size, and meal service style requirements.
- Section C, Civil Rights, reviews civil rights compliance to assess discrimination by verifying that the Racial-Ethnic Reporting Requirements have been met. Reviewers will check if the “And Justice for All” posters are displayed so parents and the public can see them and that the non-discrimination-compliant procedures are published on required materials.
- Section D, Record Keeping, reviews enrollment, attendance, and meal count (H1535) records and eligibility documentation. The reviewer will examine these records for completeness and accuracy.
- Section E, Training, reviews documentation and proper internal training of current and new staff on CACFP procedures. Reviewers will observe CACFP

staff to assess their understanding of their duties and the effectiveness of the training.

- In Section F, Five-Day Reconciliation, the reviewer will examine meal counts and attendance records for a minimum of five-day reconciliation.
- Section G, Nonprofit Food Service, will review the program costs, funds, and reimbursement. Please ask the child nutrition bookkeeper for the total cost and amount of reimbursement corresponding to the months it applies to. In this section, address whether cost exceeds reimbursement.
- In section H, Findings, Corrective Actions, and Commendation, the reviewer will document any findings, including noncompliance and disallowances observed, corrective actions, and commendations (areas where the site is performing well).
- Section I, Certification, and Signature is the last section of the review and the exit conference. The reviewer will discuss program strengths, findings, corrective actions, technical assistance provided, and recommendations with the site representative. Then, the site representative and reviewer will sign the review. Lastly, the reviewer will issue the final administrative review report for site records. The report may be completed on-site, but if needed, it may be issued to them later, depending on corrective action and documentation.
- Please see the H1606 Form for more detailed instructions.

System/Service Area: Child Nutrition	Subject: Child Formula Feeding Needs
Related Regulation(s): Child Adult Care Food Program -Child Care Center Handbook, §4113, Meal Variation Minimum Standards for Child-Care Center, §746.3311 Head Start Program Performance Standards, §1302.44 (a), Child Nutrition	
Related Forms: Child Formula Feeding Needs Form	**Related Reports: Activity Service Tracking**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start program staff will use the child formula feeding needs form to meet the nutritional needs of children with special formulas, food, or drink supplements**.**

Time Frame: As Needed

Person(s) Responsible:
Campus Directors
Family Service Workers
Parent or Guardian
Campus Classroom Staff
Child Nutrition Coordinators
Child Nutrition Director

Procedure: These instructions will assist staff in organizing information for special formulas and identifying children who require a special diet. This form and related documentation may also be maintained electronically.

1. If a special formula, Food, or Drink Supplement (Pediasure) is noted before enrollment or participation, parents or guardians will be asked to complete a "Child Formula Feeding Needs Form."
   a. The Family Service Worker will give the forms to the parent or guardian and emphasize the importance of completing them.
2. Parents or guardians must fill out the "Child Formula Feeding Needs Form" with all necessary information to ensure the appropriate formula or supplement for the child. Required fields include the following:
   a. Child's full name
   b. Date of birth
   c. Name of the site
   d. Formula information
   e. Parent or guardian's signature and date

   Note: The campus director ensures all required fields are completed.
3. Once the form is fully completed, the Child Nutrition Coordinator will make the necessary accommodations.

4. Campus classroom staff are responsible for ensuring that their classroom's special diets are current.

5. If a child's dietary needs change throughout the program year, an updated “Child Formula Feeding Needs Form” must be submitted to the child nutrition coordinator will make the appropriate modifications and substitutions.

System/Service Area: Child Nutrition	Subject: Child Nutrition Assessment
Related Regulation(s): Minimum Standards for Child-Care Centers, Head Start Program Performance Standards, §1302.44 (a), Child Nutrition	
Related Forms: Child Nutrition Assessment	**Related Reports: GoEngage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will comprehensively assess children's nutritional needs through nutritional history. This will enable staff to identify children's nutritional status and address dietary deficiencies.

Time Frame: Annually

Person(s) Responsible:
Campus Directors
Family Service Workers
Child Nutrition Coordinators
Child Nutrition Director

Procedure:

1. The campus director and parent or guardian will collaborate to identify and discuss the child's nutritional needs:
   a. Relevant nutrition-related assessment data (height and weight), nutrition-related health problems such as obesity, iron deficiency, failure-to-thrive, food allergies and intolerances, special diets, and dietary accommodations.
   b. Information about family eating patterns and cultural, religious, ethnic, and special dietary requirements for children with nutritional-related health problems and disabilities.
2. During enrollment, parents or guardians will complete a child nutrition assessment.
3. The family service worker will obtain the child nutrition assessment from GoEngage.
4. The child nutritional assessment is used to identify the child's nutritional status, such as special diet needs or potential areas of concern that may affect the child's behavior in the classroom and during mealtimes.
5. Parents or guardians will be given information about the Child and Adult Care Food Program and the United States Department of Agriculture such as:
   a. Building for the Future
   b. CACFP Meal Benefit Income Eligibility Form Letter to Household
   c. Civil Rights Grievance Procedures
   d. CACFP Meal Benefit Income Eligibility
   e. Women, Infants, and Children (WIC)

6. Parents or guardians will be offered educational opportunities and nutritional resources. Staff, nutritionists or dietitians, and community partners assist individual families with food preparation and nutritional skills.
7. Parents of children with disabilities, such as chewing and swallowing difficulties or feeding needs, can receive assistance from appropriate professionals such as physical therapists, speech therapists, occupational therapists, nutritionists, and dietitians.
8. Nutrition care plans will be implemented for children with nutrition-related concerns.

System/Service Area: Child Nutrition	Subject: Civil Rights Grievance
Related Regulation(s): CFR 15, Title VI, 42 U.S.C. § 2000d	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start ensures everyone can access our facility and associated programs equally. Under Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Time Frame: As Needed

Person(s) Responsible:

Campus Directors
Family Service Workers
Campus Classroom Staff
Child Nutrition Program Staff

Procedure: The Hidalgo County Head Start Program does not discriminate against anyone based on race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activities.

If you feel discriminated against, you may take your complaint (verbal or written) to the following person(s): Head Start Executive Director.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint and any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410.

(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Please contact us if you have any questions or need help filling out an application.

System/Service Area: Child Nutrition	Subject: Classroom Mealtime Cleaning and Sanitizing
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff are expected to prevent the spread of foodborne illnesses and harmful pathogens, such as viruses and bacteria. To achieve this, it is essential to follow proper procedures for personal hygiene and ensure that the classrooms are cleaned, disinfected, and sanitized at the end of each meal. This will help prevent the further spread of harmful pathogens.

Time Frame: Before and after each use

Person(s) Responsible: All Campus Staff

Procedure: This procedure applies to all staff overseeing meal consumption, cleaning, and sanitizing areas where meals are consumed.

Before Meal Consumption

1. Areas where meals are to be eaten should be cleared and cleaned.
2. All children and staff must adequately wash their hands before serving food. Handwashing should include the following:
   a. Wet hands and apply a single pump of hand soap.
   b. Wash generally for at least 20 seconds.
   c. Rinse hands with clear water and dry with clean paper towels.
   d. Use a paper towel to turn off the water to avoid cross-contact.

During Meal Consumption

1. Be prepared for spills of food and drink. Have materials ready for cleanup.
2. The local health department prohibits spraying a cleaning solution on any dining surface while food is present.
3. Spills and debris should be removed. Clean spills with a wet paper towel and dispose of it after use; disinfecting is not necessary at this point.
4. Repeat this process as needed.

After Meal Consumption

7. Prepare the table for cleaning by removing debris and spills.
8. Spray the table with a district-approved cleaner and disinfectant.
9. Wipe the surface with a clean paper towel.
10. Repeat the process as needed.
11. If using paper towels, discard them as they become soiled.

12. Cleaning and disinfecting solutions must be stored in properly labeled spray bottles, and appropriate SDS (Safety Data Sheet) must be readily available in case of accidental exposure or emergency.

Trays and Trash

13. If reusable dishes and utensils are used, a container should be provided for storing them after use.
14. Food debris should be removed into a trash container before the reusable items are stacked and stored. Please avoid placing liquids into the trash containers. A container should be used to dump excess, unconsumed liquids, as liquids may create leaks when bags are removed from the classroom.
15. Heavy-duty trash bags should be used in the classroom to dispose of food waste.
16. The trash should be placed in a designated place in the classroom or the hallway for the custodian to pick up.

System/Service Area: Nutrition	Subject: Daily Meal Production Record H-1530
Related Regulation(s): Child and Adult Care Food Program 4114.1	
Related Forms: H1530	**Related Reports: Meal Production Record**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will plan meals that comply with the Child and Adult Care Food Program (CACFP) meal patterns as required by the United States Department of Agriculture (USDA).

Time Frame: As Needed

Person(s) Responsible: Head Cook
Assistant Head Cook
Kitchen Helpers

Procedure:

- The Daily Meal Production Record—Childcare is provided to document the daily planning and serving of those meals to demonstrate eligibility for reimbursement.
- All items on the Daily Meal Production Record must be completed before the meal service, except for quantity prepared and leftover food from the day of the meal service, which can be completed at the end.
- Changes and substitutions must be recorded and initialed before the meal service (do not use whiteout or mark completely through the menu item; simply line through and write in the change).
    - A food component is one of the food categories (milk, grains, fruit, vegetable, meat/meat alternate) that comprise a reimbursable meal.
    - A food item is a specific food offered within the food components comprising the reimbursable meal.
    - A combination food contains more than one food item from different components that cannot be separated, such as a vegetable pizza.
- To complete the form, you will need the name of the Contracting Entity (CE): Hidalgo County Head Start Program. The Child Nutrition Director can obtain the CE ID and site number. Also needed is the name of the site (e.g., Palmview Kitchen) and the date the meal was served.
- The meal production record must also specify the meal service (Breakfast, Lunch, or PM Snack).
- Additionally, include all the required food components for each meal type.
    - It is recommended that the menu be recorded before the day of the meal service for planning and purchasing purposes.
- For food items used, enter each food item used as purchased according to the Food Buying Guide for Child Nutrition Programs (FBG) or
- Enter the USDA recipe name and number (for example, baked scrambled eggs, USDA CCC #D-15) if a recipe is used (the recipe must be on file and available for review to verify the required amount of food was prepared), and
- If the product has a CN label, list the CN label's unique 6-digit product identification number next to the product and
- Specify the type of milk, including the fat content served.

- In addition, when serving yogurt, maintain documentation, such as the product label containing the nutrition facts, to demonstrate that the yogurt met the sugar restriction.
- If serving ready-to-eat breakfast cereal, maintain documentation, such as the product label containing the nutrition facts, to demonstrate that the ready-to-eat breakfast cereal met the sugar restriction.
- For the whole grain-rich item(s), maintain documentation, such as the product label containing the ingredient list, to demonstrate the grain item(s) met the whole grain-rich definition.
- NOTE: For guidance on the types of labels and documentation, refer to CACFP Handbooks Section 4000, Managing the Program, Item 4114, Meal Service Documentation.
- **Quantity Prepared:** Refer to the FBG to determine the amount needed for planned and actual participation. Enter the total amount of food or the recipe used/prepared for each food item.
    - Examples of measurable amounts include ounces, grams, pounds, cans (state can sizes #10, #300, #2- 1/2), gallons, quarts, pints, tablespoons, or teaspoons. Measurable amounts also include cups and fractions of a cup. If using a standardized recipe, state the amount made, for example, 2 X Recipe (double).
    - Measurable amounts do not include: 1 slice of cheese, 1 head of lettuce, 1 can (8 each) biscuits, 1 slice of bread, 1 tortilla, 3 crackers, 2 cookies, 1 package of animal crackers, or bowl of cereal.
- Planned Participation – Enter the planned number of participants for each meal service by age group. It is recommended that planned participation be completed before the day of service to aid in purchasing. (Program adults and non-program meals must be accounted for but may not be claimed).
- Note the substitutions due to disabilities and medical or special dietary needs.
    - Reference CACFP Handbooks Section 4000, Managing the Program, Item 4113, Meal Variations
- Leftover/Recycled Food – (if applicable) Enter the date the food item was first served and the date it was reserved. Enter the food item, the quantity that was left over, and the amount that was recycled. This information can provide an additional source of documentation (i.e., in addition to receipts) that sufficient food was available to prepare the amount needed for the number of meals claimed.
- Comments (if applicable)—Record any other meal modifications or special instructions to document changes made to the meal planned.
- If you have any questions, please contact the Child Nutrition Department.

System/Service Area: Child Nutrition	Subject: Electronic Meal Claims
Related Regulation(s): CACFP Food Program Childcare Centers Handbook	
Related Forms: Daily Meal Count and Attendance Record – Alternate Electronic Form H-1535	**Related Reports: Daily Meal Count and Attendance- Alternate Form H1535**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Texas Department of Agriculture (TDA) and The Hidalgo County Head Start Program (HCHSP) will enter Site Level Meal Claiming. This new system of meal claims will help improve the efficiency with which we claim our meal reimbursements. Our program is committed to improving how we serve our children and providing the most reliable data to ensure meal claims are made on time.

Time Frame: Ongoing

Person(s) Responsible:
Campus Classroom Staff
Campus Director
Family Service Workers
Child Nutrition Administrative Staff

Procedure: All Head Start Campuses will participate in site-level electronic meal claiming by following the steps below.

- Campus teachers or assigned personnel will log into our internal database "GoEngage."
- Ensure you are in the correct program year as stated at the top of the home screen.
- Select the Daily Attendance and Meals tab from the home screen.
- After that, choose your campus, room number, and day you will work with. All classroom rosters, along with all daily data, will appear on your screen.
- Populate attendance and meals consumed at the **point of service** for all your homeroom children daily by selecting the boxes next to the child's name you are entering. Meals can also be auto-populated for each meal claim at the point of service with the contingency that you confirm that the children have received a credible meal and have done a thorough child representation validation.

- Attendance will be selected as Absent Excused, Present, or Absent Unexcused. If the child is absent, a reason code must be entered.

- Classroom Staff are responsible for identifying classroom roster errors and reporting them to the Campus Director.

- During each meal service time (Breakfast, Lunch, and P.M. Snack), you will enter meals provided for each child. The attendance record will remain populated if the child did not eat that day.

- After completing all the information for the working day, a campus representative (Teacher/Assistant Teacher or FSW) will electronically review and sign the working document. At the end of the day, the campus director or Family Service Worker will validate that the information entered is correct for that working day.

- At the end of each claim month, the Campus Director will validate all information provided and notify the Child Nutrition Department that all information is complete by reviewing and validating the final week of the claim month.

- [Texas Department of Agriculture Child and Adult Care Food Program – Child-Care Centers Handbook -Managing the Program – 4171 Meal Service Record]

System/Service Area: Child Nutrition	Subject: Equipment Repair Request
Related Regulation(s):	
Related Forms: Equipment Repair Request	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Requested

Person(s) Responsible:
Campus Directors
Family Service Workers
Campus Custodial Staff

Procedure:

An Equipment Repair Request is a document used to notify the Child Nutrition Department staff about issues in the kitchen area (only) that require their attention. It highlights a problem or defect of small equipment used to prepare and distribute food.

The campus director, family service worker (s), and/or custodian (s) can submit a work request manually (paper-based) or digitally (through email).

A work request should describe the issues in simple terms to provide sufficient insights into the nature of the reported problem. In some situations, it can also suggest the desired corrective measures.

Include the following information:

- Campus Name
- Requested By: (name of the person requesting Small Equipment Repair)
- Checkmark what central kitchen the campus belongs to. (Palmview or Edcouch)
- Requested Date
- Item Description and Item Number: (It is a simple description of defects, issues, or mishaps inhibiting the operation of equipment or facilities. If applicable, the requester can try to identify the issue and provide an opinion on what can be done to correct it)

Once The Child Nutrition Department receives the Small Equipment Request Form, the staff will take the necessary steps to ensure the issue is corrected or the equipment is replaced if it cannot be fixed.

System/Service Area: Child Nutrition	Subject: Family Style Meal Service
Related Regulation(s): Head Start Performance Standard §1302.31 (e)(2) CACFP Guideline 4132	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will provide structured snacks and mealtimes that will be used as learning opportunities that support teaching staff-child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization.

Time Frame: Daily with each meal served.

Person(s) Responsible:
Campus Custodial Staff
Campus Classroom Staff
Campus Director
Family Service Workers

Procedure: Family-style meal service can be implemented in a variety of ways. For example, children and adults may prepare for the meal by clearing the table and setting places, sharing conversation during mealtime, and cleaning up afterward. In some cases, children and adults serve and pass food among them. During mealtimes, adults encourage interesting and pleasant table conversations across various topics, not only subjects related to food and nutrition.

Please ensure all site staff and children wash their hands before the beginning of the meal service.

Children can help prepare for meal service by clearing out the table and setting places (disposables, paper plates, napkins, plastic ware, cups, etc.) All chemicals are to be handled by adult staff only.

Adults with food handler's certifications (Teachers, Assistant teachers, etc.) serve all the food needed to meet all meal pattern requirements for that meal into serving bowls, excluding hot items (specifically, high-protein items), and place them on the table. Children then proceed to serve themselves with the assistance of the teacher, assistant teacher, or facilitator using utensils.

In other instances (CACFP 4132), for example, in the McAllen area, where the City Health Ordinance supersedes Federal Regulation and prohibits children from serving themselves ready-to-eat food, certified food handlers will serve each child most meal components, including very hot items, except for milk, disposables, and single served prepackaged items.

Campus staff documents meals consumed onto the Daily Meal Count and Attendance Record -Alternate Electronic Form H-1535 at the point of service.

Encourage children to try new foods and praise them accordingly.

Demonstrate good table manners and healthy eating to children.

Converse regarding various nutrition-based topics with children during mealtimes.

Provide adequate time for all children to eat.

Monitor all clean-up activities with guidance.

System/Service Area: Child Nutrition	Subject: Field Trip Request
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On-Going

Person(s) Responsible:
Campus Directors
Family Service Workers
Education Department

Procedure: Please refer to the "Education and Child Development Services Procedure Manual" for guidance on Field Trips pre-approval procedures.

Once the Education Department has approved any Field Trip, they will forward the request to The Child Nutrition Department for food preparation and delivery approval.

1. Specify the place where the children will be having the meal, whether on campus or at the field trip location.
2. Type of meal: Select if you're requesting sack lunches or the regular school year calendar schedule meal on campus. Check the "Other" box if children will be eating any other meals besides the meals provided by The Child Nutrition Department so the kitchen staff knows not to send any meals to your campus for the date of the scheduled field trip.
3. Meal Count: Total number of children, staff, and volunteers receiving meals.
4. Time of meals delivered to campus: If you are requesting sack lunches and will be leaving campus before the scheduled lunch meal delivery time, please specify your departure time in the top portion of the request form.
5. In line five, write down any special instructions for your meal delivery on the day of the scheduled field trip.
6. Name of the person receiving meals at the campus on the day of the field trip.

   Please be advised that the central kitchen must order the food items needed to fulfill the meal order at least two weeks in advance.

System/Service Area: Child Nutrition	Subject: Subject: Food Contact Surfaces Cleaning, washing, and Sanitizing
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff is to prevent the spread of foodborne illnesses by ensuring that all food contact surfaces are properly cleaned and sanitized.

Time Frame: As Needed

Person(s) Responsible: All Campus Staff
Child Nutrition Program Staff

Procedure: This procedure applies to all staff involved in cleaning and sanitizing food contact surfaces.

1. Train all staff on using the procedures in this procedure.
2. Follow state or local health department requirements.
3. Follow the manufacturer's instructions for using and maintaining equipment and chemicals for cleaning and sanitizing food-contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
   a. Before each use.
   b. Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
   c. Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
   d. Any time contamination occurs or is suspected.
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
   a. Wash the surface with a detergent solution.
   b. Rinse the surface with clean water.
   c. Sanitize the surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
   d. Allow to air dry.
6. If a three-compartment sink is used, set up and use the sink in the following manner:
   a. Wash the first compartment with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
   b. In the second compartment, rinse with clean water.
   c. In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in

hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.

7. If a dishwashing machine is used:
    a. Check with the dishwashing machine manufacturer to verify that the information on the data plate is correct.
    b. Refer to the information on the data plate to determine wash, rinse, and sanitize (final) rinse temperatures, sanitizing solution concentrations, and water pressures, if applicable.
    c. Follow the manufacturer's instructions for use.
    d. If using hot water to sanitize, ensure that food-contact surfaces reach a surface temperature of 160 °F or above.

System/Service Area: Child Nutrition	Subject: Food Handler Certification
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: All Head Start Staff who handle food must obtain a Food Handler Certification.

Time Frame: Renewal Every Two Years

Person(s) Responsible: All Campus Staff
Child Nutrition Program Staff

Procedure: The State of Texas requires employees directly handling food at any establishment where food is produced or served must complete an accredited food handler training course within 30 days of getting hired. These courses train employees in food safety, including good hygiene practices, avoiding cross-contamination, and time and temperature principles.

Employees can obtain a two-year Food Handler certification education or training program approved by an accredited TXDSHS or the American National Standards Institute (ANSI).

Campus Directors are responsible for ensuring that all Campus staff who handle and distribute food to our children have a current Food Handler Certification.

A copy of each employee's food certificate should be visible and available if the Health and Human Services Commission comes to the Campus to conduct a Health Inspection.

Contact The Child Nutrition Department for guidance on obtaining the Food Handler Certification from one of the accredited institutions.

System/Service Area: Child Nutrition	Subject: Food Orders
Related Regulation(s):	
Related Forms: Monthly Estimated Food Order	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Child Nutrition Bookkeeper
Child Nutrition Director
Head Cook
Assistant Head Cook

Procedure: **M**onthly orders for food requisition are ordered two weeks before the beginning of each working month.

- The Head Cook will send the bookkeeper an Excel file listing all the vendor food orders needed for the upcoming month.
- The Bookkeeper will open all requisitions for each requested vendor via our MIP system.
- The Child Nutrition Director then reviews the requisitions and sends them to our Procurement Department for further review.
- Once the Procurement department has approved the purchase orders, a listing with the approved vendor P.O. numbers is sent to the Head Cook at the beginning of the working month.
- The Head Cook will place all food orders with each designated vendor. Each vendor is provided with their individualized P.O. number before completing the order.
- Each vendor may have a different ordering system to place their orders by phone, fax, online, etc.
- Once the orders are placed, the vendor completes them and delivers the merchandise within a week.
- The Head Cook collects all invoicing and receipts and sends them to the Bookkeeper by the end of each working week. The Head Cook keeps a copy of their records.
- The Bookkeeper will process the payment for each vendor bi-weekly and submit all P.O.s to the Procurement Department, where it is processed and then sent to the Finance Department for final approval.
- Lastly, the Finance Department will send corresponding payments to each vendor.

System/Service Area: Child Nutrition	Subject: Food Safety
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms: Daily Kitchen Self-Inspection Checklist	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff ensures that nutritious and bacteria-free foods are served to children by providing campus staff, food service staff, campus staff, and child nutrition staff with training that meets state and local health-approved Food Handler's Training Certification for food storage, preparation, and service. Proper food handling practices reduce the likelihood that bacteria will be allowed to grow and contaminate food.

Time Frame: Daily

Person(s) Responsible:
All Campus Staff
Child Nutrition Program Staff

Procedure: This procedure applies to all employees involved in food safety.

1. Food can spoil because of mishandling or improper storage.
   a. Bacteria from hands, utensils, and work areas can contaminate food.
   b. Bacteria multiply between 41 F and 140 F, or the danger zone.
      i. Keep hot food hot (above 140 F).
      ii. Keep cold food cold (below 41 F).
      iii. Bacteria in undercooked food can cause foodborne illness. These bacteria are killed when food is cooked or re-heated to at least 165 F.
2. Examine all foods when delivered to ensure they are not spoiled, dirty, or contaminated.
   a. Make sure the frozen food is frozen when it is delivered. Do not accept frozen food that has thawed or food in dented cans.
   b. Refrigerate food immediately. Do not let refrigerated or frozen foods sit at room temperature. Use food on a "first-in, first-out" basis to prevent spoilage and food waste. All foods should be dated upon arrival in the kitchen.
   c. Store foods such as fruit cups, cereals, cookies, etc., in tightly covered containers to prevent rodent and insect infestation.
3. All eating and drinking utensils must be handled appropriately.
   a. Utensils used for cooking should never be used for tasting.
   b. Cracked or chipped utensils and dinnerware should not be used.

c. All appliances and equipment should always be kept clean and in good working condition.
d. Only dishwashing equipment that meets local health agency standards will be used.

4. Proper Preparation and service methods will exclude exposure to possible contamination of foods.

a. Never use the hand-washing sink or diaper-changing surface for food preparation.
b. Do not allow people with infected cuts, sores, colds, or other infectious diseases to prepare or serve food.
c. Wash hands thoroughly with soap and water and wear clean gloves before handling food or utensils. Repeat after every visit to the restroom, blowing nose, or touching hair or face.
d. Wash hands, change gloves, and wash utensils and work surfaces thoroughly after contact with eggs, fish, meats, poultry, or unwashed fruit and vegetables.
e. Thoroughly wash all fruits and vegetables served raw, such as lettuce, celery, carrots, apples, peaches, etc.
f. Cook food properly, following standardized procedures and recipe instructions.
g. Have two food thermometers in the kitchen - One for hot foods and one for cold foods.
h. Take food temperatures upon food service and record them on the Food Temperature Log.
i. Food should be covered with film and delivered to the classroom in/on a food service cart.

System/Service Area: Child Nutrition	Subject: Food Temperature Control
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff will prevent the spread of foodborne illnesses by ensuring that all temperature/time controls for safety foods are held under the proper temperature.

Time Frame: Daily

Person(s) Responsible: All Campus Staff
Child Nutrition Program Staff

Procedure: This applies to all food service employees who prepare or serve food.

1. Train all employees on using the procedures in this procedure.
2. Follow state or local health department requirements.
3. Food temperature requirements for hot holding and cold holding:
   a. Hold hot foods at 135 ºF or above. If food is out of temperature for over 2 hours, reheat to 165 ºF or discard.
   b. Hold cold foods at 41 ºF or below; if they have been out of temperature for more than 2 hours, cool to 41 ºF or discard.
4. Preheat steam tables.
5. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
6. Take food temperatures by inserting the thermometer near the product's surface, at the thickest part, and in various locations.
7. Take the temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or the warmest part of a cold holding unit.
8. For hot foods held for service:
   a. Verify that any unit's air/water temperature is at 135 ºF or above before use.
   b. All hot time/temperature controls for safety foods should be 135 ºF or above before placing the food out for service.
9. For cold foods held for service:
   a. Verify that any unit's air/water temperature is at 41 ºF or below before use.
   b. All cold time/temperature control for safety foods should be 41 ºF or below before placing the food out for service.
10. For cold foods in storage:
    a. Take the internal temperature of the food before placing it into any walk-in cooler.
    b. Chill food following the Cooling Time/Temperature Control for Safety Foods SOP if the food is not 41 ºF or below.

11. Discard the food if it cannot be determined how long the food temperature was above 41 ºF or 135 ºF below.

System/Service Area: Child Nutrition	Subject: Food Transportation
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff must prevent foodborne illness by maintaining food temperatures during transportation and preventing contamination to ensure that all food delivered is received safe, high-quality, and free from potential food hazards.

Time Frame: As Needed

Person(s) Responsible:
Child Nutrition Kitchen Staff
Campus Custodial Staff
Campus Director

Procedure: This procedure applies to food service employees who transport food from the central kitchen to remote sites

1. Train all food service employees and personnel responsible for transporting food using the procedure.
2. Follow state and local health department requirements.
3. Use only food carriers for transporting food.
4. Prepare the food carrier before use:
    a. Ensure that all surfaces of the food carrier are clean.
    b. Wash, rinse, and sanitize the interior surfaces.
    c. Ensure that the food carrier is designed to maintain cold food temperatures at41 ºF and hot food temperatures at 135 ºF or above.
5. Use only clean vehicles to transport food to remote sites:
    a. Clean up spills immediately and hose down inside of the truck if necessary.
    b. Keep food carts secured before and during transport.
    c. Keep the door of the transport vehicle closed & secure unless loading and unloading.
6. Store food in containers suitable for transportation. Containers should be:
    a. Rigid and sectioned so that foods do not mix.
    b. Tightly closed to retain the proper food temperature.
    c. Nonporous to avoid leakage.
    d. Easy-to-clean or disposable.
    e. Approved to hold food.
7. Food temperatures are to be taken and recorded before food leaves the facility for transport.
8. To avoid cross-contamination, all food must be covered and stored safely during transport.

9. Place food containers in food carriers and transport the food in clean trucks to remote sites as quickly as possible.
10. Record the food's temperature when it arrives at the remote site location.
11. Food removed from remote sites must be discarded when returned.

System/Service Area: Child Nutrition	Subject: Inventory Controls
Related Regulation(s): CACFP 4337.8 Nonprofit Food Service & 4510 Record Retention	
Related Forms: Food Inventory, Non-Food Inventory, Produce Inventory, Smallware Inventory	**Related Reports: Monthly Reconciliation**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: All HCHSP Inventory records must be documented and kept for a minimum of 3 years as part of being a not-for-profit organization.

Time Frame: Daily

Person(s) Responsible:
Head Cook
Assistant Head Cook
Kitchen Helpers
Food Drivers

Procedure: The Kitchen staff takes inventory and maintains records of reconciliation daily. All records are maintained and filed away first monthly, then yearly.

1. The Kitchen Head Cook has all Inventory forms available electronically (Food Inventory, Non-Food Inventory, Produce Inventory, Smallware Inventory, and Special Diet Inventory) for audit purposes.
2. The Kitchen Head Cook will delegate staff accordingly to assist with kitchen inventory controls. For example, the Assistant Head Cook can be assigned to obtain documentation of small ware inventory controls, etc.
3. As soon as food or non-food items are received, the specific inventory form is utilized to document the shipment.
4. All items are taken in on a first first-in-first-out basis.
5. Correct documentation is critical to prevent any loss of goods and should be done to the point that the items are being received or used.
6. Once all documents are completed for the month, the Kitchen Head Cook reviews them for accuracy.
7. Inventory Forms are filed away monthly and later reconciled every year.

System/Service Area: Child Nutrition	Subject: Meal Claim for Reimbursement
Related Regulation(s):	
Related Forms: Edit Checks - H1540 – H4502- Documentation of Meals served Worksheet	**Related Reports: USDA Block Meal, USDA Food Reimbursement**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Child Nutrition Administrative Staff

Procedure:

Monthly Reimbursements shall be done and submitted to TDA by the 8th day of each claim month. A meal claim reimbursement amount is calculated utilizing a blended rate according to current meal rates set forth by the Texas Department of Agriculture.
Meal Claims will be conducted after each campus director has validated all electronic meal claims through GoEngage.

- After verifying all electronic meal claims for the claim month, run the USDA Block Meal Report from GoEngage for the sample month.
- Also, run the USDA Food Reimbursement Report for the total agency from the 1st to the 31st and the daily total agency for all participating days for the sample month.
- Utilize the data accrued to complete the following edit checks and worksheets:
  1. Three-step edit checks. Use the USDA Block Meal Report.
  2. H1540 Claim for reimbursement worksheet-meals Use data in step 3 of the Edit checks.
  3. Documentation of meals served worksheet Use data in step 3 of the Edit checks.
  4. H4502 Use the Daily USDA Food Reimbursement Report.
- Now, it is time to upload the total meal claim data collected onto the Texas-UNPS database.
- Sign in to the Texas-UNPS database utilizing the assigned username and password.
- Go to the claims tab, → select claim entry center, → select sample month, → and add the original claim.
- Select an individual site name by selecting add, and enter the total number of participation days, attendance, breakfast meals, lunch meals, and p.m. snack meals for each campus site until all sites are verified.

- Make sure you save all information added for each campus site.
- After entering all the information for each campus site, select continue, check off the certification tab, upload meal claim, and select finish.
- Remember to save a copy of all verification claim month details onto our shared drive using the snipping tool.
- Save the confirmation e-mail sent from TDA and electronically save it onto our shared drive.

System/Service Area: Child Nutrition	Subject: Meal Quality Record
Related Regulation(s): Code of Federal Regulations 7 CFR 226.20	
Related Forms: Meal Quality Report	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP menus adhere to federal and state guidelines, meet the Dietary Guidelines for Americans and the Healthy, Hunger-Free Kids Act of 2010, conform to the limitations of kitchen facilities, and stay within a limited budget.

Time Frame: As Needed

Person(s) Responsible:
Campus Director
Family Service Workers
Campus Classroom Staff
Campus Custodial Staff
Child Nutrition Administrative Staff

Procedure: The Meal Quality Report provides helpful information to improve our menu items, food preparation techniques, meal service preparation, and reduce waste. With this policy, we aim to better our meals by providing foods of higher nutritional quality.

Use the Meal Quality Report to address meal quality concerns or provide feedback on children's plate waste and overall acceptance.

The Meal Quality Report must reflect feedback from both children and staff to measure children's satisfaction and identify areas for improvement.

On the Meal Quality Report, please indicate the name of your campus, the staff member filling it out, your corresponding central kitchen, report date, Campus Director, and your meal observation and experience.

Once completed, please fax or email the form to the Child Nutrition Department for review.

System/Service Area: Child Nutrition	Subject: Meal Service Distribution
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3301, §746.3301, §746.3311 Head Start Program Performance Standard, §1302.44, Child Nutrition	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff will promote children's physical, social, and emotional development, as well as healthy eating habits through meal service. The program must design and implement nutrition services that are culturally and developmentally appropriate.

Time Frame: Daily

Person(s) Responsible: All Campus Staff
Child Nutrition Program Staff

Procedure:

1. The USDA Food, Nutrition, and Consumer Service Child Nutrition Program is the primary payment source for meal services. Head Start funds may be used to cover those allowable costs not covered by USDA.
2. Every child enrolled in a program will receive a quantity of food in meals and snacks, which provide one-half to two-thirds of their daily nutritional needs. Meals and snacks are high in nutrients and low in fat, sugar, and salt.
3. The meals and snacks must follow the meal patterns established by the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) that the Texas Department of Agriculture administers.
4. All children who have not received breakfast when they arrive at the program site will be served a nourishing breakfast.
5. A child must not go more than three hours without a meal or snack unless the child sleeps.
6. Children will receive two meals and one snack per day. The meals and snacks will be provided in the following time frames:
    a. Breakfast Time: (7:00 AM to 9:00 AM) There must be 3 hours between the beginning of breakfast and the beginning of lunch.
    b. Lunch Time: (10:00 AM to 1:00 PM) There must be 2 hours between the beginning of lunch and the beginning of snack.
    c. PM Snack Time: (1:15 PM to 3:30 PM)

Note: Mealtimes may be adjusted to accommodate the medical, disability, or dietary needs of children.

7. If requested, serve enough food for a child to have second servings of vegetables, fruit, grains, and milk.
8. Ensure that clean and sanitary drinking water is always available to each child at every snack, mealtime, and during and after active play and is served in a safe and sanitary manner.
9. Sufficient time is allowed for each child to eat.

10. Calming transitional activities should be planned before meals to ensure good appetites and a relaxing mealtime environment.
11. Mealtimes should occur in a quiet, well-lit, ventilated area.
12. Children, staff, and volunteers eat together in a family style and share the same menu to the greatest extent possible. Snack and mealtimes will be structured and used as learning opportunities that support staff/child interactions and foster communication and conversations that contribute to the child's learning, development, and socialization.
13. Food will not be used as punishment or reward. Children are encouraged but not forced to eat or taste. Children will not be forced to finish their food.
14. Various foods are served to broaden each child's food experience.
15. Children are involved in meal-related activities that provide opportunities for decision-making, communication, sharing, fine motor, and eye-hand coordination (setting tables, preparing food, carrying trays, rinsing plates, etc.).

System/Service Area: Child Nutrition	Subject: Menu Changes
Related Regulation(s): Code of Federal Regulations 7 CFR 226.6(i)(4)(5)	
Related Forms: Menu Change Form	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The CACFP requires a copy of each month's menu to be kept on file to support the monthly claim. It is acceptable to use a rotating menu. However, you must keep a dated menu on file to support the claim, and this copy must include written menu changes and substitutions.

Time Frame: On Going

Person(s) Responsible:
Child Nutrition Kitchen Staff
Campus Director
Family Service Workers
Campus Custodial Staff
Campus Classroom Staff
Child Nutrition Administrative Staff

Procedure:

Documentation of Menu Changes

You must record any meal substitutions on menus and production records, including the correct food amounts prepared.

Obtain a copy of the Menu Change form from the Child Nutrition Procedural Manual.

On the Menu Change Form, enter the Campus, central kitchen, Cycle Menu Week, Date, Menu Change Date, and regular menu items and their substitutions.

Please indicate if the menu changes are for Breakfast, Lunch, or PM Snack by recording them in the appropriate box.

Record the reason for the menu changes, which may be seasonal, food substitutions, food availability, or staff availability.

In addition, certify that the information is accurate and correct by having the staff sign and date the form.

The Menu Change Form should be emailed or faxed to the corresponding campus and the Child Nutrition Department for record keeping.

The Campus Director or designated staff must sign the Menu Change Form, post it on the parent corner, and provide a copy to custodians and teachers to post in designated kitchen and classroom areas.

The Child Nutrition Department and kitchen staff will file the information accordingly.

System/Service Area: Child Nutrition	Subject: Milk Count Calculations
Related Regulation(s): Code of Federal Regulations 7 CFR 226.20(a)(1)(ii)(iv) & (c)(1)(2)(3)	
Related Forms: Milk Count Calculations	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP ensures that all CACFP participants will receive appropriate milk servings.

Time Frame: On Going

Person(s) Responsible:
Campus Directors
Family Service Workers
Campus Custodial Staff
Campus Classroom Staff

Procedure: This policy guides the Campus Director and staff in calculating weekly milk needs for the menu requirements.

The Milk Count Calculation Chart is used as a guide for the Campus Directors or Campus Staff to calculate the weekly milk needed for the menu requirements.

Please cross-reference your campus's total enrollment, menu, and milk count calculation chart to learn how much to order.

The milk count calculation chart illustrates the number of milk servings for Breakfast, Lunch, and PM snacks and the number of servings found in one crate of half-pint milk cartons.

The Campus Director is responsible for ensuring milk count calculations are correct and placing proper orders with the current milk vendor.

Milk is received twice weekly, and orders should be placed in advance with the milk vendor.

Once the milk is received, the custodian or appointed campus staff should inspect the milk delivery for quantity and quality.

Once inspected, immediately store the milk in the campus kitchen’s designated refrigerator.

The milk vendor provides a milk receipt for the delivered quantity upon delivery.

The Center Manager submits all original milk receipts to the CND on Mondays.

During holidays, winter, spring, and summer vacations, campus custodians or directors must notify milk vendors of time off. If necessary, appointed staff must come to the campus to receive the milk delivery before school resumes.

Please get in touch with the Child Nutrition Department for additional guidance or with any questions or concerns.

System/Service Area: Child Nutrition	Subject: Non-Program Foods
Related Regulation(s):	
Related Forms: Building for the Future (TDA)	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP does not allow outside food, with no exceptions. All meals are provided free of charge.

Time Frame: Ongoing

Person(s) Responsible:
Campus Classroom Staff
Campus Directors
Family Service Workers
Child Nutrition Coordinators
Child Nutrition Director

Procedure:

Program Staff Guidance

Please inform each parent when each Head Start application is processed that all meals provided to children are free of charge.

Explain to them the importance of not bringing outside food to help prevent choking hazards and severe child food allergies.

Help them understand the cost benefits of not providing outside food, if necessary.

We offer parents the flexibility to take our four-week cycle menu home and circle the foods on it that their child is most prone to eating. Our child nutrition department coordinators or child nutrition directors will modify the menu to include those foods most favorable to their child and standardize it accordingly.

Please get in touch with our Child Nutrition Department for additional support if further guidance is needed.

System/Service Area: Nutrition	Subject: Nutrition Referrals
Related Regulation(s): Head Start Performance Standards §1302.42(d)(2) & 1302.47	
Related Forms: Internal Referrals for Nutrition	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will safeguard the health of our participants by maintaining a proper referral tracking system for services provided and monitoring the implementation of a follow-up plan to meet any nutritional treatment needs.

Time Frame: As Needed

Person(s) Responsible:
Campus Director
Family Service Workers
Child Nutrition Coordinators
Child Nutrition Director

Procedure:

- Maintaining a referral tracking system assists parents and staff with making appropriate accommodations for any medical dietary needs.
- Nutrition Referrals can be initiated by accessing Go Engage > Family Directory and searching for the child.
- Once in the child's electronic folder, navigate to the Nutrition tab, where you will find the child nutrition assessment under the CHILD NUTRITION section.
    - Click the "Add New" icon to create a new entry if required.
- You will see a few icons in this section for service notes, external referral notes, internal referral notes, case notes, and collaboration.



    - Select either external or internal referral notes.
- Initiate an Internal Referral for:
    - Special dietary requirements such as food allergies, food intolerances, etc.
- Initiate an External Referral for weights:
        - Between 85%ile and 95%ile – Overweight
        - Over the 95%ile – Obese
        - Under 5%ile – Underweight
- Please include in the referral if the child receives nutritional counseling from WIC, a dietitian, or a physician who has provided anticipatory guidance related to nutrition status.
- Please indicate the date the referral was initiated under Date.
- Under Initiated by select (staff or parent).
- Referred to Group: Click the drop-down box and select (Admin – Nutrition Group).
- Referred by: Campus Staff.
- In 'Reason for Referral': In this section, you may include your findings (weight, food allergies, intolerances, things mentioned by family, teachers, etc.)
- General Service: Nutrition > Detailed Service: Most appropriate description of services (i.e., special diet, allergies to food, weight, lactose intolerance, etc.)

- Results: Service Ongoing may be selected if we provide services like special diets or select ‘Referral Made’ for external referrals.
- The result date should be the date you completed your referral.
- Lastly, provide your signature and initiate a follow-up for one week. Please check with the nutrition department within one week for any pending special dietary requests.
- Additionally, you may create a follow-up by accessing the referral history. To do so, simply click on your referral’s icon (internal or external) to see the referral history. Once here, you may add a new follow-up by selecting ‘Add New Follow-Up.’
- Contact the Child Nutrition Department for any questions or additional guidance.

System/Service Area: Child Nutrition	Subject: Program Information Summary Child Nutrition
Related Regulation(s):	
Related Forms:	**Related Reports: Referral Tacking - GoEngage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Department Director

Procedure: The Department Director will submit request information in a summary format Monthly to the Executive Director/Executive Administrative Assistant

- Total count of all program children who are on special diets. This information can be obtained from our current special diet log.
- Total count of all child nutrition referrals. This information can be obtained by running our referral tracking report via GoEngage.

System/Service Area: Child Nutrition	Subject: Proper Handwashing
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program requires all staff, children, visitors, and parents to practice hand washing procedures to ensure the health and safety of all children and staff. To prevent foodborne illness from contaminated hands.

Time Frame: As Needed

Person(s) Responsible:
All Campus Staff
Child Nutrition Kitchen Staff

Procedure: This process applies to anyone who handles, prepares, and serves food.

1. Train campus and food service staff on using the procedures in these procedures.
2. Follow state or local health department requirements.
3. Post handwashing signs or posters in a language understood by all staff near all handwashing sinks, food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sink for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
    a. Before starting work
    b. During food preparation
    c. When moving from one food preparation area to another
    d. Before putting on or changing gloves
    e. After using the toilet
    f. After sneezing, coughing, or using a handkerchief or tissue.
    g. After touching hair, face, or body
    h. Eating, drinking, or chewing gum
    i. After handling raw meats, poultry, or fish
    j. After any clean-up activity, such as sweeping, mopping, or wiping counters.
    k. After touching dirty dishes, equipment, or utensils
    l. After handling trash
    m. After handling money
    n. After the hands become contaminated.
8. Follow proper handwashing procedures as indicated below:
    a. Wet hands and forearms with warm, running water at least 100 °F and apply soap.
    b. Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
    c. Dry hands and forearms thoroughly with single-use paper towels.
    d. Dry hands using a warm air hand dryer.

e. Turn off the water using paper towels.
f. Use a paper towel to open the door when exiting the restroom.

9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
   a. Use hand sanitizers only after hands have been properly washed and dried.
   b. Use only hand sanitizers that comply with the *FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
   c. Use hand sanitizers in the manner specified by the manufacturer.

System/Service Area: Child Nutrition	Subject: Receiving Food Deliveries at the Campus Level
Related Regulation(s): Minimum Standards for Childcare Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program will ensure that all food is received fresh and safe when it enters the facility, and that food is transferred to proper storage as quickly as possible.

Time Frame: Daily

Person(s) Responsible:
Campus Directors
Campus Custodial Staff
Child Nutrition Program staff

Procedure: This applies to all staff handling, preparing, or serving food.

12. Train staff who accept deliveries on proper receiving procedures.
13. Schedule deliveries to arrive at designated times during operational hours.
14. Post the delivery schedule, including the vendors' names, the days and times of the deliveries, and the driver's name.
15. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected foods.
16. Reject the following:
    a. Frozen foods with signs of previous thawing
    b. Cans that show signs of deterioration, such as swollen sides or ends, Flawed seals or seams, dents, or rust.
    c. Punctured packages
    d. Dirty crates or shipping containers
    e. Expired foods
17. Foods out of the safe temperature zone between 35- and 135 degrees Fahrenheit.
18. Produce, refrigerated food, and frozen foods are top priority.
19. If any items are missing or damaged, take a photo and email it to the nutrition department. Place damaged items in a designated area and mark "Do Not Use" and "Do Not Discard."
20. Organize freezer and refrigerator space before deliveries.
21. Before deliveries, gather the menu, temperature log, calibrated thermometers, pens, carts, etc.
22. Keep the receiving area clean and well-lit.
23. Do not touch ready-to-eat foods with bare hands.
24. Food containers should be clearly labeled with the respective campus names, food product names, internal temperatures, quantities, and times. It is

important to cross-check the menu items and special diets against the delivered food. If the menu changes, the campus director should provide you with a copy of the menu change form.

25. Determine whether food will be marked with the arrival or use-by date and mark accordingly.
26. Custodians will take the temperature of the food when it arrives at the campuses and record it on the Food Temperature Log.
27. Compare delivery invoices or receipts against product orders and products delivered to ensure all ordered items arrive.
28. All food delivery invoices or receipts must be signed as delivery confirmation, and the original copy must be sent to the child nutrition department with the food driver.
29. All food must be covered and stored safely to avoid cross-contamination.
30. Discard food held in the danger zone for over 2 hours.

System/Service Area: Campus	Subject: Record of Discarded Food
Related Regulation(s): Food and Drug Administration Food Code § 3-701.11; Child and Adult Care Center Handbook 4114.2 Leftover/Recycled Food	
Related Forms: Record of Discarded Foods	**Related Reports: Record of Discarded Food Logs**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will safeguard the well-being of our participants by discarding or reconditioning unsafe, adulterated**,** or contaminated food.

Time Frame: Daily

Person(s) Responsible:
Campus Director
Family Service Workers
Campus Custodial Staff
Campus Classroom Staff
Child Nutrition Coordinators
Child Nutrition Director

Procedure:

- The record of discarded foods will help us document all food that has been discarded due to unsafe conditions.
- Unsafe food includes food contaminated by food employees, consumers, or other persons through contact with their hands, bodily discharges, or any other type of physical, chemical, or biological contamination. Foods not date marked or exceeding the 7-day time Control for Safety Foods will be discarded.
- In addition, food served using any meal service style cannot be recycled unless it is individually wrapped or self-contained (e.g., apples, oranges, milk packaged as individual servings). Please see Record of Recycled Food for further information on which foods to recycle.
- You may find the Record of Discarded Food in our Food Service Operational Manual.
- Employees assisting with food service will complete the form daily, recording all items discarded within a month.
- Include the date received, the date discarded, the quantity, the description of the food item(s), the reason for discarding them, the signature, and a witness.
- Use a Reason Code to Indicate the issue.
- Record of Discard Food logs will be turned in monthly to the Production Kitchen.
- Save a copy of the “Record of Discarded Food Logs” for your records.
- Please get in touch with the Child Nutrition Department for further guidance.

System/Service Area: Campus	Subject: Refrigerator Daily Temperature
Related Regulation(s): Food and Drug Administration Food Code § 3-501; Texas Department of Agriculture CACFP -Child Care Center Handbook 4150	
Related Forms: Refrigerator Daily Temperature Log	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will safeguard the well-being of our participants by maintaining proper temperature controls to prevent harmful bacteria from compromising food safety.

Time Frame: Daily

Person(s) Responsible:
Campus Director
Family Service Workers
Campus Custodial Staff
Campus Classroom Staff
Child Nutrition Kitchen Staff
Child Nutrition Coordinators
Child Nutrition Director

Procedure:

- Maintaining a Refrigerator Temperature Log supports accountability and allows managers to verify that food is not being held at temperatures where bacteria will multiply quickly.
- The Refrigerator Daily Temperature log monitors refrigerator temperatures and helps ensure that food is safe when stored, prepared, and served. Proper temperature control is essential in preventing harmful bacteria from compromising food safety and reducing the risk of illness.
- The Refrigerator Daily Temperature Log must be filled out by Campus Custodial Staff or designee throughout the day: once at 7:30 a.m., followed by 10:30 a.m., and at 4:00 p.m.
- The Child Nutrition Kitchen staff must also keep a Daily Temperature Log that records temperatures at 4:45 am and 1:00 pm.
- You may find the Refrigerator Daily Temperature Log in our Food Service Operational Manual.
- Once time and temperature-sensitive foods are received, they must be refrigerated quickly because cold temperatures slow the growth of harmful bacteria.
- Ensure the refrigerator isn't overly full so cold air can circulate, keeping food safe.
- Keeping a constant refrigerator temperature of 40ºF or below is one of the most effective ways to reduce the risk of foodborne illness. Use an appliance thermometer to be sure the temperature is consistently 40ºF or below. The freezer temperature should be 0ºF or below.
- On the log, you will indicate the Site Name, Site #, and Month/Year.

- Indicate which refrigerator you refer to by using the number corresponding to that unit. Document the refrigerator number in the spaces provided under the Refrigerator/Cooler/Freezer/Dry section.
- Record the temperature on the correct day of the month, provide your name and signature in the following space, and document temperatures at the appropriate times.
- Also, save a copy of the “Daily Temperature Log” for your records and auditing.
- Please call the Child Nutrition Department if temperatures are not registering as accurate or if you need further guidance.

System/Service Area: Child Nutrition	Subject: Small Equipment Request
Related Regulation(s):	
Related Forms: Small Equipment Request	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Campus Director
Campus Custodial Staff
Child Nutrition Kitchen Staff
Child Nutrition Director
Child Nutrition Coordinators
Child Nutrition Bookkeeper

Procedure: The small equipment request form requests all small equipment utilized to hold, prepare, and distribute food items received at the campus level.

- Make sure you are utilizing the most up-to-date version of the form.
- Complete the top section of the form by entering the campus name, who requested it, along with your assigned central kitchen, and the requested date.
- In the following section, add the item description and the item number. Please refer to the small equipment inventory log for item number.
- Next, enter the quantity you currently have on hand and the quantity requested.
- Lastly, you must scan and e-mail the form to the Child Nutrition Department for processing.
- The Child Nutrition Department will receive, approve, and process the campus request for small equipment.
- If available at our satellite Kitchen, small equipment will be sent to campus through a food delivery driver within a week.
- Items not available in the kitchen or special orders will be processed and delivered directly to the campus site through the local vendor.

System/Service Area: Child Nutrition	Subject: Special Diets
Related Regulation(s): Child Adult Care Center Handbook, §4113, Meal Variations Minimum Standards for Child-Care Center, §746.3311 (a) (1) Head Start Program Performance Standards, §1302.44 (a), Child Nutrition	
Related Forms: Medical Statement for Children with Special Dietary Needs	**Related Reports: GoEngage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start program staff will use the medical statement for children with special dietary needs form to accommodate medically-based diets and other dietary requirements and ensure the safety of children who have food allergies and other dietary restrictions.

Time Frame: As Needed

Person(s) Responsible:
Campus Director
Family Service Workers
Campus Classroom Staff
Parent or Guardian
Physician
Child Nutrition Coordinators
Child Nutrition Director
Child Nutrition Kitchen Staff

Procedure: These instructions will assist staff in organizing information for special diets and identifying children who require medical, disability, religious, food intolerance, food allergy, or special dietary accommodations.

1. If meal accommodations are identified before enrollment or participation:
    a. The Family Service Worker will provide the "Medical Statement for Children with Special Dietary Needs Form" to the parent(s) or guardian(s). The child's healthcare provider must complete this form to verify this accommodation.
    b. If a food allergy is identified, the family service worker will provide a "Food Allergy & Anaphylaxis Emergency Care Plan Form" from Health Department Services for a physician to complete.
    c. Inform all campus staff of food allergies and read ingredient labels to avoid serving allergy-causing food. Avoid any contact between allergy-containing foods and allergy-free foods.
    d. The parent and family service worker will collaborate to identify each child's nutritional needs, considering the discussion between family and staff.
2. When the parent returns the form, please ensure it is correctly filled out.
3. Review the form with the parent or guardian, who signs and dates the agreement with the health care provider's orders.

4. The Family Service worker will initiate an internal referral to the nutrition department and upload the form or related documents as an attachment in GoEngage. This process will email the child nutrition coordinator any dietary restrictions, modifications, and substitutions.
5. The Child Nutrition Coordinator will review the form and any related documents in GoEngage. A service note will be created with the necessary information in GoEngage and marked as complete or pending.
6. The Child Nutrition Coordinator is responsible for creating a special dietary menu for children and safely modifying, accommodating, or substituting the necessary items. The child can only attend the program once the special diet menu and all essential items have been procured.
7. Once the special diet menu is created, the child nutrition coordinator will email a copy to the food service staff, campus director, and family service worker and upload the menu as an attachment in GoEngage.
8. The campus director will print a copy of the special diet menu and place it in the classroom and kitchen.
9. Food service staff will follow specific instructions in preparing all food for children with special diets.
10. Child nutrition Coordinator monitors the process and follow-up.
11. The Medical Statement for Children with Special Dietary Needs form can be obtained throughout the school year to meet the needs of the children who develop special medical and dietary needs, as well as for children with a history of illness(es) or disabilities that require a special diet.
12. For children(s) with an ongoing history of special dietary needs, a Medical Statement for Children with Special Dietary Needs form must be completed and approved each school year.

System/Service Area: Child Nutrition	Subject: Supply Request
Related Regulation(s):	
Related Forms: Supply Request Form	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Weekly or as needed

Person(s) Responsible:
Campus Custodial Staff
Family Service Workers
Campus Directors
Kitchen Head Cooks
Child Nutrition Administrative Staff

Procedure: The campus director will obtain a copy of the Supply Request form through Go-Engage.

The campus director will meet with the custodian to identify the necessary kitchen supplies.

Complete the form by entering the information into the selected boxes, the campus name, requested by, central kitchen, and requested date.

Next, select the quantity you currently have on hand from the list of disposable supplies provided, if this is an emergency request or a weekly request, the quantity received, and the date needed.

If the item requested is not found on the standard populated list, select other and write in your request.

Please submit your request via e-mail or fax to your corresponding kitchen head cook by the end of the day every Friday.

If this is an emergency request, provide a reason for the emergency request in the area provided at the bottom of the form, and include the submitted by name and date.

Please submit the form to our administration's child nutrition department for review.

Once the child nutrition director or child nutrition coordinator approves, it will be sent to your corresponding kitchen head cook via email or fax for processing.

Our child nutrition bookkeeper will file away a copy of the emergency request at our administrative office.

After items are processed and delivered to your campus, complete the received by box, date, and return the form to your assigned central kitchen or child nutrition department.

The kitchen supply request form must be submitted to your corresponding central kitchen via e-mail or fax every Friday. This will give the kitchen staff enough time to process your request promptly unless it is an emergency request. An emergency request can be made at any time.

System/Service Area: Child Nutrition	Subject: Three Compartment Sink (Dishwashing)
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Daily

Person(s) Responsible:
Campus Custodial Staff
Family Service Workers
Campus Directors
Child Nutrition Program Staff

Procedure: **Tree compartment sink dishwashing**

- Wash your hands in the hand wash sink, dry them, and put on dishwashing gloves.
- Fill each compartment with 5 gallons of clean water at a minimum of 110 degrees Fahrenheit. Use a digital thermometer to measure temperature.
- Add soap to the first compartment as needed.
- The second compartment should remain solely with clean water.
- Add ¼ cup of Clorox to the third compartment to the 5 gallons of water.
- Use test strips and check that the Clorox concentration is between 50 and 100 ppm (parts per million).
- Scrape food from utensils, bowls, pots, and pans.
- Wash all equipment in the first compartment with warm, soapy water utilizing a scrubbing brush/pad.
- Rinse all equipment in the second compartment until thoroughly rinsed.
- Remove equipment items from the rinse compartment and submerge them in the third compartment with a sanitizing solution for at least 30 seconds.
- Remove equipment from the sanitation solution and allow it to air dry. Do not rinse off the sanitizing solution. Do not Towel Dry.
- Drain water, rinse, sanitize, and allow to air dry each compartment.

System/Service Area: Child Nutrition	Subject: Time Distribution Report
Related Regulation(s): CACFP 11121 Sample Time Distribution Report	
Related Forms:	**Related Reports: Time Distribution**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP full-time and part-time employees who split time between CACFP and non-CACFP functions will complete this or similar form, capturing the same data points. Employees 100% dedicated to CACFP functions may use this form to document time spent between operational and administrative tasks if the allocation is not fixed. The information submitted in this form must account for the total activity for which each employee is compensated.

Time Frame: Monthly

Person(s) Responsible: Child Nutrition Program Staff

Procedure: **Documentation of time distribution**

- Obtain a copy of the time distribution form from the Child Nutrition Procedural Manual.
- Each employee must be reported separately.
- The reports must reflect an after-the-fact determination of the actual activity of each employee.
- In the selected boxed areas, enter the employee's name, position, month/year, location, workdays, and total work hours.
- Check one of the following areas to see if you are an administrative or operational member and select your assigned work schedule.
- In addition, certify that the information is accurate and correct by having the staff sign and date the form.
- The date on the Time Distribution Report shall be the last workday that the employee worked for that month.
- Lastly, the staff supervisor will approve the information entered by signing and dating the form.
- Each employee must sign and maintain an original copy each month.
- Make a copy of the Time Distribution Report for your records and submit the original to the Child Nutrition Department by the end of the first week of the new month.

- The Child Nutrition Bookkeeper will file the information accordingly.

System/Service Area: Child Nutrition	Subject: Water Availability
Related Regulation(s): Minimum Standards for Child-Care Licensing §746.3301(f) CACFP Managing the Program 4112.8.2	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will ensure a safe, clean, sanitary drinking water supply. It will always be available and offered to each child at mealtimes, during and after active play, and it will be served in a safe and sanitary manner.

Time Frame: As requested

Person(s) Responsible:
Campus Custodial Staff
Campus Classroom Staff
Campus Directors
Family Service Workers

Procedure:

Water Distribution Process

The campus custodian or assigned staff will fill 64-oz pitchers with safe drinking water from the campus water dispenser.

A water pitcher will be available for each classroom, along with cups set out.

Water will be offered to children during all meals and throughout the day.

An excellent time to offer water more frequently is during or after physical activity, on hot summer days, or in cold winter months when the air is drier because of indoor heating.

Replace water containers daily or if they become contaminated.

If the water dispenser water supply becomes low, contact the Procurement department for assistance.

Appendices

Appendix – XX

XXX

Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

Community Partnerships/Transition Department

Transition/Community Partnerships Director: Ramiro Silva

Policy Council Member Assigned: Avelina Peña Segovia

Community Partnership/Transition Procedures Manual

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Introduction

The Hidalgo County Head Start Program Community Partnership/Transition department is responsible for providing guidance in effective transition services and establishing strong community partnerships to support positive child and family outcomes.

Smooth transitions have a direct impact on children's social, emotional, and academic outcomes. The Program focuses on creating family-friendly and welcoming environments that promote home/school connections to foster parent engagement in learning and classroom experiences. Staff engage parents as leaders and advocates and support family well-being through coordinated delivery of comprehensive services. The Community Partnership/Transition department ensures that transition services are centered on children and families and that they are individualized to address children's and families' diverse backgrounds, development, strengths, interests, and needs. The staff is dedicated to promoting continuity within and across education settings and is focused on creating and maintaining collaboration between families, programs, and early education partners.

The Community Partnership/Transition department has established partnerships through Memorandum of Understanding with community agencies that include health and mental health providers, social service agencies, workforce development offices, faith-based organizations, local education agencies, among others. Community partners offer services and resources that respond to a range of family strengths, interests, and needs. Through community partnerships, the Program can deliver services more efficiently. Together with our Partners, the Program focuses on how to best support individual families in accomplishing their goals. Working together, we can enhance the ways family's access and experience services.

Department Overview

Staff:

- Community Partnership/Transition Department Director
- Community Partnership/Transition Department Secretary

Responsibilities:

- Design and deliver community partnership and transition services which support the purposes of the Hidalgo County Head Start Program.
- Establish and maintain ongoing communication and cooperation between Head Start staff and their counterparts in school and community programs.

- Coordinate and provide preparation activities for parents to facilitate their involvement with their child's transition to and from Head Start.
- Ensure the implementation and compliance of the Head Start Performance Standards in the areas of Community Partnership and Transitions.
- Coordinate, document and report all Community Partnership/Transition Services activities.
- Participate in any training/staff development deemed necessary by the Executive Director and/or immediate supervisor.
- Adhere to and maintains the obligations as described in the Confidentiality Policy of the Program.
- Comply with Program Policies and Standard Operating Procedures.
- Review, formulate and recommend formal and informal partnership agreements with collaborating social service agencies/organizations, governmental agencies, education institutions, private businesses, etc.
- Plan and implement an aggressive campaign to recruit and process community partnership agreements.
- Implement an organized and systematic approach to advertise and promote Head Start with the community, local education agencies, other entities and the public in general.
- Execute and maintain all community partnership agreements.
- Develop a network of community contacts to secure new and upcoming community resources.
- Work with municipalities and other governmental entities to initiate and expand their support and assistance to Head Start.

The HCHSP operates its Community Partnership/Transition Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Transition Parent Meeting/Early Childhood Intervention Services (ECI)	Community Partnership/Transition Department, Family Service Workers	Daily/As needed
HCHSP Networking Fairs	Community Partnership/ Transition Department, Family Services Department	Monthly
HCHSP PIS	Community Partnership/ Transition Department	Monthly
HCHSP Networking Meeting	Community Partnership/Transition Department, Family Services Workers	Annually
Fatherhood Conference	Community Partnership/Transition Department, Campus Directors, Executive Team	Annually
HCHSP PIR	Community Partnership/Transition Department	Annually
Advisory Committee Meeting	Community Partnership/Transition Department, Health Department, Child Nutrition Department, Special Services Department, Education Department, Mental Health Department, Family Services Department, Transportation Department	Annually
Referrals	Community Partnership/Transition Department	As Need

Go Engage	Community Partnership/Transition Department	Daily/As needed

System/Service Area: Family & Community Engagement	Subject: Community Partnerships
Related Regulation(s): 1302.53	
Related Forms: MOU's	**Related Reports: Sign Ins, Agendas, Go Engage, PIR, PIS**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Policy: The Program will establish ongoing collaborative relationships and partnerships with community organizations to facilitate access to community services that are responsive to children's and family's needs and family partnership goals, and community needs and resources as determined by the community needs assessment.

Time Frame: Ongoing

Person(s) Responsible:
Community Partnership Director
Department Directors
Campus Directors
Family Service Workers
Parents

Procedure:

Referral Process

Parents are provided with opportunities to meet with agencies and community members to discuss issues regarding community services (Parent Fairs, Fatherhood Conference, Monthly campus meetings, Community Resource Directory).

The Program will provide assistance to families and children that will transfer from one program to another, to include homeless and foster children.

The Program will connect families to agencies that provide direct services to children with developmental disabilities.

The Program will assist families and children with resources in the area of housing, medical education, nutrition, social services, mental health, utility assistance, etc.

The Program will assist families with resources and material for those in need of adult education.

Identification of Needs

The program will foster the development of a continuum of family centered services and advocate for communities that share responsibility for the healthy development of children and families.

Provide parents with opportunities to collaborate and work alongside community members on activities that enhance resources and services such as Parent Fairs, Fatherhood Conference, Monthly Parent Committee Meetings.

The Program will establish and maintain collaborative relationships with organizations to recruit volunteers to participate in the program such as the Volunteer Training.

The Program will establish and maintain collaborative relationships through the development of a Memorandum of Understanding (MOU) that is responsive to our Head Start families' needs and interests.

The Program will establish and maintain collaborative relationships with organizations and agencies that are responsive to Head Start children with disabilities and their families' needs and interests and maintain a written collaborative agreement.
The Program uses Go Engage to secure, monitor, and store all documents.

The Program will report and track the number of partners and agencies through the Program Information Report (PIR).

Head Start will establish and maintain necessary collaborative partnerships agreements (MOU's) with community organizations to include Health care providers, Health professionals, Nutritional services providers, to include:

- Individuals and agencies that provide children with disabilities and their families, and providers of childcare services.
- Family preservation and support services and child protection services and any other agency to which child abuse must be reported under state law.
- Coordinate, document and report all Community Partnership/Transition Services activities.
- Participate in any training/staff development deemed necessary by the Executive Director and/or immediate supervisor.
- Adhere to and maintains the obligations as described in the Confidentiality Policy of the Program.
- Comply with Program Policies and Standard Operating Procedures.

- Review, formulate and recommend formal and informal partnership agreements with collaborating social service agencies/organizations, governmental agencies, education institutions, private businesses, etc.
- Plan and implement an aggressive campaign to recruit and process community partnership agreements.
- Implement an organized and systematic approach to advertise and promote Head Start with the community, local education agencies, other entities and the public in general.
- Execute and maintain all community partnership agreements.
- Develop a network of community contacts to secure new and upcoming community resources.
- Work with municipalities and other government entities to initiate and expand their support and assistance to Head Start.

The HCHSP operates its Community Partnership/Transition Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII-Administration for Children and Families.
- Head Start Act (As Amended December 12, 2007)

System/Service Area: Family & Community Engagement	Subject: Father Engagement
Related Regulation(s): HSPS 1302.50 (b)	
Related Forms: Father Engagement Event Calendar	**Related Reports: GoEngage, PIR, PIS**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Policy: The program recognizes father engagement is a vital and integrated aspect of parent, family, and community engagement work. Staff will engage fathers as advocates, lifelong educators, and first teachers and serve as a key role in the healthy development of their children.

Time Frame: Monthly

Person(s) Responsible:
Community Partnerships Director
Department Directors
Campus Directors
Family Services Workers
Teachers
Teacher Assistants

Procedure: The program encourages fathers to be more involved at all campuses with the father-engagement event calendar. The father-engagement event calendar aligns with activities that meets one or more school readiness domains and/or Parent Family's Community Engagement Framework. Fathers will voluntarily meet each month at their child's campus to do a parent engagement activity. Having fathers involved at their child's campus will lead to more engagement in their child's learning and development and support parent-child relationship. The father engagement calendar includes:

1. "Father Breakfast" or "Dad Lunch"
2. Reading with their child
3. Playing with child at playground
4. Volunteering time at campus
5. Participating in taking children on field trips, and / or participate in cultural activities.
6. Telling childhood stories
7. Fatherhood/Family Wellness Conference

System/Service Area: Transition Services	Subject: Transition Between Programs
Related Regulation(s): 1302.70, 1302.71, 1302.71 1302.60, 1302.61,1302.62, 1302.70	
Related Forms: MOUs, ECI Transition Packets, Referral Data, Sign in Forms, Confidentiality Statement	**Related Reports: Tracking Log, Progress Reports, Go Engage, PIR, PIS**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Policy: Head Start will support every child and family with the tools they need to experience a smooth transition entering Head Start (HS), between Early Head Start (EHS) and HS, and from HS to public school. Transition planning will consider each child and family's individual needs and support parents in their role as their child's primary teacher. Staff will be well-trained in supporting healthy transitions and expectations regarding communication between home, programs, and public school.

Time Frame: Ongoing

Person(s) Responsible:
Transition Director
Department Directors
Campus Directors
Family Service Workers
ISD Teachers
Parents

Procedure:

Referral Process

Schedule and conduct meetings / activities to engage parents in the transition of their children into the Head Start Program; including transition of children with disabilities into the Head Start Program.

The Program will assist & support transitions for families and children who move out of the community to include homeless families and foster children.

The Program will coordinate and collaborate with Early Childhood Intervention (ECI) agencies, Easter Seals and Region One on children with some form of disability who are being referred to the Head Start Program. The Program will conduct "face to face" transition meetings with the parents, ECI agency, and the local education agency.

Special Education services will be provided at the campus by Sp. Ed. Staff.

Provide transportation services for special needs children such as a bus with a lift.

Assist/support the parent from the transition into HCHSP for them to feel this is the best placement for their child.

Identification of Needs

Maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start program.

Develop and implement schedules of activities to facilitate parent participation in the transition of children in and out of the program.

The parents will be notified of necessary records and information that are required for enrollment for their designated local education agency.

The Program uses Go Engage to secure, monitor, and store all documents.

The Program will collect and report all data and transition activities through the Program Information Summary (PIS).

Maintain collaboration with Local Education Agency (LEAs).

Administrative Staff will meet with the Campus Directors and Family Service Workers to facilitate preparing and involving children and parents in joint transition training and planning.

The Program will provide adequate materials/equipment for the child to be successful. Ensure the facility is accessible to all persons with a disability.

Maintain coordination/collaboration with the district's special education department.

Provide sign language interpreters as needed for the application process/ARD meetings/parent meetings/etc.

The Program will ensure implementation and compliance of the Head Start Performance Standards in the areas of Joint Transition Training and Planning.

The Program will provide joint in-service opportunities and cross-program visitations for staff and parents to increase the understanding of early childhood development and assist in placing practices which assures developmental continuity across the different programs.

The Program will maintain a monthly report on all Joint Transition activities and maintain a log of all meetings on Go Engage.

Hidalgo County Head Start Program
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(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual –
Child Nutrition Department

Child Nutrition Director: Gilbert Silva

Policy Council Member Assigned: Crystal Loredo

Child Nutrition Procedures Manual

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Introduction

The Hidalgo County Head Start Program Child Nutrition Department Procedures Manual will help facilitate all areas of compliance with the Texas Department of Agriculture (TDA), Head Start Performance Standards, and Childcare Licensing Regulations.

All mandatory TDA training must be met and provided annually, along with all new hire pre-service training provided throughout the year for all staff. This manual will include the most practical and safe working policies and procedures to complete all assigned essential tasks. Furthermore, full step-by-step procedures for completing all necessary TDA and departmental forms will be available.

Some areas to be described will encompass menu planning, food preparation and distribution, scheduled meal timeframes, family-style meal service distribution practices, electronic meal claims, special diet modifications and accommodations for children with special needs, emergency response to child food allergies, and choking hazards, safe drinking water practices, basic principles of food safety and sanitation, time and temperature controls, record keeping, principles of financial records, civil rights grievance procedures, and monitoring practices.

GoEngage is the software program utilized to reconcile meal claims, attendance, and record-keeping data entered into the operational system. The Child Nutrition Department collects this data entered to complete a full meal claim reimbursement. All information is confidential and should not be shared with anyone outside our agency to comply with all Health Insurance Portability and Accountability ACT (HIPAA) regulations. Reports populated by our department through GoEngage are utilized for monitoring, auditing, meal claiming, and verification purposes. Campus staff will populate all meal claims and attendance records electronically and all children's records into GoEngage.

The MIP Fund Accounting Software Program facilitates and processes all TDA allowable expenditures. Non-allowable expenditures are strictly prohibited. Our Finance department defines all cost allocations, and our Procurement department reviews all procurement allocations.

The HCHSP operates its Child Nutrition Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- TDA Child and Adult Care Food Program – Childcare Centers Handbook
- Minimum Standards for Child-Care Centers (Revised 1/2024)

Acknowledgements:

Staff

The Child Nutrition Department consists of twenty-four team members who oversee all Child and Adult Care Food Program responsibilities. The definite positions in the Child Nutrition Department are as follows:

- Child Nutrition Director
- Child Nutrition Coordinator
- Child Nutrition Bookkeeper (TDA accounting)
- Head Cook
- Assistant Head cook
- Kitchen Helper
- Food Drivers

Other Hidalgo County Head Start Program Staff who have CACFP responsibilities are as follows:

- Executive Director
- Assistant Program Director
- Chief Financial Officer
- Campus Staff (Campus Director, Family Service Worker, Teachers, Assistant Teachers, Custodians)
- Policy Council Member(s)
- Advisory Committee Members
- Hidalgo County Commissioners Court

Responsibilities

The Primary responsibilities of the Child Nutrition Department consist of:

- Accounts Payable (TDA)
- Audit (Every 3 Years)
- Budget (TDA yearly)
- Caters for Special Events (As Assigned)
- Collaborates with Community Agencies
- Compliance with all TDA, Head Start, and Child-Care Licensing Regulations
- Coordinates Special Events (National Nutrition Month)
- Electronic Meal Claims
- Food ordering, preparing, and distribution.
- Inventory Controls
- Menu Planning
- Monitoring
- Maintain Meal Production Records
- Record Keeping (Minimum of 3 Years)

- Special Diet Modifications
- Staff Training

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Children with/without Nutrition Assessment	Campus Director/FSW/CNC	As Needed
Food Handler Certification	Campus Director	As Needed
Meal Quality Report	Campus Director	As Needed
Record of Discarded Food	Campus Director/Custodian	As Needed
Verification of line-item Coding	Child Nutrition Bookkeeper	As Needed
Small Equipment Purchases	Child Nutrition Bookkeeper	As Needed
Activity Service Delivery Tracking	Campus Director/FSW	As Needed
CACFP Enrollment Status Report	Campus Director/FSW	As Needed
Special Diet Modifications	Child Nutrition Coordinator	As Needed
Special Diet Orders	Assistant Head Cook/CNC	As Needed
Child Nutrition Referrals	Campus Director/FSW	As Needed
Food Handlers Certification	All Food Handling Staff	As Needed
Compiling Invoicing	Child Nutrition Bookkeeper	Daily
Disposal of Food Garbage	Kitchen Staff/Custodian	Daily
Electronic Meal Count Documentation	Campus Classroom Staff	Daily
Family Style Meal Services	Campus Classroom Staff	Daily
Classroom Mealtime Cleaning and Sanitizing	Campus Classroom Staff	Daily
Food Distribution	Food Driver	Daily
Food Production Records (H-1530)	Head Cook/Kitchen Helper	Daily
Food Storage Organization	Food Drivers/Kitchen Helper	Daily
Rotate Merchandise (FIFO) First in First out	Food Driver/Kitchen Helper	Daily
Special Diet Preparation	Kitchen Helper	Daily
Clean, Sanitize, and Disinfect	Kitchen Staff/Custodian	Daily
Daily Meal Count and Attendance Record	Campus Director/FSW	Daily
Food Inventory	Assistant Head Cook/ Food Driver	Daily
Food Preparation	Kitchen Helper	Daily
Food Safety Practices	All Kitchen Staff	Daily
Requisitions utilizing MIP	Child Nutrition Bookkeeper	Daily
Small Equipment Inventory Controls	Assistant Head Cook	Daily
Time and Temperature Controls	Kitchen Helpers/Custodian	Daily
Vehicle Inspection Report	Food Driver	Daily
Washing and disinfecting of dishes/small equ.	Kitchen Staff/Custodian	Daily
Electronic Meal Claim Monitoring	Child Nutrition Department	Daily/Weekly
Audit	Child Nutrition Department	Every Three Years
Electronic Meal Claim Reimbursement	Child Nutrition Director	Monthly
Time Distribution	Child Nutrition Department	Monthly
Adult Meal Claim Reimbursement	Child Nutrition Coordinator	Monthly
Management of Program activities	Child Nutrition Director/CNC	Ongoing
Monitoring	Child Nutrition Coordinator/CND	Three Times/Year
Accounts Payables	Child Nutrition Bookkeeper	Weekly
Food Orders	Head Cook/Assistant Head Cook	Weekly
Mail Processing	Child Nutrition Bookkeeper	Weekly

Non-Food Supply Distribution	Food Driver	Weekly
Receiving of Food	Kitchen Staff/Custodians	Weekly
P.I.S. Report	Child Nutrition Director/CNC	Weekly
Budget	Child Nutrition Director/Bookkeeper	Yearly
Menu Planning	CNC/CND/Advisory Committee	Yearly
Training (TDA Mandatory Training)	Child Nutrition Director/CNC	Yearly
National Nutrition Month Awareness	All Staff	Yearly
Self- Assessment	Child Nutrition Coordinator/CND	Yearly

System/Service Area: Child Nutrition	Subject: Allowable/Non-Allowable Cost
Related Regulation(s): FNS	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The HCHSP will purchase only allowable costs based on the United States Department of Agriculture Food and Nutrition Service Instruction Manual for the Child and Adult Care Food Program.

https://squaremeals.org/Portals/8/files/cacfp/796-2%20Rev%204%20printable.pdf

Time Frame: As needed

Person(s) Responsible:
Child Nutrition Bookkeeper
Child Nutrition Director
Procurement Director
Assistant Program Director for Fiscal Operations

Procedure: All incurred costs requested by our Child Nutrition Department will be reviewed and processed through our Procurement and Finance Departments.

- Any purchase requested will be sent to and reviewed by the Child Nutrition Bookkeeper.
- The Child Nutrition Director will then approve or disapprove of the purchase based on several factors, for example:
  a. Is the request urgent, or can it wait?
  b. Is the purchase necessary, or can the parts be replaced?
  c. Is the item being requested an allowable expense through TDA?
  d. Does the item requested require prior approval, specific prior written approval, or specific written FNSRO approval based on the USDA - FNS instruction guidelines?
  e. Is the item shown the exact item requested?
- After approval, the Child Nutrition Bookkeeper will secure three quotes for the most affordable price.
- The Child Nutrition Bookkeeper will then create a requisition.
- The Child Nutrition Director will then review the requisition and its contents before sending it to the Procurement Department Director for further review.
- The Procurement Department Director will then send the request to the Finance Department's Chief Financial Officer for final review.

System/Service Area: Child Nutrition	Subject: Birthday Celebrations
Related Regulation(s): Minimum Standards for Childcare Centers 2023 Section §746.3317/CACFP/TDA	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Birthday Celebration Policy / Foods of Minimal Nutritional Value (FMNV) Policy In an ongoing effort to promote healthier foods/beverages, treats provided during birthday celebrations must follow program policy. This procedure will guide you on what treats are deemed safe for consumption during birthday celebrations for your students while under your care. Campuses may not serve or provide students access to FMNV and all other forms of candy anywhere on campus until the end of the last scheduled class. Federal regulations do not permit **Foods of Minimal Nutritional Value (FMNV)** to be served during mealtimes when reimbursable meals are served or consumed. (Source -Texas Department of Agriculture)

Time Frame: Ongoing

Person(s) Responsible:
Campus Directors
Family Service Workers
Campus Classroom Staff
Campus Custodial Staff

Procedure: If you have a birthday celebration, please follow the guidelines below:

- Celebrations should be scheduled after PM Snack so that these celebrations will not replace nutritious meals.
- Choking Hazards: Young children are still learning to chew properly. Reference CPR Trained staff if choking hazards occur.
  - The following foods are possible choking hazards:
  - Whole grapes
  - String cheese
  - Nuts and seeds
  - Peanuts
  - Raw peas
  - Dried fruit
  - Pretzels
  - Marshmallows
  - Popcorn
  - Hot dogs
  - Chips
  - Chewing gum
  - Hard or Sticky candy
  - Chunks of meat larger than can be swallowed, etc.
- Food Items NOT Allowed:

    - Sweetened carbonated beverages
    - Fruit drink
    - Sport drinks
    - Candies or chewing gum
    - Cookies or cakes with more than 10 grams of sugar per serving
- Suggestions for Nutritious Snacks:
    - Milk (non-fat or low-fat)
    - Full-strength (100%) fruit juice
    - Fruit smoothies
    - Fruit or whole grain muffins (low-fat)
    - Fresh seasonal fruit topping
- Always supervise children during mealtimes, ensuring they are seated upright and not allowed to run/walk until finished. Encourage children to eat slowly and talk only if they are not chewing.
- All food and drinks must be of a safe quality and stored, prepared, distributed, and served under sanitary and safe conditions. (Source - Minimum Standards for Child-Care Centers 2023 Section §746.3317)

System/Service Area: Child Nutrition	Subject: CACFP Acknowledgement/Enrollment
Related Regulation(s):	
Related Forms: CACFP Acknowledgment /Enrollment Form	**Related Reports: CACFP Enrollment Status Report**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP Acknowledgment/Enrollment forms are required for the Child Nutrition Department (CND). Child and Adult Care Food Program (CACFP) regulations require all parents/guardians to complete an Acknowledgement/Enrollment Form when enrolling their child(ren) and every year after that. Center staff must maintain proof of proper enrollment for all children who receive meals claimed for reimbursement. The following required elements must be completed on the Acknowledgement /Enrollment Form if a child is to be considered adequately enrolled:

- Child's name
- Child's date of birth
- Classroom number
- Meals/snacks commonly served to the child while in care.
- Days and hours the child is generally in care.
- Enrollment and withdrawal dates
- Parent's or guardian's signature
- Staff signature
- Date of signature

Time Frame: Ongoing

Person(s) Responsible: Campus Directors
Family Service Workers
Child Nutrition Coordinators

Procedure: All Head Start Campuses will have Electronic Acknowledgment/Enrollment Forms for all enrolled children by following the steps below:

- Access the Acknowledgment/Enrollment Forms via Go Engage by searching for the child's name under the Family Directory.
- Once the child's file has been accessed, click on the Enrollment tab, which will reveal the CACFP Enrollment Form tab.
- Please read the paragraph on this form to the parent and provide them with a parent packet.
- Center staff must ensure that the parents of each enrolled child receive the following flyers or parent packet during enrollment:
  - Parent Packet includes:
    a. Building for the Future
    b. CACFP Meal Benefit Income Eligibility Form Letter to Households
    c. Civil Rights Grievance Procedures

    d. CACFP Meal Benefit Income Eligibility
    e. Women, Infants, and Children (WIC)
  - These flyers can be found on Go Engage by accessing Help > Forms > Health: Child Nutrition Parent Packet. Please print the parent packet or refer parents to our website, hchsp.org/child-nutrition, for secure download by clicking “Parent Information Packet.”
- On the CACFP Enrollment Form, you will find a section that includes the child's full name, race and ethnicity, date of birth, normal hours in our care, and the days of the week they will receive meals. Please select Monday, Tuesday, Wednesday, Thursday, and Friday, and what meals will be served: B, L, PM.
- The parent's signature is required at the bottom of the form. This is an acknowledgment that they have received the parent packet and know about the meals our program will provide.
- Once the parent receives their parent packet and you are done reviewing the form with them, they may sign using your computer or tablet or send us their electronic signature if their email has been verified.

Campus staff may run a quick report to verify all enrolled students have their Acknowledgment /Enrollment Form completed by

- Accessing Go Engage Reports Directory
- On the search bar, type CACFP Enrollment Status Report
- The report will ask you to fill out various selections. Please select Enrolled for Program Status, Current as of Today, your assigned campus (i.e., Donna).
- Under Additional Parameters > CACFP Enrollment Status, select All: Active, Past Expiration, and ‘show all participants without CACFP Form.’
- Run this report in PDF format, and once processed, download and review the CACFP status of the enrolled children, verifying the enrollment date and parent signature.

A child is not eligible for CACFP reimbursement if the form is missing, over a year old, incomplete, or does not contain all the required elements. If this is the case, campus staff are not allowed to claim reimbursement for meals served to the child.

System/Service Area: Child Nutrition	Subject: CACFP Childcare Center Monitoring
Related Regulation(s): 7 CFR 226.16 & 7 CFR 226.16 (d)(4)(iii)	
Related Forms: Form H1606	**Related Reports: CACFP Childcare Center Review**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will review each facility three times per school year to determine compliance with program requirements, verify and validate the documentation the campus has provided, and identify training needs and any trends that may lead to deficiencies.

Time Frame: Three Times Per School Year

Person(s) Responsible: Child Nutrition Coordinators
Child Nutrition Director

Procedure:

- Each campus must be reviewed three times per year. Two of the three reviews must be unannounced, and one unannounced review must include an observation of meal service. At least one review must be made during each new facility's first four weeks of program operations. No more than six months may elapse between reviews. The reviewer must vary the monitoring time and meal service so that it is not predictable to the campus. All types of meal service must be subject to review.
- Use the H1606 form, which can be obtained by visiting https://squaremeals.org/Programs/Child-and-Adult-Care-Food-Program/Administration-Forms.
- The H1606 Review form is composed of ten sections: Meal Service, Meal Analysis, Civil Rights, Record Keeping, Training, Five-Day Reconciliation, Non-Profit Food Service, Findings, Corrective Actions, and Commendations, lastly, Certification and Signature.
- Section A, Meal Service, review the meal observation, CACFP meal pattern requirements, mealtimes and check attendance, meal count procedures, daily meal production record (H1530), and Medical Statements for Special Dietary Needs forms.
- Section B, Meal Analysis, reviews the meal served to ensure compliance with meal pattern, portion size, and meal service style requirements.
- Section C, Civil Rights, reviews civil rights compliance to assess discrimination by verifying that the Racial-Ethnic Reporting Requirements have been met. Reviewers will check if the “And Justice for All” posters are displayed so parents and the public can see them and that the non-discrimination-compliant procedures are published on required materials.
- Section D, Record Keeping, reviews enrollment, attendance, and meal count (H1535) records and eligibility documentation. The reviewer will examine these records for completeness and accuracy.
- Section E, Training, reviews documentation and proper internal training of current and new staff on CACFP procedures. Reviewers will observe CACFP

staff to assess their understanding of their duties and the effectiveness of the training.

- In Section F, Five-Day Reconciliation, the reviewer will examine meal counts and attendance records for a minimum of five-day reconciliation.
- Section G, Nonprofit Food Service, will review the program costs, funds, and reimbursement. Please ask the child nutrition bookkeeper for the total cost and amount of reimbursement corresponding to the months it applies to. In this section, address whether cost exceeds reimbursement.
- In section H, Findings, Corrective Actions, and Commendation, the reviewer will document any findings, including noncompliance and disallowances observed, corrective actions, and commendations (areas where the site is performing well).
- Section I, Certification, and Signature is the last section of the review and the exit conference. The reviewer will discuss program strengths, findings, corrective actions, technical assistance provided, and recommendations with the site representative. Then, the site representative and reviewer will sign the review. Lastly, the reviewer will issue the final administrative review report for site records. The report may be completed on-site, but if needed, it may be issued to them later, depending on corrective action and documentation.
- Please see the H1606 Form for more detailed instructions.

System/Service Area: Child Nutrition	Subject: Child Formula Feeding Needs
Related Regulation(s): Child Adult Care Food Program -Child Care Center Handbook, §4113, Meal Variation Minimum Standards for Child-Care Center, §746.3311 Head Start Program Performance Standards, §1302.44 (a), Child Nutrition	
Related Forms: Child Formula Feeding Needs Form	**Related Reports: Activity Service Tracking**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start program staff will use the child formula feeding needs form to meet the nutritional needs of children with special formulas, food, or drink supplements**.**

Time Frame: As Needed

Person(s) Responsible:
Campus Directors
Family Service Workers
Parent or Guardian
Campus Classroom Staff
Child Nutrition Coordinators
Child Nutrition Director

Procedure: These instructions will assist staff in organizing information for special formulas and identifying children who require a special diet. This form and related documentation may also be maintained electronically.

1. If a special formula, Food, or Drink Supplement (Pediasure) is noted before enrollment or participation, parents or guardians will be asked to complete a "Child Formula Feeding Needs Form."
   a. The Family Service Worker will give the forms to the parent or guardian and emphasize the importance of completing them.
2. Parents or guardians must fill out the "Child Formula Feeding Needs Form" with all necessary information to ensure the appropriate formula or supplement for the child. Required fields include the following:
   a. Child's full name
   b. Date of birth
   c. Name of the site
   d. Formula information
   e. Parent or guardian's signature and date

   Note: The campus director ensures all required fields are completed.
3. Once the form is fully completed, the Child Nutrition Coordinator will make the necessary accommodations.

4. Campus classroom staff are responsible for ensuring that their classroom's special diets are current.

5. If a child's dietary needs change throughout the program year, an updated “Child Formula Feeding Needs Form” must be submitted to the child nutrition coordinator will make the appropriate modifications and substitutions.

System/Service Area: Child Nutrition	Subject: Child Nutrition Assessment
Related Regulation(s): Minimum Standards for Child-Care Centers, Head Start Program Performance Standards, §1302.44 (a), Child Nutrition	
Related Forms: Child Nutrition Assessment	**Related Reports: GoEngage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will comprehensively assess children's nutritional needs through nutritional history. This will enable staff to identify children's nutritional status and address dietary deficiencies.

Time Frame: Annually

Person(s) Responsible:
Campus Directors
Family Service Workers
Child Nutrition Coordinators
Child Nutrition Director

Procedure:

1. The campus director and parent or guardian will collaborate to identify and discuss the child's nutritional needs:
   a. Relevant nutrition-related assessment data (height and weight), nutrition-related health problems such as obesity, iron deficiency, failure-to-thrive, food allergies and intolerances, special diets, and dietary accommodations.
   b. Information about family eating patterns and cultural, religious, ethnic, and special dietary requirements for children with nutritional-related health problems and disabilities.
2. During enrollment, parents or guardians will complete a child nutrition assessment.
3. The family service worker will obtain the child nutrition assessment from GoEngage.
4. The child nutritional assessment is used to identify the child's nutritional status, such as special diet needs or potential areas of concern that may affect the child's behavior in the classroom and during mealtimes.
5. Parents or guardians will be given information about the Child and Adult Care Food Program and the United States Department of Agriculture such as:
   a. Building for the Future
   b. CACFP Meal Benefit Income Eligibility Form Letter to Household
   c. Civil Rights Grievance Procedures
   d. CACFP Meal Benefit Income Eligibility
   e. Women, Infants, and Children (WIC)

6. Parents or guardians will be offered educational opportunities and nutritional resources. Staff, nutritionists or dietitians, and community partners assist individual families with food preparation and nutritional skills.
7. Parents of children with disabilities, such as chewing and swallowing difficulties or feeding needs, can receive assistance from appropriate professionals such as physical therapists, speech therapists, occupational therapists, nutritionists, and dietitians.
8. Nutrition care plans will be implemented for children with nutrition-related concerns.

System/Service Area: Child Nutrition	Subject: Civil Rights Grievance
Related Regulation(s): CFR 15, Title VI, 42 U.S.C. § 2000d	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start ensures everyone can access our facility and associated programs equally. Under Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Time Frame: As Needed

Person(s) Responsible:

Campus Directors
Family Service Workers
Campus Classroom Staff
Child Nutrition Program Staff

Procedure: The Hidalgo County Head Start Program does not discriminate against anyone based on race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activities.

If you feel discriminated against, you may take your complaint (verbal or written) to the following person(s): Head Start Executive Director.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint and any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410.

(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Please contact us if you have any questions or need help filling out an application.

System/Service Area: Child Nutrition	Subject: Classroom Mealtime Cleaning and Sanitizing
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff are expected to prevent the spread of foodborne illnesses and harmful pathogens, such as viruses and bacteria. To achieve this, it is essential to follow proper procedures for personal hygiene and ensure that the classrooms are cleaned, disinfected, and sanitized at the end of each meal. This will help prevent the further spread of harmful pathogens.

Time Frame: Before and after each use

Person(s) Responsible: All Campus Staff

Procedure: This procedure applies to all staff overseeing meal consumption, cleaning, and sanitizing areas where meals are consumed.

Before Meal Consumption

1. Areas where meals are to be eaten should be cleared and cleaned.
2. All children and staff must adequately wash their hands before serving food. Handwashing should include the following:
   a. Wet hands and apply a single pump of hand soap.
   b. Wash generally for at least 20 seconds.
   c. Rinse hands with clear water and dry with clean paper towels.
   d. Use a paper towel to turn off the water to avoid cross-contact.

During Meal Consumption

1. Be prepared for spills of food and drink. Have materials ready for cleanup.
2. The local health department prohibits spraying a cleaning solution on any dining surface while food is present.
3. Spills and debris should be removed. Clean spills with a wet paper towel and dispose of it after use; disinfecting is not necessary at this point.
4. Repeat this process as needed.

After Meal Consumption

7. Prepare the table for cleaning by removing debris and spills.
8. Spray the table with a district-approved cleaner and disinfectant.
9. Wipe the surface with a clean paper towel.
10. Repeat the process as needed.
11. If using paper towels, discard them as they become soiled.

12. Cleaning and disinfecting solutions must be stored in properly labeled spray bottles, and appropriate SDS (Safety Data Sheet) must be readily available in case of accidental exposure or emergency.

Trays and Trash

13. If reusable dishes and utensils are used, a container should be provided for storing them after use.
14. Food debris should be removed into a trash container before the reusable items are stacked and stored. Please avoid placing liquids into the trash containers. A container should be used to dump excess, unconsumed liquids, as liquids may create leaks when bags are removed from the classroom.
15. Heavy-duty trash bags should be used in the classroom to dispose of food waste.
16. The trash should be placed in a designated place in the classroom or the hallway for the custodian to pick up.

System/Service Area: Nutrition	Subject: Daily Meal Production Record H-1530
Related Regulation(s): Child and Adult Care Food Program 4114.1	
Related Forms: H1530	**Related Reports: Meal Production Record**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will plan meals that comply with the Child and Adult Care Food Program (CACFP) meal patterns as required by the United States Department of Agriculture (USDA).

Time Frame: As Needed

Person(s) Responsible: Head Cook
Assistant Head Cook
Kitchen Helpers

Procedure:

- The Daily Meal Production Record—Childcare is provided to document the daily planning and serving of those meals to demonstrate eligibility for reimbursement.
- All items on the Daily Meal Production Record must be completed before the meal service, except for quantity prepared and leftover food from the day of the meal service, which can be completed at the end.
- Changes and substitutions must be recorded and initialed before the meal service (do not use whiteout or mark completely through the menu item; simply line through and write in the change).
    - A food component is one of the food categories (milk, grains, fruit, vegetable, meat/meat alternate) that comprise a reimbursable meal.
    - A food item is a specific food offered within the food components comprising the reimbursable meal.
    - A combination food contains more than one food item from different components that cannot be separated, such as a vegetable pizza.
- To complete the form, you will need the name of the Contracting Entity (CE): Hidalgo County Head Start Program. The Child Nutrition Director can obtain the CE ID and site number. Also needed is the name of the site (e.g., Palmview Kitchen) and the date the meal was served.
- The meal production record must also specify the meal service (Breakfast, Lunch, or PM Snack).
- Additionally, include all the required food components for each meal type.
    - It is recommended that the menu be recorded before the day of the meal service for planning and purchasing purposes.
- For food items used, enter each food item used as purchased according to the Food Buying Guide for Child Nutrition Programs (FBG) or
- Enter the USDA recipe name and number (for example, baked scrambled eggs, USDA CCC #D-15) if a recipe is used (the recipe must be on file and available for review to verify the required amount of food was prepared), and
- If the product has a CN label, list the CN label's unique 6-digit product identification number next to the product and
- Specify the type of milk, including the fat content served.

- In addition, when serving yogurt, maintain documentation, such as the product label containing the nutrition facts, to demonstrate that the yogurt met the sugar restriction.
- If serving ready-to-eat breakfast cereal, maintain documentation, such as the product label containing the nutrition facts, to demonstrate that the ready-to-eat breakfast cereal met the sugar restriction.
- For the whole grain-rich item(s), maintain documentation, such as the product label containing the ingredient list, to demonstrate the grain item(s) met the whole grain-rich definition.
- NOTE: For guidance on the types of labels and documentation, refer to CACFP Handbooks Section 4000, Managing the Program, Item 4114, Meal Service Documentation.
- **Quantity Prepared:** Refer to the FBG to determine the amount needed for planned and actual participation. Enter the total amount of food or the recipe used/prepared for each food item.
    - Examples of measurable amounts include ounces, grams, pounds, cans (state can sizes #10, #300, #2- 1/2), gallons, quarts, pints, tablespoons, or teaspoons. Measurable amounts also include cups and fractions of a cup. If using a standardized recipe, state the amount made, for example, 2 X Recipe (double).
    - Measurable amounts do not include: 1 slice of cheese, 1 head of lettuce, 1 can (8 each) biscuits, 1 slice of bread, 1 tortilla, 3 crackers, 2 cookies, 1 package of animal crackers, or bowl of cereal.
- Planned Participation – Enter the planned number of participants for each meal service by age group. It is recommended that planned participation be completed before the day of service to aid in purchasing. (Program adults and non-program meals must be accounted for but may not be claimed).
- Note the substitutions due to disabilities and medical or special dietary needs.
    - Reference CACFP Handbooks Section 4000, Managing the Program, Item 4113, Meal Variations
- Leftover/Recycled Food – (if applicable) Enter the date the food item was first served and the date it was reserved. Enter the food item, the quantity that was left over, and the amount that was recycled. This information can provide an additional source of documentation (i.e., in addition to receipts) that sufficient food was available to prepare the amount needed for the number of meals claimed.
- Comments (if applicable)—Record any other meal modifications or special instructions to document changes made to the meal planned.
- If you have any questions, please contact the Child Nutrition Department.

System/Service Area: Child Nutrition	Subject: Electronic Meal Claims
Related Regulation(s): CACFP Food Program Childcare Centers Handbook	
Related Forms: Daily Meal Count and Attendance Record – Alternate Electronic Form H-1535	**Related Reports: Daily Meal Count and Attendance- Alternate Form H1535**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Texas Department of Agriculture (TDA) and The Hidalgo County Head Start Program (HCHSP) will enter Site Level Meal Claiming. This new system of meal claims will help improve the efficiency with which we claim our meal reimbursements. Our program is committed to improving how we serve our children and providing the most reliable data to ensure meal claims are made on time.

Time Frame: Ongoing

Person(s) Responsible:
Campus Classroom Staff
Campus Director
Family Service Workers
Child Nutrition Administrative Staff

Procedure: All Head Start Campuses will participate in site-level electronic meal claiming by following the steps below.

- Campus teachers or assigned personnel will log into our internal database "GoEngage."
- Ensure you are in the correct program year as stated at the top of the home screen.
- Select the Daily Attendance and Meals tab from the home screen.
- After that, choose your campus, room number, and day you will work with. All classroom rosters, along with all daily data, will appear on your screen.
- Populate attendance and meals consumed at the **point of service** for all your homeroom children daily by selecting the boxes next to the child's name you are entering. Meals can also be auto-populated for each meal claim at the point of service with the contingency that you confirm that the children have received a credible meal and have done a thorough child representation validation.

- Attendance will be selected as Absent Excused, Present, or Absent Unexcused. If the child is absent, a reason code must be entered.

- Classroom Staff are responsible for identifying classroom roster errors and reporting them to the Campus Director.

- During each meal service time (Breakfast, Lunch, and P.M. Snack), you will enter meals provided for each child. The attendance record will remain populated if the child did not eat that day.

- After completing all the information for the working day, a campus representative (Teacher/Assistant Teacher or FSW) will electronically review and sign the working document. At the end of the day, the campus director or Family Service Worker will validate that the information entered is correct for that working day.

- At the end of each claim month, the Campus Director will validate all information provided and notify the Child Nutrition Department that all information is complete by reviewing and validating the final week of the claim month.

- [Texas Department of Agriculture Child and Adult Care Food Program – Child-Care Centers Handbook -Managing the Program – 4171 Meal Service Record]

System/Service Area: Child Nutrition	Subject: Equipment Repair Request
Related Regulation(s):	
Related Forms: Equipment Repair Request	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Requested

Person(s) Responsible:
Campus Directors
Family Service Workers
Campus Custodial Staff

Procedure:

An Equipment Repair Request is a document used to notify the Child Nutrition Department staff about issues in the kitchen area (only) that require their attention. It highlights a problem or defect of small equipment used to prepare and distribute food.

The campus director, family service worker (s), and/or custodian (s) can submit a work request manually (paper-based) or digitally (through email).

A work request should describe the issues in simple terms to provide sufficient insights into the nature of the reported problem. In some situations, it can also suggest the desired corrective measures.

Include the following information:

- Campus Name
- Requested By: (name of the person requesting Small Equipment Repair)
- Checkmark what central kitchen the campus belongs to. (Palmview or Edcouch)
- Requested Date
- Item Description and Item Number: (It is a simple description of defects, issues, or mishaps inhibiting the operation of equipment or facilities. If applicable, the requester can try to identify the issue and provide an opinion on what can be done to correct it)

Once The Child Nutrition Department receives the Small Equipment Request Form, the staff will take the necessary steps to ensure the issue is corrected or the equipment is replaced if it cannot be fixed.

System/Service Area: Child Nutrition	Subject: Family Style Meal Service
Related Regulation(s): Head Start Performance Standard §1302.31 (e)(2) CACFP Guideline 4132	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will provide structured snacks and mealtimes that will be used as learning opportunities that support teaching staff-child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization.

Time Frame: Daily with each meal served.

Person(s) Responsible:
Campus Custodial Staff
Campus Classroom Staff
Campus Director
Family Service Workers

Procedure: Family-style meal service can be implemented in a variety of ways. For example, children and adults may prepare for the meal by clearing the table and setting places, sharing conversation during mealtime, and cleaning up afterward. In some cases, children and adults serve and pass food among them. During mealtimes, adults encourage interesting and pleasant table conversations across various topics, not only subjects related to food and nutrition.

Please ensure all site staff and children wash their hands before the beginning of the meal service.

Children can help prepare for meal service by clearing out the table and setting places (disposables, paper plates, napkins, plastic ware, cups, etc.) All chemicals are to be handled by adult staff only.

Adults with food handler's certifications (Teachers, Assistant teachers, etc.) serve all the food needed to meet all meal pattern requirements for that meal into serving bowls, excluding hot items (specifically, high-protein items), and place them on the table. Children then proceed to serve themselves with the assistance of the teacher, assistant teacher, or facilitator using utensils.

In other instances (CACFP 4132), for example, in the McAllen area, where the City Health Ordinance supersedes Federal Regulation and prohibits children from serving themselves ready-to-eat food, certified food handlers will serve each child most meal components, including very hot items, except for milk, disposables, and single served prepackaged items.

Campus staff documents meals consumed onto the Daily Meal Count and Attendance Record -Alternate Electronic Form H-1535 at the point of service.

Encourage children to try new foods and praise them accordingly.

Demonstrate good table manners and healthy eating to children.

Converse regarding various nutrition-based topics with children during mealtimes.

Provide adequate time for all children to eat.

Monitor all clean-up activities with guidance.

System/Service Area: Child Nutrition	Subject: Field Trip Request
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On-Going

Person(s) Responsible:
Campus Directors
Family Service Workers
Education Department

Procedure: Please refer to the "Education and Child Development Services Procedure Manual" for guidance on Field Trips pre-approval procedures.

Once the Education Department has approved any Field Trip, they will forward the request to The Child Nutrition Department for food preparation and delivery approval.

1. Specify the place where the children will be having the meal, whether on campus or at the field trip location.
2. Type of meal: Select if you're requesting sack lunches or the regular school year calendar schedule meal on campus. Check the "Other" box if children will be eating any other meals besides the meals provided by The Child Nutrition Department so the kitchen staff knows not to send any meals to your campus for the date of the scheduled field trip.
3. Meal Count: Total number of children, staff, and volunteers receiving meals.
4. Time of meals delivered to campus: If you are requesting sack lunches and will be leaving campus before the scheduled lunch meal delivery time, please specify your departure time in the top portion of the request form.
5. In line five, write down any special instructions for your meal delivery on the day of the scheduled field trip.
6. Name of the person receiving meals at the campus on the day of the field trip.

   Please be advised that the central kitchen must order the food items needed to fulfill the meal order at least two weeks in advance.

System/Service Area: Child Nutrition	Subject: Subject: Food Contact Surfaces Cleaning, washing, and Sanitizing
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff is to prevent the spread of foodborne illnesses by ensuring that all food contact surfaces are properly cleaned and sanitized.

Time Frame: As Needed

Person(s) Responsible: All Campus Staff
Child Nutrition Program Staff

Procedure: This procedure applies to all staff involved in cleaning and sanitizing food contact surfaces.

1. Train all staff on using the procedures in this procedure.
2. Follow state or local health department requirements.
3. Follow the manufacturer's instructions for using and maintaining equipment and chemicals for cleaning and sanitizing food-contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
   a. Before each use.
   b. Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
   c. Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
   d. Any time contamination occurs or is suspected.
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
   a. Wash the surface with a detergent solution.
   b. Rinse the surface with clean water.
   c. Sanitize the surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
   d. Allow to air dry.
6. If a three-compartment sink is used, set up and use the sink in the following manner:
   a. Wash the first compartment with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
   b. In the second compartment, rinse with clean water.
   c. In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in

hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.

7. If a dishwashing machine is used:
    a. Check with the dishwashing machine manufacturer to verify that the information on the data plate is correct.
    b. Refer to the information on the data plate to determine wash, rinse, and sanitize (final) rinse temperatures, sanitizing solution concentrations, and water pressures, if applicable.
    c. Follow the manufacturer's instructions for use.
    d. If using hot water to sanitize, ensure that food-contact surfaces reach a surface temperature of 160 °F or above.

System/Service Area: Child Nutrition	Subject: Food Handler Certification
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: All Head Start Staff who handle food must obtain a Food Handler Certification.

Time Frame: Renewal Every Two Years

Person(s) Responsible: All Campus Staff
Child Nutrition Program Staff

Procedure: The State of Texas requires employees directly handling food at any establishment where food is produced or served must complete an accredited food handler training course within 30 days of getting hired. These courses train employees in food safety, including good hygiene practices, avoiding cross-contamination, and time and temperature principles.

Employees can obtain a two-year Food Handler certification education or training program approved by an accredited TXDSHS or the American National Standards Institute (ANSI).

Campus Directors are responsible for ensuring that all Campus staff who handle and distribute food to our children have a current Food Handler Certification.

A copy of each employee's food certificate should be visible and available if the Health and Human Services Commission comes to the Campus to conduct a Health Inspection.

Contact The Child Nutrition Department for guidance on obtaining the Food Handler Certification from one of the accredited institutions.

System/Service Area: Child Nutrition	Subject: Food Orders
Related Regulation(s):	
Related Forms: Monthly Estimated Food Order	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Child Nutrition Bookkeeper
Child Nutrition Director
Head Cook
Assistant Head Cook

Procedure: **M**onthly orders for food requisition are ordered two weeks before the beginning of each working month.

- The Head Cook will send the bookkeeper an Excel file listing all the vendor food orders needed for the upcoming month.
- The Bookkeeper will open all requisitions for each requested vendor via our MIP system.
- The Child Nutrition Director then reviews the requisitions and sends them to our Procurement Department for further review.
- Once the Procurement department has approved the purchase orders, a listing with the approved vendor P.O. numbers is sent to the Head Cook at the beginning of the working month.
- The Head Cook will place all food orders with each designated vendor. Each vendor is provided with their individualized P.O. number before completing the order.
- Each vendor may have a different ordering system to place their orders by phone, fax, online, etc.
- Once the orders are placed, the vendor completes them and delivers the merchandise within a week.
- The Head Cook collects all invoicing and receipts and sends them to the Bookkeeper by the end of each working week. The Head Cook keeps a copy of their records.
- The Bookkeeper will process the payment for each vendor bi-weekly and submit all P.O.s to the Procurement Department, where it is processed and then sent to the Finance Department for final approval.
- Lastly, the Finance Department will send corresponding payments to each vendor.

System/Service Area: Child Nutrition	Subject: Food Safety
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms: Daily Kitchen Self-Inspection Checklist	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff ensures that nutritious and bacteria-free foods are served to children by providing campus staff, food service staff, campus staff, and child nutrition staff with training that meets state and local health-approved Food Handler's Training Certification for food storage, preparation, and service. Proper food handling practices reduce the likelihood that bacteria will be allowed to grow and contaminate food.

Time Frame: Daily

Person(s) Responsible:
All Campus Staff
Child Nutrition Program Staff

Procedure: This procedure applies to all employees involved in food safety.

1. Food can spoil because of mishandling or improper storage.
   a. Bacteria from hands, utensils, and work areas can contaminate food.
   b. Bacteria multiply between 41 F and 140 F, or the danger zone.
      i. Keep hot food hot (above 140 F).
      ii. Keep cold food cold (below 41 F).
      iii. Bacteria in undercooked food can cause foodborne illness. These bacteria are killed when food is cooked or re-heated to at least 165 F.
2. Examine all foods when delivered to ensure they are not spoiled, dirty, or contaminated.
   a. Make sure the frozen food is frozen when it is delivered. Do not accept frozen food that has thawed or food in dented cans.
   b. Refrigerate food immediately. Do not let refrigerated or frozen foods sit at room temperature. Use food on a "first-in, first-out" basis to prevent spoilage and food waste. All foods should be dated upon arrival in the kitchen.
   c. Store foods such as fruit cups, cereals, cookies, etc., in tightly covered containers to prevent rodent and insect infestation.
3. All eating and drinking utensils must be handled appropriately.
   a. Utensils used for cooking should never be used for tasting.
   b. Cracked or chipped utensils and dinnerware should not be used.

c. All appliances and equipment should always be kept clean and in good working condition.
d. Only dishwashing equipment that meets local health agency standards will be used.

4. Proper Preparation and service methods will exclude exposure to possible contamination of foods.

a. Never use the hand-washing sink or diaper-changing surface for food preparation.
b. Do not allow people with infected cuts, sores, colds, or other infectious diseases to prepare or serve food.
c. Wash hands thoroughly with soap and water and wear clean gloves before handling food or utensils. Repeat after every visit to the restroom, blowing nose, or touching hair or face.
d. Wash hands, change gloves, and wash utensils and work surfaces thoroughly after contact with eggs, fish, meats, poultry, or unwashed fruit and vegetables.
e. Thoroughly wash all fruits and vegetables served raw, such as lettuce, celery, carrots, apples, peaches, etc.
f. Cook food properly, following standardized procedures and recipe instructions.
g. Have two food thermometers in the kitchen - One for hot foods and one for cold foods.
h. Take food temperatures upon food service and record them on the Food Temperature Log.
i. Food should be covered with film and delivered to the classroom in/on a food service cart.

System/Service Area: Child Nutrition	Subject: Food Temperature Control
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff will prevent the spread of foodborne illnesses by ensuring that all temperature/time controls for safety foods are held under the proper temperature.

Time Frame: Daily

Person(s) Responsible: All Campus Staff
Child Nutrition Program Staff

Procedure: This applies to all food service employees who prepare or serve food.

1. Train all employees on using the procedures in this procedure.
2. Follow state or local health department requirements.
3. Food temperature requirements for hot holding and cold holding:
   a. Hold hot foods at 135 ºF or above. If food is out of temperature for over 2 hours, reheat to 165 ºF or discard.
   b. Hold cold foods at 41 ºF or below; if they have been out of temperature for more than 2 hours, cool to 41 ºF or discard.
4. Preheat steam tables.
5. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
6. Take food temperatures by inserting the thermometer near the product's surface, at the thickest part, and in various locations.
7. Take the temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or the warmest part of a cold holding unit.
8. For hot foods held for service:
   a. Verify that any unit's air/water temperature is at 135 ºF or above before use.
   b. All hot time/temperature controls for safety foods should be 135 ºF or above before placing the food out for service.
9. For cold foods held for service:
   a. Verify that any unit's air/water temperature is at 41 ºF or below before use.
   b. All cold time/temperature control for safety foods should be 41 ºF or below before placing the food out for service.
10. For cold foods in storage:
    a. Take the internal temperature of the food before placing it into any walk-in cooler.
    b. Chill food following the Cooling Time/Temperature Control for Safety Foods SOP if the food is not 41 ºF or below.

11. Discard the food if it cannot be determined how long the food temperature was above 41 ºF or 135 ºF below.

System/Service Area: Child Nutrition	Subject: Food Transportation
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff must prevent foodborne illness by maintaining food temperatures during transportation and preventing contamination to ensure that all food delivered is received safe, high-quality, and free from potential food hazards.

Time Frame: As Needed

Person(s) Responsible:
Child Nutrition Kitchen Staff
Campus Custodial Staff
Campus Director

Procedure: This procedure applies to food service employees who transport food from the central kitchen to remote sites

1. Train all food service employees and personnel responsible for transporting food using the procedure.
2. Follow state and local health department requirements.
3. Use only food carriers for transporting food.
4. Prepare the food carrier before use:
    a. Ensure that all surfaces of the food carrier are clean.
    b. Wash, rinse, and sanitize the interior surfaces.
    c. Ensure that the food carrier is designed to maintain cold food temperatures at41 ºF and hot food temperatures at 135 ºF or above.
5. Use only clean vehicles to transport food to remote sites:
    a. Clean up spills immediately and hose down inside of the truck if necessary.
    b. Keep food carts secured before and during transport.
    c. Keep the door of the transport vehicle closed & secure unless loading and unloading.
6. Store food in containers suitable for transportation. Containers should be:
    a. Rigid and sectioned so that foods do not mix.
    b. Tightly closed to retain the proper food temperature.
    c. Nonporous to avoid leakage.
    d. Easy-to-clean or disposable.
    e. Approved to hold food.
7. Food temperatures are to be taken and recorded before food leaves the facility for transport.
8. To avoid cross-contamination, all food must be covered and stored safely during transport.

9. Place food containers in food carriers and transport the food in clean trucks to remote sites as quickly as possible.
10. Record the food's temperature when it arrives at the remote site location.
11. Food removed from remote sites must be discarded when returned.

System/Service Area: Child Nutrition	Subject: Inventory Controls
Related Regulation(s): CACFP 4337.8 Nonprofit Food Service & 4510 Record Retention	
Related Forms: Food Inventory, Non-Food Inventory, Produce Inventory, Smallware Inventory	**Related Reports: Monthly Reconciliation**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: All HCHSP Inventory records must be documented and kept for a minimum of 3 years as part of being a not-for-profit organization.

Time Frame: Daily

Person(s) Responsible:
Head Cook
Assistant Head Cook
Kitchen Helpers
Food Drivers

Procedure: The Kitchen staff takes inventory and maintains records of reconciliation daily. All records are maintained and filed away first monthly, then yearly.

1. The Kitchen Head Cook has all Inventory forms available electronically (Food Inventory, Non-Food Inventory, Produce Inventory, Smallware Inventory, and Special Diet Inventory) for audit purposes.
2. The Kitchen Head Cook will delegate staff accordingly to assist with kitchen inventory controls. For example, the Assistant Head Cook can be assigned to obtain documentation of small ware inventory controls, etc.
3. As soon as food or non-food items are received, the specific inventory form is utilized to document the shipment.
4. All items are taken in on a first first-in-first-out basis.
5. Correct documentation is critical to prevent any loss of goods and should be done to the point that the items are being received or used.
6. Once all documents are completed for the month, the Kitchen Head Cook reviews them for accuracy.
7. Inventory Forms are filed away monthly and later reconciled every year.

System/Service Area: Child Nutrition	Subject: Meal Claim for Reimbursement
Related Regulation(s):	
Related Forms: Edit Checks - H1540 – H4502- Documentation of Meals served Worksheet	**Related Reports: USDA Block Meal, USDA Food Reimbursement**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Child Nutrition Administrative Staff

Procedure:

Monthly Reimbursements shall be done and submitted to TDA by the 8th day of each claim month. A meal claim reimbursement amount is calculated utilizing a blended rate according to current meal rates set forth by the Texas Department of Agriculture.
Meal Claims will be conducted after each campus director has validated all electronic meal claims through GoEngage.

- After verifying all electronic meal claims for the claim month, run the USDA Block Meal Report from GoEngage for the sample month.
- Also, run the USDA Food Reimbursement Report for the total agency from the 1st to the 31st and the daily total agency for all participating days for the sample month.
- Utilize the data accrued to complete the following edit checks and worksheets:
  1. Three-step edit checks. Use the USDA Block Meal Report.
  2. H1540 Claim for reimbursement worksheet-meals Use data in step 3 of the Edit checks.
  3. Documentation of meals served worksheet Use data in step 3 of the Edit checks.
  4. H4502 Use the Daily USDA Food Reimbursement Report.
- Now, it is time to upload the total meal claim data collected onto the Texas-UNPS database.
- Sign in to the Texas-UNPS database utilizing the assigned username and password.
- Go to the claims tab, → select claim entry center, → select sample month, → and add the original claim.
- Select an individual site name by selecting add, and enter the total number of participation days, attendance, breakfast meals, lunch meals, and p.m. snack meals for each campus site until all sites are verified.

- Make sure you save all information added for each campus site.
- After entering all the information for each campus site, select continue, check off the certification tab, upload meal claim, and select finish.
- Remember to save a copy of all verification claim month details onto our shared drive using the snipping tool.
- Save the confirmation e-mail sent from TDA and electronically save it onto our shared drive.

System/Service Area: Child Nutrition	Subject: Meal Quality Record
Related Regulation(s): Code of Federal Regulations 7 CFR 226.20	
Related Forms: Meal Quality Report	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP menus adhere to federal and state guidelines, meet the Dietary Guidelines for Americans and the Healthy, Hunger-Free Kids Act of 2010, conform to the limitations of kitchen facilities, and stay within a limited budget.

Time Frame: As Needed

Person(s) Responsible:
Campus Director
Family Service Workers
Campus Classroom Staff
Campus Custodial Staff
Child Nutrition Administrative Staff

Procedure: The Meal Quality Report provides helpful information to improve our menu items, food preparation techniques, meal service preparation, and reduce waste. With this policy, we aim to better our meals by providing foods of higher nutritional quality.

Use the Meal Quality Report to address meal quality concerns or provide feedback on children's plate waste and overall acceptance.

The Meal Quality Report must reflect feedback from both children and staff to measure children's satisfaction and identify areas for improvement.

On the Meal Quality Report, please indicate the name of your campus, the staff member filling it out, your corresponding central kitchen, report date, Campus Director, and your meal observation and experience.

Once completed, please fax or email the form to the Child Nutrition Department for review.

System/Service Area: Child Nutrition	Subject: Meal Service Distribution
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3301, §746.3301, §746.3311 Head Start Program Performance Standard, §1302.44, Child Nutrition	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program staff will promote children's physical, social, and emotional development, as well as healthy eating habits through meal service. The program must design and implement nutrition services that are culturally and developmentally appropriate.

Time Frame: Daily

Person(s) Responsible: All Campus Staff
Child Nutrition Program Staff

Procedure:

1. The USDA Food, Nutrition, and Consumer Service Child Nutrition Program is the primary payment source for meal services. Head Start funds may be used to cover those allowable costs not covered by USDA.
2. Every child enrolled in a program will receive a quantity of food in meals and snacks, which provide one-half to two-thirds of their daily nutritional needs. Meals and snacks are high in nutrients and low in fat, sugar, and salt.
3. The meals and snacks must follow the meal patterns established by the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) that the Texas Department of Agriculture administers.
4. All children who have not received breakfast when they arrive at the program site will be served a nourishing breakfast.
5. A child must not go more than three hours without a meal or snack unless the child sleeps.
6. Children will receive two meals and one snack per day. The meals and snacks will be provided in the following time frames:
    a. Breakfast Time: (7:00 AM to 9:00 AM) There must be 3 hours between the beginning of breakfast and the beginning of lunch.
    b. Lunch Time: (10:00 AM to 1:00 PM) There must be 2 hours between the beginning of lunch and the beginning of snack.
    c. PM Snack Time: (1:15 PM to 3:30 PM)

Note: Mealtimes may be adjusted to accommodate the medical, disability, or dietary needs of children.

7. If requested, serve enough food for a child to have second servings of vegetables, fruit, grains, and milk.
8. Ensure that clean and sanitary drinking water is always available to each child at every snack, mealtime, and during and after active play and is served in a safe and sanitary manner.
9. Sufficient time is allowed for each child to eat.

10. Calming transitional activities should be planned before meals to ensure good appetites and a relaxing mealtime environment.
11. Mealtimes should occur in a quiet, well-lit, ventilated area.
12. Children, staff, and volunteers eat together in a family style and share the same menu to the greatest extent possible. Snack and mealtimes will be structured and used as learning opportunities that support staff/child interactions and foster communication and conversations that contribute to the child's learning, development, and socialization.
13. Food will not be used as punishment or reward. Children are encouraged but not forced to eat or taste. Children will not be forced to finish their food.
14. Various foods are served to broaden each child's food experience.
15. Children are involved in meal-related activities that provide opportunities for decision-making, communication, sharing, fine motor, and eye-hand coordination (setting tables, preparing food, carrying trays, rinsing plates, etc.).

System/Service Area: Child Nutrition	Subject: Menu Changes
Related Regulation(s): Code of Federal Regulations 7 CFR 226.6(i)(4)(5)	
Related Forms: Menu Change Form	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The CACFP requires a copy of each month's menu to be kept on file to support the monthly claim. It is acceptable to use a rotating menu. However, you must keep a dated menu on file to support the claim, and this copy must include written menu changes and substitutions.

Time Frame: On Going

Person(s) Responsible:
Child Nutrition Kitchen Staff
Campus Director
Family Service Workers
Campus Custodial Staff
Campus Classroom Staff
Child Nutrition Administrative Staff

Procedure:

Documentation of Menu Changes

You must record any meal substitutions on menus and production records, including the correct food amounts prepared.

Obtain a copy of the Menu Change form from the Child Nutrition Procedural Manual.

On the Menu Change Form, enter the Campus, central kitchen, Cycle Menu Week, Date, Menu Change Date, and regular menu items and their substitutions.

Please indicate if the menu changes are for Breakfast, Lunch, or PM Snack by recording them in the appropriate box.

Record the reason for the menu changes, which may be seasonal, food substitutions, food availability, or staff availability.

In addition, certify that the information is accurate and correct by having the staff sign and date the form.

The Menu Change Form should be emailed or faxed to the corresponding campus and the Child Nutrition Department for record keeping.

The Campus Director or designated staff must sign the Menu Change Form, post it on the parent corner, and provide a copy to custodians and teachers to post in designated kitchen and classroom areas.

The Child Nutrition Department and kitchen staff will file the information accordingly.

System/Service Area: Child Nutrition	Subject: Milk Count Calculations
Related Regulation(s): Code of Federal Regulations 7 CFR 226.20(a)(1)(ii)(iv) & (c)(1)(2)(3)	
Related Forms: Milk Count Calculations	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP ensures that all CACFP participants will receive appropriate milk servings.

Time Frame: On Going

Person(s) Responsible:
Campus Directors
Family Service Workers
Campus Custodial Staff
Campus Classroom Staff

Procedure: This policy guides the Campus Director and staff in calculating weekly milk needs for the menu requirements.

The Milk Count Calculation Chart is used as a guide for the Campus Directors or Campus Staff to calculate the weekly milk needed for the menu requirements.

Please cross-reference your campus's total enrollment, menu, and milk count calculation chart to learn how much to order.

The milk count calculation chart illustrates the number of milk servings for Breakfast, Lunch, and PM snacks and the number of servings found in one crate of half-pint milk cartons.

The Campus Director is responsible for ensuring milk count calculations are correct and placing proper orders with the current milk vendor.

Milk is received twice weekly, and orders should be placed in advance with the milk vendor.

Once the milk is received, the custodian or appointed campus staff should inspect the milk delivery for quantity and quality.

Once inspected, immediately store the milk in the campus kitchen’s designated refrigerator.

The milk vendor provides a milk receipt for the delivered quantity upon delivery.

The Center Manager submits all original milk receipts to the CND on Mondays.

During holidays, winter, spring, and summer vacations, campus custodians or directors must notify milk vendors of time off. If necessary, appointed staff must come to the campus to receive the milk delivery before school resumes.

Please get in touch with the Child Nutrition Department for additional guidance or with any questions or concerns.

System/Service Area: Child Nutrition	Subject: Non-Program Foods
Related Regulation(s):	
Related Forms: Building for the Future (TDA)	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP does not allow outside food, with no exceptions. All meals are provided free of charge.

Time Frame: Ongoing

Person(s) Responsible:
Campus Classroom Staff
Campus Directors
Family Service Workers
Child Nutrition Coordinators
Child Nutrition Director

Procedure:

Program Staff Guidance

Please inform each parent when each Head Start application is processed that all meals provided to children are free of charge.

Explain to them the importance of not bringing outside food to help prevent choking hazards and severe child food allergies.

Help them understand the cost benefits of not providing outside food, if necessary.

We offer parents the flexibility to take our four-week cycle menu home and circle the foods on it that their child is most prone to eating. Our child nutrition department coordinators or child nutrition directors will modify the menu to include those foods most favorable to their child and standardize it accordingly.

Please get in touch with our Child Nutrition Department for additional support if further guidance is needed.

System/Service Area: Nutrition	Subject: Nutrition Referrals
Related Regulation(s): Head Start Performance Standards §1302.42(d)(2) & 1302.47	
Related Forms: Internal Referrals for Nutrition	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will safeguard the health of our participants by maintaining a proper referral tracking system for services provided and monitoring the implementation of a follow-up plan to meet any nutritional treatment needs.

Time Frame: As Needed

Person(s) Responsible:
Campus Director
Family Service Workers
Child Nutrition Coordinators
Child Nutrition Director

Procedure:

- Maintaining a referral tracking system assists parents and staff with making appropriate accommodations for any medical dietary needs.
- Nutrition Referrals can be initiated by accessing Go Engage > Family Directory and searching for the child.
- Once in the child's electronic folder, navigate to the Nutrition tab, where you will find the child nutrition assessment under the CHILD NUTRITION section.
    - Click the "Add New" icon to create a new entry if required.
- You will see a few icons in this section for service notes, external referral notes, internal referral notes, case notes, and collaboration.



    - Select either external or internal referral notes.
- Initiate an Internal Referral for:
    - Special dietary requirements such as food allergies, food intolerances, etc.
- Initiate an External Referral for weights:
        - Between 85%ile and 95%ile – Overweight
        - Over the 95%ile – Obese
        - Under 5%ile – Underweight
- Please include in the referral if the child receives nutritional counseling from WIC, a dietitian, or a physician who has provided anticipatory guidance related to nutrition status.
- Please indicate the date the referral was initiated under Date.
- Under Initiated by select (staff or parent).
- Referred to Group: Click the drop-down box and select (Admin – Nutrition Group).
- Referred by: Campus Staff.
- In 'Reason for Referral': In this section, you may include your findings (weight, food allergies, intolerances, things mentioned by family, teachers, etc.)
- General Service: Nutrition > Detailed Service: Most appropriate description of services (i.e., special diet, allergies to food, weight, lactose intolerance, etc.)

- Results: Service Ongoing may be selected if we provide services like special diets or select ‘Referral Made’ for external referrals.
- The result date should be the date you completed your referral.
- Lastly, provide your signature and initiate a follow-up for one week. Please check with the nutrition department within one week for any pending special dietary requests.
- Additionally, you may create a follow-up by accessing the referral history. To do so, simply click on your referral’s icon (internal or external) to see the referral history. Once here, you may add a new follow-up by selecting ‘Add New Follow-Up.’
- Contact the Child Nutrition Department for any questions or additional guidance.

System/Service Area: Child Nutrition	Subject: Program Information Summary Child Nutrition
Related Regulation(s):	
Related Forms:	**Related Reports: Referral Tacking - GoEngage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Department Director

Procedure: The Department Director will submit request information in a summary format Monthly to the Executive Director/Executive Administrative Assistant

- Total count of all program children who are on special diets. This information can be obtained from our current special diet log.
- Total count of all child nutrition referrals. This information can be obtained by running our referral tracking report via GoEngage.

System/Service Area: Child Nutrition	Subject: Proper Handwashing
Related Regulation(s): Minimum Standards for Child-Care Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program requires all staff, children, visitors, and parents to practice hand washing procedures to ensure the health and safety of all children and staff. To prevent foodborne illness from contaminated hands.

Time Frame: As Needed

Person(s) Responsible:
All Campus Staff
Child Nutrition Kitchen Staff

Procedure: This process applies to anyone who handles, prepares, and serves food.

1. Train campus and food service staff on using the procedures in these procedures.
2. Follow state or local health department requirements.
3. Post handwashing signs or posters in a language understood by all staff near all handwashing sinks, food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sink for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
    a. Before starting work
    b. During food preparation
    c. When moving from one food preparation area to another
    d. Before putting on or changing gloves
    e. After using the toilet
    f. After sneezing, coughing, or using a handkerchief or tissue.
    g. After touching hair, face, or body
    h. Eating, drinking, or chewing gum
    i. After handling raw meats, poultry, or fish
    j. After any clean-up activity, such as sweeping, mopping, or wiping counters.
    k. After touching dirty dishes, equipment, or utensils
    l. After handling trash
    m. After handling money
    n. After the hands become contaminated.
8. Follow proper handwashing procedures as indicated below:
    a. Wet hands and forearms with warm, running water at least 100 °F and apply soap.
    b. Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
    c. Dry hands and forearms thoroughly with single-use paper towels.
    d. Dry hands using a warm air hand dryer.

e. Turn off the water using paper towels.
f. Use a paper towel to open the door when exiting the restroom.

9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
   a. Use hand sanitizers only after hands have been properly washed and dried.
   b. Use only hand sanitizers that comply with the *FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
   c. Use hand sanitizers in the manner specified by the manufacturer.

System/Service Area: Child Nutrition	Subject: Receiving Food Deliveries at the Campus Level
Related Regulation(s): Minimum Standards for Childcare Centers, §746.3317 Head Start Program Performance Standard, §1302.47, Safety Practices	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program will ensure that all food is received fresh and safe when it enters the facility, and that food is transferred to proper storage as quickly as possible.

Time Frame: Daily

Person(s) Responsible:
Campus Directors
Campus Custodial Staff
Child Nutrition Program staff

Procedure: This applies to all staff handling, preparing, or serving food.

12. Train staff who accept deliveries on proper receiving procedures.
13. Schedule deliveries to arrive at designated times during operational hours.
14. Post the delivery schedule, including the vendors' names, the days and times of the deliveries, and the driver's name.
15. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected foods.
16. Reject the following:
    a. Frozen foods with signs of previous thawing
    b. Cans that show signs of deterioration, such as swollen sides or ends, Flawed seals or seams, dents, or rust.
    c. Punctured packages
    d. Dirty crates or shipping containers
    e. Expired foods
17. Foods out of the safe temperature zone between 35- and 135 degrees Fahrenheit.
18. Produce, refrigerated food, and frozen foods are top priority.
19. If any items are missing or damaged, take a photo and email it to the nutrition department. Place damaged items in a designated area and mark "Do Not Use" and "Do Not Discard."
20. Organize freezer and refrigerator space before deliveries.
21. Before deliveries, gather the menu, temperature log, calibrated thermometers, pens, carts, etc.
22. Keep the receiving area clean and well-lit.
23. Do not touch ready-to-eat foods with bare hands.
24. Food containers should be clearly labeled with the respective campus names, food product names, internal temperatures, quantities, and times. It is

important to cross-check the menu items and special diets against the delivered food. If the menu changes, the campus director should provide you with a copy of the menu change form.

25. Determine whether food will be marked with the arrival or use-by date and mark accordingly.
26. Custodians will take the temperature of the food when it arrives at the campuses and record it on the Food Temperature Log.
27. Compare delivery invoices or receipts against product orders and products delivered to ensure all ordered items arrive.
28. All food delivery invoices or receipts must be signed as delivery confirmation, and the original copy must be sent to the child nutrition department with the food driver.
29. All food must be covered and stored safely to avoid cross-contamination.
30. Discard food held in the danger zone for over 2 hours.

System/Service Area: Campus	Subject: Record of Discarded Food
Related Regulation(s): Food and Drug Administration Food Code § 3-701.11; Child and Adult Care Center Handbook 4114.2 Leftover/Recycled Food	
Related Forms: Record of Discarded Foods	**Related Reports: Record of Discarded Food Logs**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will safeguard the well-being of our participants by discarding or reconditioning unsafe, adulterated**,** or contaminated food.

Time Frame: Daily

Person(s) Responsible:
Campus Director
Family Service Workers
Campus Custodial Staff
Campus Classroom Staff
Child Nutrition Coordinators
Child Nutrition Director

Procedure:

- The record of discarded foods will help us document all food that has been discarded due to unsafe conditions.
- Unsafe food includes food contaminated by food employees, consumers, or other persons through contact with their hands, bodily discharges, or any other type of physical, chemical, or biological contamination. Foods not date marked or exceeding the 7-day time Control for Safety Foods will be discarded.
- In addition, food served using any meal service style cannot be recycled unless it is individually wrapped or self-contained (e.g., apples, oranges, milk packaged as individual servings). Please see Record of Recycled Food for further information on which foods to recycle.
- You may find the Record of Discarded Food in our Food Service Operational Manual.
- Employees assisting with food service will complete the form daily, recording all items discarded within a month.
- Include the date received, the date discarded, the quantity, the description of the food item(s), the reason for discarding them, the signature, and a witness.
- Use a Reason Code to Indicate the issue.
- Record of Discard Food logs will be turned in monthly to the Production Kitchen.
- Save a copy of the “Record of Discarded Food Logs” for your records.
- Please get in touch with the Child Nutrition Department for further guidance.

System/Service Area: Campus	Subject: Refrigerator Daily Temperature
Related Regulation(s): Food and Drug Administration Food Code § 3-501; Texas Department of Agriculture CACFP -Child Care Center Handbook 4150	
Related Forms: Refrigerator Daily Temperature Log	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will safeguard the well-being of our participants by maintaining proper temperature controls to prevent harmful bacteria from compromising food safety.

Time Frame: Daily

Person(s) Responsible:
Campus Director
Family Service Workers
Campus Custodial Staff
Campus Classroom Staff
Child Nutrition Kitchen Staff
Child Nutrition Coordinators
Child Nutrition Director

Procedure:

- Maintaining a Refrigerator Temperature Log supports accountability and allows managers to verify that food is not being held at temperatures where bacteria will multiply quickly.
- The Refrigerator Daily Temperature log monitors refrigerator temperatures and helps ensure that food is safe when stored, prepared, and served. Proper temperature control is essential in preventing harmful bacteria from compromising food safety and reducing the risk of illness.
- The Refrigerator Daily Temperature Log must be filled out by Campus Custodial Staff or designee throughout the day: once at 7:30 a.m., followed by 10:30 a.m., and at 4:00 p.m.
- The Child Nutrition Kitchen staff must also keep a Daily Temperature Log that records temperatures at 4:45 am and 1:00 pm.
- You may find the Refrigerator Daily Temperature Log in our Food Service Operational Manual.
- Once time and temperature-sensitive foods are received, they must be refrigerated quickly because cold temperatures slow the growth of harmful bacteria.
- Ensure the refrigerator isn't overly full so cold air can circulate, keeping food safe.
- Keeping a constant refrigerator temperature of 40ºF or below is one of the most effective ways to reduce the risk of foodborne illness. Use an appliance thermometer to be sure the temperature is consistently 40ºF or below. The freezer temperature should be 0ºF or below.
- On the log, you will indicate the Site Name, Site #, and Month/Year.

- Indicate which refrigerator you refer to by using the number corresponding to that unit. Document the refrigerator number in the spaces provided under the Refrigerator/Cooler/Freezer/Dry section.
- Record the temperature on the correct day of the month, provide your name and signature in the following space, and document temperatures at the appropriate times.
- Also, save a copy of the “Daily Temperature Log” for your records and auditing.
- Please call the Child Nutrition Department if temperatures are not registering as accurate or if you need further guidance.

System/Service Area: Child Nutrition	Subject: Small Equipment Request
Related Regulation(s):	
Related Forms: Small Equipment Request	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Campus Director
Campus Custodial Staff
Child Nutrition Kitchen Staff
Child Nutrition Director
Child Nutrition Coordinators
Child Nutrition Bookkeeper

Procedure: The small equipment request form requests all small equipment utilized to hold, prepare, and distribute food items received at the campus level.

- Make sure you are utilizing the most up-to-date version of the form.
- Complete the top section of the form by entering the campus name, who requested it, along with your assigned central kitchen, and the requested date.
- In the following section, add the item description and the item number. Please refer to the small equipment inventory log for item number.
- Next, enter the quantity you currently have on hand and the quantity requested.
- Lastly, you must scan and e-mail the form to the Child Nutrition Department for processing.
- The Child Nutrition Department will receive, approve, and process the campus request for small equipment.
- If available at our satellite Kitchen, small equipment will be sent to campus through a food delivery driver within a week.
- Items not available in the kitchen or special orders will be processed and delivered directly to the campus site through the local vendor.

System/Service Area: Child Nutrition	Subject: Special Diets
Related Regulation(s): Child Adult Care Center Handbook, §4113, Meal Variations Minimum Standards for Child-Care Center, §746.3311 (a) (1) Head Start Program Performance Standards, §1302.44 (a), Child Nutrition	
Related Forms: Medical Statement for Children with Special Dietary Needs	**Related Reports: GoEngage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start program staff will use the medical statement for children with special dietary needs form to accommodate medically-based diets and other dietary requirements and ensure the safety of children who have food allergies and other dietary restrictions.

Time Frame: As Needed

Person(s) Responsible:
Campus Director
Family Service Workers
Campus Classroom Staff
Parent or Guardian
Physician
Child Nutrition Coordinators
Child Nutrition Director
Child Nutrition Kitchen Staff

Procedure: These instructions will assist staff in organizing information for special diets and identifying children who require medical, disability, religious, food intolerance, food allergy, or special dietary accommodations.

1. If meal accommodations are identified before enrollment or participation:
    a. The Family Service Worker will provide the "Medical Statement for Children with Special Dietary Needs Form" to the parent(s) or guardian(s). The child's healthcare provider must complete this form to verify this accommodation.
    b. If a food allergy is identified, the family service worker will provide a "Food Allergy & Anaphylaxis Emergency Care Plan Form" from Health Department Services for a physician to complete.
    c. Inform all campus staff of food allergies and read ingredient labels to avoid serving allergy-causing food. Avoid any contact between allergy-containing foods and allergy-free foods.
    d. The parent and family service worker will collaborate to identify each child's nutritional needs, considering the discussion between family and staff.
2. When the parent returns the form, please ensure it is correctly filled out.
3. Review the form with the parent or guardian, who signs and dates the agreement with the health care provider's orders.

4. The Family Service worker will initiate an internal referral to the nutrition department and upload the form or related documents as an attachment in GoEngage. This process will email the child nutrition coordinator any dietary restrictions, modifications, and substitutions.
5. The Child Nutrition Coordinator will review the form and any related documents in GoEngage. A service note will be created with the necessary information in GoEngage and marked as complete or pending.
6. The Child Nutrition Coordinator is responsible for creating a special dietary menu for children and safely modifying, accommodating, or substituting the necessary items. The child can only attend the program once the special diet menu and all essential items have been procured.
7. Once the special diet menu is created, the child nutrition coordinator will email a copy to the food service staff, campus director, and family service worker and upload the menu as an attachment in GoEngage.
8. The campus director will print a copy of the special diet menu and place it in the classroom and kitchen.
9. Food service staff will follow specific instructions in preparing all food for children with special diets.
10. Child nutrition Coordinator monitors the process and follow-up.
11. The Medical Statement for Children with Special Dietary Needs form can be obtained throughout the school year to meet the needs of the children who develop special medical and dietary needs, as well as for children with a history of illness(es) or disabilities that require a special diet.
12. For children(s) with an ongoing history of special dietary needs, a Medical Statement for Children with Special Dietary Needs form must be completed and approved each school year.

System/Service Area: Child Nutrition	Subject: Supply Request
Related Regulation(s):	
Related Forms: Supply Request Form	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Weekly or as needed

Person(s) Responsible:
Campus Custodial Staff
Family Service Workers
Campus Directors
Kitchen Head Cooks
Child Nutrition Administrative Staff

Procedure: The campus director will obtain a copy of the Supply Request form through Go-Engage.

The campus director will meet with the custodian to identify the necessary kitchen supplies.

Complete the form by entering the information into the selected boxes, the campus name, requested by, central kitchen, and requested date.

Next, select the quantity you currently have on hand from the list of disposable supplies provided, if this is an emergency request or a weekly request, the quantity received, and the date needed.

If the item requested is not found on the standard populated list, select other and write in your request.

Please submit your request via e-mail or fax to your corresponding kitchen head cook by the end of the day every Friday.

If this is an emergency request, provide a reason for the emergency request in the area provided at the bottom of the form, and include the submitted by name and date.

Please submit the form to our administration's child nutrition department for review.

Once the child nutrition director or child nutrition coordinator approves, it will be sent to your corresponding kitchen head cook via email or fax for processing.

Our child nutrition bookkeeper will file away a copy of the emergency request at our administrative office.

After items are processed and delivered to your campus, complete the received by box, date, and return the form to your assigned central kitchen or child nutrition department.

The kitchen supply request form must be submitted to your corresponding central kitchen via e-mail or fax every Friday. This will give the kitchen staff enough time to process your request promptly unless it is an emergency request. An emergency request can be made at any time.

System/Service Area: Child Nutrition	Subject: Three Compartment Sink (Dishwashing)
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Daily

Person(s) Responsible:
Campus Custodial Staff
Family Service Workers
Campus Directors
Child Nutrition Program Staff

Procedure: **Tree compartment sink dishwashing**

- Wash your hands in the hand wash sink, dry them, and put on dishwashing gloves.
- Fill each compartment with 5 gallons of clean water at a minimum of 110 degrees Fahrenheit. Use a digital thermometer to measure temperature.
- Add soap to the first compartment as needed.
- The second compartment should remain solely with clean water.
- Add ¼ cup of Clorox to the third compartment to the 5 gallons of water.
- Use test strips and check that the Clorox concentration is between 50 and 100 ppm (parts per million).
- Scrape food from utensils, bowls, pots, and pans.
- Wash all equipment in the first compartment with warm, soapy water utilizing a scrubbing brush/pad.
- Rinse all equipment in the second compartment until thoroughly rinsed.
- Remove equipment items from the rinse compartment and submerge them in the third compartment with a sanitizing solution for at least 30 seconds.
- Remove equipment from the sanitation solution and allow it to air dry. Do not rinse off the sanitizing solution. Do not Towel Dry.
- Drain water, rinse, sanitize, and allow to air dry each compartment.

System/Service Area: Child Nutrition	Subject: Time Distribution Report
Related Regulation(s): CACFP 11121 Sample Time Distribution Report	
Related Forms:	**Related Reports: Time Distribution**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP full-time and part-time employees who split time between CACFP and non-CACFP functions will complete this or similar form, capturing the same data points. Employees 100% dedicated to CACFP functions may use this form to document time spent between operational and administrative tasks if the allocation is not fixed. The information submitted in this form must account for the total activity for which each employee is compensated.

Time Frame: Monthly

Person(s) Responsible: Child Nutrition Program Staff

Procedure: **Documentation of time distribution**

- Obtain a copy of the time distribution form from the Child Nutrition Procedural Manual.
- Each employee must be reported separately.
- The reports must reflect an after-the-fact determination of the actual activity of each employee.
- In the selected boxed areas, enter the employee's name, position, month/year, location, workdays, and total work hours.
- Check one of the following areas to see if you are an administrative or operational member and select your assigned work schedule.
- In addition, certify that the information is accurate and correct by having the staff sign and date the form.
- The date on the Time Distribution Report shall be the last workday that the employee worked for that month.
- Lastly, the staff supervisor will approve the information entered by signing and dating the form.
- Each employee must sign and maintain an original copy each month.
- Make a copy of the Time Distribution Report for your records and submit the original to the Child Nutrition Department by the end of the first week of the new month.

- The Child Nutrition Bookkeeper will file the information accordingly.

System/Service Area: Child Nutrition	Subject: Water Availability
Related Regulation(s): Minimum Standards for Child-Care Licensing §746.3301(f) CACFP Managing the Program 4112.8.2	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will ensure a safe, clean, sanitary drinking water supply. It will always be available and offered to each child at mealtimes, during and after active play, and it will be served in a safe and sanitary manner.

Time Frame: As requested

Person(s) Responsible:
Campus Custodial Staff
Campus Classroom Staff
Campus Directors
Family Service Workers

Procedure:

Water Distribution Process

The campus custodian or assigned staff will fill 64-oz pitchers with safe drinking water from the campus water dispenser.

A water pitcher will be available for each classroom, along with cups set out.

Water will be offered to children during all meals and throughout the day.

An excellent time to offer water more frequently is during or after physical activity, on hot summer days, or in cold winter months when the air is drier because of indoor heating.

Replace water containers daily or if they become contaminated.

If the water dispenser water supply becomes low, contact the Procurement department for assistance.

Appendices

Appendix – XX

XXX

Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual –
Health Services Department

Health Services Director: Yesenia Quintanilla

Policy Council Member Assigned: Crystal Loredo

Hidalgo County Head Start Program Health Services Department Policies & Procedures Manual

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Introduction- Health

At Hidalgo County Head Start Health Services, our primary goal is to promote the well-being of children and families. As a crucial component of the Head Start Program, we deliver excellent healthcare, addressing various needs including physical, emotional, and developmental aspects. By collaborating with parents, caregivers, and community organization

ions, we promote an environment conducive to the flourishing of children. Our Health Services Department Procedures Manual plays a vital role in ensuring that our services maintain the highest standards, including medication administration, emergency management, record maintenance, screenings, and wellness promotion. This comprehensive manual serves as a guiding tool for our staff, enabling them to provide quality care while upholding program standards and safeguarding the well-being of enrolled children. Compliance with these standards and regulations is imperative to maintain the quality and effectiveness of health services within our Hidalgo County Head Start program.

The HCHSP operates its Department Policies and Procedures Manual, as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- Texas Minimum Standards
- Centers for Disease Control and Prevention (CDC)
- The U.S. Department of Health and Human Services (HHS) (Hidalgo County)
- American Academy of Pediatrics
- Health Insurance Portability and Accountability Act. (HIPPA)
- These policies adhere to the general guidelines of the ECLKC Performance Standards and the Texas Health and Human Services Standards.

ECLKC Performance Standards focus on ensuring children's health and well-being in areas:

- Access to ongoing healthcare (including dental)
- Up-to-date immunizations
- Healthy meals and nutrition
- Mental health and social-emotional development

All health information is made confidential in accordance with HIPAA regulations.

- Staff can only share information with healthcare professionals and support personnel involved in the child's care with written parental consent.

Department Overview

Staff

The Health Department within the Hidalgo County Head Start Program is committed to promoting the health and well-being of children and families in the community. With a dedicated team of professionals, the Health Department strives to provide comprehensive health services and support to children enrolled in the program. Our team consists of:

- Health Services Director (BSN, RN)
- Registered Nurses (RN)
- Licensed Vocational Nurses (LVNs)
- Health Services Secretary

Responsibilities

- Managing reports, monitoring Program Outcomes Portal (POP) and Program Information Report (PIR), and overseeing 30-45-90-day deadlines
- Conducting health screenings.
- Developing individual healthcare plans and referrals for abnormal findings.
- Providing health education, staff training, and organizing health promotion activities.
- Overseeing medication administration processes and administering prescribed medications as ordered.
- Engaging in disease prevention measures, monitoring immunizations, and maintaining health records.
- Responding to emergencies and collaborating with departments, community agencies, and partners.
- Interacting with families to address health concerns, offering guidance and support to staff and families, and ensuring compliance with regulations and standards.
- Coordinating healthcare services for children with complex medical needs and participating in professional development.
- Managing schedules, coordinating meetings, appointments, and correspondence, and facilitating communication among department staff, families, and community partners
- Supporting coordinated care and support for children and families, prioritizing compliance with standards and regulations, and performing organizational tasks.
- Data entry into Go Engage System and ensuring compliance with regulations and confidentiality requirements.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
TB test or questionnaire	Campus Staff & Nurses	1st day or before
Child immunization record	Campus Staff & Nurses	1st day or before, As Needed
Height screening	Campus Staff & Nurses	Sept, As Needed
Weight screening	Campus Staff & Nurses	Sept, As Needed
Daily health checks	Campus Staff & Nurses	Daily
Toothbrushing	Campus Staff & Nurses	Daily
First aid monitor checklist	Campus Staff & Nurses	Weekly
Medical insurance	Campus Staff & Nurses	30 days
Primary care provider, (specialist if applicable)	Campus Staff & Nurses	30 days, As Needed
Child health summary report	Campus Staff & Nurses	Monthly
Program Information Summary (PIS)	Department Director	Monthly
Audiometer Monthly Biological Calibration Check Form	Campus Staff & Nurses	Monthly
Hearing exam	Campus Staff & Nurses	45 days
Vision exam	Campus Staff & Nurses	45 days
Blood count test	Campus Staff & Nurses	90 days
Blood pressure test	Campus Staff & Nurses	90 days
Oral exam	Campus Staff & Nurses	90 days
Physical exam	Campus Staff & Nurses	90 days
Lead test/questionnaire	Campus Staff & Nurses	Annually/ Once
Medication administration training	Campus Staff & Nurses	Annually, As Needed
Communicable disease training	Campus Staff & Nurses	Annually, As Needed
Provider contracts (MOU)	Campus Staff & Nurses	Annually
Health service advisory committee	Campus Staff & Nurses	Annually
Program Information Report (PIR)	Department Director & Nurses	Annually, Ongoing
Toothbrushes/Toothpaste	Campus Staff & Nurses	Twice a year
Referrals	Campus Staff & Nurses	As Needed
Health staffing's	Campus Staff & Nurses	As Needed
Documentation	All Staff	Ongoing
Follow up on late or missing information	All Staff	Ongoing
Submission of Hearing and Vision Report to Texas Department of Health and Human Services	Campus Directors, Family Service Workers	End of year, May

System/Service Area: Health Services	Subject: Accident and Incident Reporting
Related Regulation(s): 1302.47 (c)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy aims to document and address any accidents or incidents occurring on campus during children's presence, ensuring prompt notification to parents/legal guardians and appropriate follow-up actions.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **After an accident or incident occurs, please follow the procedure below:**

Administer First Aid or Cardiopulmonary Resuscitation (CPR):

- In the event of an accident or incident, PROMPTLY administer FIRST AID OR CPR. If the child requires immediate medical attention, dial 911 without delay.

Notify Parent/Legal Guardian:

- Immediately contact the child's parent/legal guardian. If unable to reach them, proceed to call the emergency contacts. Provide a "Parent Notice of Illness/Injury" to the parent/legal guardian to ensure they are informed of the incident.

Complete Reports:

- Fill out a "Notice of Accident/Incident Report" on Go Engage and complete the "Notification of Injury Report" Form. For any inquiries, contact the Head Start Employee Benefits Coordinator (Human Resources Department) and notify the Health Services Department.

Staff Responsibility:

- The staff member who witnessed the accident/incident is responsible for accurately completing the required forms.

Reporting to Authorities:

- Any accident or incident requiring medical attention must be reported to the Head Start Program Compliance Department Director.

Refer to Appendix A - Incident Form

Refer to Appendix W– Health Notice of Illness/Injury

System/Service Area: Health Services	Subject: Anaphylaxis Management and Form Posting
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure: **What is Anaphylaxis?**

Anaphylaxis is a sudden, severe and life-threatening allergic reaction that occurs rapidly and can affect multiple organ systems. Early recognition of symptoms and immediate treatment could save a child's life. Check the airway, breathing and circulation immediately, CPR may be needed.

Common triggers:

- Foods: egg, peanuts, tree nuts, seafood, milk and more,
- Insect bites or stings, latex
- Medications: Antibiotics, NSAIDs and others,
- Inhaled substances.
- Unidentified triggers in some cases

SYMPTOMS OF AN ANAPHYLAXIS REACTION MAY INCLUDE:

- **Skin:** Swelling, hives, itching, warmth, redness, rash.
- **Respiratory/breathing:** Wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion, or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing) or trouble swallowing.
- **Gastrointestinal (stomach):** Nausea, pain, cramping, vomiting, diarrhea.
- **Cardiovascular (heart):** A drop in blood pressure, rapid heartbeat, pale, blue or purple color, weak pulse, passing out, dizzy/lightheaded, shock.
- **Other:** Anxiety, feeling of "impending doom", headache, loss of consciousness.

ACT QUICK! THE FIRST SIGNS OF A REACTION CAN BE MILD, BUT SYMPTOMS CAN GET WORSE FAST! STEPS TO FOLLOW DURING AN ANAPHYLAXIS REACTION:

1. Follow the indications on the child's Anaphylaxis Plan as ordered by his/her medical doctor.
2. If it's a first-time allergic reaction to an unknown allergen, call 911 immediately.

3. Administer epinephrine auto-injector (e.g. EpiPen/EpiPen, Jr.) or Benadryl (Diphenhydramine) as ordered on the anaphylaxis plan at the first sign of the reaction.
4. Contact parent/guardian or emergency contact. If unreachable, conduct a home visit. In case a parent/guardian cannot be reached during the call or home visit, accompany the child to the hospital and stay with the child until the parent/legal guardian arrives.
5. Document all signs, symptoms, and actions taken in case notes on Go Engage. This ensures comprehensive tracking of each incident and facilitates appropriate follow-up and communication with parents or guardians.
6. Initiate a referral if it's the child's first-time allergy on campus.

Staff Responsibility:

- Prior to enrollment, a valid emergency plan must be in place for any child diagnosed with any type of allergy regardless of the severity.
- Children cannot be admitted to campus without a duly signed and dated anaphylaxis emergency plan.
- Individualized anaphylaxis plans detail how to address a child's specific medical needs while on campus, including protocols for managing anaphylaxis, especially during special situations like field trips.
- All staff members are responsible for ensuring the correct posting of food allergy emergency plans in accordance with our Health Bulletin Board Policy.

Food Allergen

- Ensure each child's food allergy emergency plan includes allergenic foods, symptoms, and reaction steps. All diagnosed allergies require a plan, regardless of severity.
- During field trips, bring along food allergy emergency plans and medications, even if food service isn't planned, to address potential cross-contamination risks.

Form Posting:

- Post food allergy emergency plans in designated areas for staff awareness and accessibility.
- Place the form in the kitchen behind the child’s menu to inform kitchen staff of any dietary restrictions related to anaphylaxis.
- Additionally, post the form in the child’s classroom, behind the child’s nutrition menu, and in every room where the child may spend time.

Refer to Appendix B - Anaphylaxis Action Plan

System/Service Area: Health Services	Subject: Appointment Notice
Related Regulation(s): 1302.42 (d) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy supports parents/legal guardians in managing their child's healthcare needs effectively and promotes clear communication between staff and families.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
All Staff

Procedure:

Appointment Assistance Procedure

- If staff assist in scheduling an appointment for a child, they are responsible for informing the parent/legal guardian of the upcoming appointment.

Implementation of Follow-Up Plan

- The process of advising parents/legal guardians about their child's appointment must be documented and implemented as part of the follow-up plan. Staff will utilize a designated form or record to document the communication and scheduling of appointments.

Communication in Primary Language

- Staff will make every effort to communicate appointment details in the parent's primary language to ensure accurate and effective communication.

Parental Consent

- Before assisting in scheduling appointments, staff must obtain parental consent to do so. Parents/legal guardians will be informed of their right to decline assistance with appointment scheduling if they prefer to handle it independently.

Accountability and Documentation

- Staff will be responsible for complying with the appointment assistance policy and adhering to the correct procedures.
- All interactions related to appointment assistance must be documented accurately on Go Engage Case Notes.

System/Service Area: Health Services	**Subject:** Asthma Management
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure: **Asthma Management**

- Every child with asthma should have an Asthma Action Plan on file. This individualized plan explains how to handle a child's specific medical needs at the campus and outlines how to manage asthma for a child in special situations, such as field trips.
- Staff must post this form on the classroom's health bulletin board anywhere that the child may spend time. Staff will be responsible for ensuring that this form is posted following our health bulletin board policy.
- Asthma can be life-threatening. Most asthma episodes can be prevented with proper care and attention, along with clear communication between parents and school staff.

Symptoms/Warning Signs and what to look for:

- Restless and Irritable
- Frequent coughing spells
- Complaining of chest tightness or their chest "hurting."
- Shortness of breath or gasping for air
- Irregular rapid breathing (greater than 25-30 at rest)
- Retractions (visible sinking-in of ribs or stomach area)
- Nasal flaring (widening of nostrils during breathing)
- Trouble speaking because of restricted breathing.
- Fatigue – less energy working or playing
- Rapid heart rate (greater than 120 per minute)
- Abnormal breathing sounds:
    - Decreased breath sounds
    - Wheezing (whistling sound during breathing in or out)
    - Rales/Crackle (bubbling noise during breathing in)
    - Ronchi (rumbling sound mostly heard breathing out)
    - Prolonged exacerbation (breathing out)

What to do in an Asthma Crisis at school:

- Review of the child's Asthma Action Planas ordered by their doctor.
- Have the child sit upright and check their breathing.
- Administer the prescribed medication as ordered (medication should be inhaled slowly and fully).
- Reassure the child and attempt to keep him/her calm and breathe slowly and deeply.
- The child should be able to respond to treatment within 15-20 minutes.
- If NO change or breathing becomes significantly worse, contact parent immediately and call for emergency help.

Seek Immediate Emergency Care by calling 911 if the child:

- Medicine is not working and/or shows no improvement after 15 minutes
- Has pulse greater than 120/minute
- Has lips, nails, mucous membranes that are gray, purple or blue
- Demonstrates severe retractions and/or nasal flaring
- Is vomiting persistently
- Is severely restless

Documentation:

- Document the observed signs or symptoms and what was done to assist the child on Go Engage health case notes.

Refer to Appendix C - Asthma Action Plan

System/Service Area: Health Services	**Subject:** Audiometer Monthly Biological Calibration Check
Related Regulation(s): 1302.40	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure accurate hearing assessments and maintain compliance with Texas Department of Health Services regulations, this policy establishes guidelines for the regular screening and calibration of audiometers.

Time Frame: Monthly

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Monthly Biological Calibration Check:

- Audiometers must undergo a monthly biological calibration check to verify their proper functioning.
- Perform the calibration check on the designated individual each month, ensuring consistency.
- Designate one individual whose hearing record is known for the monthly check.
- All individuals must be able to hear all frequencies at 25 dB or better.
- Audiometric screeners should establish baseline hearing records for three individuals, ideally including themselves and two co-workers, for comparison throughout the year.

Confirmation of Changes:

- If a change of 10 dB or more in the same direction is confirmed by the additional biological checks, an electronic calibration of the audiometer is required.
- Arrange for electronic calibration promptly to maintain accurate screening results.

Record Keeping:

- Document the results of each monthly biological calibration check on a designated form.
- Keep the calibration form with the audiometer for easy reference and audit purposes.

Compliance:

- Ensure strict adherence to the monthly calibration schedule and recording of results.
- Maintain records of all calibration checks as per regulatory requirements.
- Address any deviations or discrepancies promptly to ensure ongoing compliance.

Screening Process:

1. Screen individuals at 25 dB HL in both ears at 1000 Hz, 2000 Hz, 4000 Hz, 6000 Hz, 500 Hz, and 250 Hz to identify eligible candidates.
2. Begin with the right ear and set the frequency dial to 1000 Hz.
3. Set the HL (Hearing Level) dial at 40 dB HL and present the tone for 2-3 seconds.
4. If the individual responds, decrease the intensity by 10 dB HL (to 30 dB HL on the HL dial) and repeat the tone presentation.
5. Continue decreasing the HL dial in 10 dB increments until no response is obtained or until a level of 20 dB is reached.
6. If no response is obtained, increase the HL dial setting to 5 dB steps until the individual again signals that the tone is heard and record this numeric HL setting at 1000 Hz for the right ear.
7. Reset the HL dial to 40 dB HL and turn the frequency control dial to 2000Hz.
8. Repeat the sequence (steps number 3-6) until you establish the numeric HL setting for 2000 Hz and record it.
9. Continue in this manner for each of the frequencies in the following sequence: 4000, 6000, 500, and 250 Hz. Remember, each time you begin screening a new frequency, return the HL dial to 40 dB and begin the sequences of down 10 until the individual does not respond and up 5 until the individual responds or 20dB is reached.
10. Establish and record the numeric HL setting for all six frequencies in the right ear.
11. Set the output selector to the left ear and begin the procedure on that ear at 1000 Hz. The sequence remains the same for the left ear: 1000, 2000, 4000, 6000, 500, and 250 Hz. Numeric HL settings are recorded in the same manner as for the right ear.
12. Once the numeric HL settings for all frequencies in the right and left ears have been recorded, the procedure is complete.

Refer to Appendix D- Audiometer Monthly Biological Calibration Check

System/Service Area: Health Services	**Subject:** Caring for Sick or Injured Children
Related Regulation(s): 1302.47 (b) (7) (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines the procedures for addressing both sick and injured children, ensuring timely and suitable care.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure: **Caring for a Sick Child**

How to take a child's temperature:

- Place the thermometer snug under the child's axilla. Fold the child's arm across chest until temperature is displayed. The body's normal temperature is 98.6˚ F. The parent/legal guardian should be called as soon as possible to pick up their child, when child has a temperature of 100.4˚F or higher.

Take the child's temperature when any of the following signs and symptoms are present:

- Nausea
- Vomiting
- Flushed cheeks
- Warm to the touch (assess temperature)
- Diarrhea
- Excessive coughing
- Fatigue

Isolate the child from other children in a nurturing manner, maximizing available classroom/office space.

- Provide a mat for the child to lie on if necessary while waiting.
- Sanitize all areas touched by the child (e.g., mats, toys, table/desk area) after he/she leaves the campus.
- Please **KEEP** all **reusable ice packs** and **sanitize** them after each use.

Caring for an Injured Child (falls, bumps, cuts or scrapes):

- In case of an accident resulting in bleeding or a serious bump, follow emergency procedures while remaining calm.
- Call 911 immediately if any life-threatening symptoms arise.
- If a bump on the head leads to a " **Hematoma**", Monitor the child's condition closely and assess the severity of the injury.
- Apply an ice pack wrapped in cloth or paper towels to the affected area for 10-15 minutes.
- Bleeding from nose, ears, or mouth - Stop bleeding by applying firm pressure directly over the cut with a clean cloth or bandage for 15 minutes. If a cut is deep or penetrates the skull, emergency treatment is needed as soon as possible, Call 911.
- Utilize first aid skills acquired through training, and when uncertain, promptly contact 911 and the Health Services Department at (956) 383-4189.

Advise parents to seek medical attention for the child if any of the following signs or symptoms occur:

- Difference in pupil size
- Loss of consciousness
- Abnormal behavior
- Nonstop crying
- Persistent dilated pupils even in well-lit environments
- Nausea, vomiting
- Develops a headache
- Develops a seizure
- Disorientation or confusion
- Weakness to any body part
- Continuing drowsiness or lethargy
- Other signs of shock

Documentation:

- Document the observed signs or symptoms and what was done to assist the child on Go Engage health case notes.

System/Service Area: Health Services	**Subject:** Classroom Safety
Related Regulation(s): 1302.47 (b) (4) (i) (G) & (J)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines the guidelines and procedures to be followed to maintain a safe learning environment and effectively respond to emergencies.

Time Frame: Ongoing

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure:

Safety Measures:

- All staff members working with children must undergo regular training in first aid and CPR for infants and children.
- First aid kits and biohazard kits will be kept in designated locations within each classroom, accessible to staff members but out of reach of children. A visible sign indicating the location of the first aid kit must be displayed. (See Dental and Medical Emergencies policy)
- There must be a SIGN in the classroom indicating the location of the First Aid kit.
- Staff members must carry a first aid kit and copies of each child's emergency consent form on all field trips. All emergency consent forms must be signed on the consent e-file of the Go Engage tab.
- For any Head Start Program events, a First Aid Station will be available, and staff will carry their First Aid Kits, such as during field trips.
- Staff will submit a completed Health and Safety checklist to their campus director each month.
- Campus directors will follow up on identified issues.
- Campus directors will post a diagramed evacuation plan near the exits in each classroom and office.
- A fire drill and building evacuation shall be practiced once each month (see Fire Drill policy).
- The fire drills will be documented by the staff in charge on the monthly Health and Safety Checklist and the (weekly lesson plan - must be posted).
- There must be at least one fire extinguisher in each classroom and in the kitchen. Fire extinguishers should be inspected annually.

- All electrical outlets accessible to children will have protective caps in place when not in use.
- All stairways, hallways, and corridors must always have 3 feet of free walk-through access. Storage of supplies or equipment is not permitted in these areas.
- Items of potential danger to children or any other cleaning agent (i.e., hand sanitizer, flammable liquids, toxic materials, aerosols, detergents, etc.) Must:
    - Be kept in the original containers with original label intact, indicating contents
    - Be stored in an area not used by children (away from children)
    - Be stored separately from food and foodservice equipment
    - Be secured with a child-proof lock
- Be accompanied by the Material Safety Data Sheet (MSDS) that talks about potential hazards of the product and be in the MSDS binder in the classroom, kitchen, or office in which the product is located.
- Not be purchased unless our agency has approved it as an acceptable/safe-cleaning agent.
- Children are strictly prohibited from accessing the kitchen area. Under no circumstances are they permitted near the stove, oven, or any drawers containing sharp objects.
- Only panel electrical strips (with surge protection) should be used as extension cords, and they must not be attached to other extension cords; instead, they are to be plugged into the existing wall outlet.
- Wall heating units are prohibited (i.e., microwaves, coffee pots, toasters, etc.)
- An emergency light source (flashlight and working batteries) will be always available.
- Areas and equipment that staff feel are unsafe must be immediately reported to the campus director and kept "off-limits" until repaired or corrected to a safe condition.

System/Service Area: Health Services	**Subject:** Communicable Disease Management
Related Regulation(s): 1302.47 (b) (7) (iii) 1302.42 (d) (1) & (2) & 1302.41 (b) (2); 746.701; 746.1315	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines the procedures for reporting and managing cases of communicable diseases and illnesses to minimize their spread and ensure prompt and appropriate care.

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Reporting Requirements:

- All communicable diseases **among children** must be promptly reported to the Hidalgo County Health Services Department Nurse's.
- Refer to the Communicable Disease Chart for Schools and Child-Care Centers and Guidelines for Exclusions.
- Infectious Cases involving **staff or volunteers** must be reported to Human Resources within 24 hours.
- Document all signs and symptoms, along with the actions taken to assist the child, in the Health Case Notes section of Go Engage.

Parent Notification and Child Exclusion:

- Parent(s) or emergency contacts will be notified to pick up the child if he/she appears to have symptoms of a communicable disease or becomes ill at school (see Caring for a Sick Child).
- The child will be sent home and cannot return to the classroom until, the staff member advises the parent to request a note from the child's Health Care Provider that indicates the name of the disease, the treatment prescribed, and the date when the child can safely return to school.
- A Health Services Notice to Parents Form will be sent out to the parents if there are two (2) or more diagnosed cases of the same Communicable Disease in the child's classroom. The form will inform the parent that the program is taking all precautions to protect the child's health.
- Notification will be sent to parents of all the children in the classroom within twenty-four (24) hours after the disease in question has been verified by a Health Care Provider, or with urgent reports and verified by the Health Services Department Staff.

Refer to Appendix F – Notifiable Communicable Disease and Communicable Disease Chart
Refer to Appendix V – Health Notice To Parents for Information

System/Service Area: Health Services	**Subject:** Consent for Request/Release of Information
Related Regulation(s): 1302.41 (b) (1) & 1302.47 (b) (4) (i) (c) (5); 746.603	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program recognizes the importance of maintaining the privacy and confidentiality of health records. This policy establishes procedures for requesting/ releasing health records from community agencies or healthcare providers while adhering to Health Insurance Portability and Accountability Act (HIPAA) regulations for data security and privacy.

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Explanation to Parent/Guardian:

- Campus staff will use the designated e-file consent form when requesting health records from a community agency or healthcare provider.
- Staff must explain to the parent/legal guardian the purpose and type of information being requested through this form.

Privacy and Confidentiality:

- The privacy of all medical records and other personal health information must be protected.
- Information pertaining to a patient's health care history, diagnosis, condition, treatment, or evaluation is considered personal health information.
- Health information must be kept confidential and can only be shared with written permission from the child's parents/guardians.

Use of Health Information:

- A child's health information can only be used for health purposes.

HIPAA Fax Cover Sheet:

- When requesting medical records by fax, staff must always use a HIPAA Fax Cover Sheet Disclaimer for protection. This ensures that the child's protected health information is safeguarded from public view during transmission.

Retention and Disposal of Information

- Health information is retained in accordance with program record-keeping policies and applicable state regulations.
- A secure disposal of outdated or no longer needed health information is ensured (e.g., shredding paper records, and following secure data deletion protocols for electronic records – administration staff).

Hidalgo County Head Start Program Penalties

- Employees found to breach the privacy and confidentiality of patient health information, whether through disclosure or other means, may face disciplinary measures, up to and including termination of employment from the Hidalgo County Head Start Program.

Penalties for Misuse of Personal Health Information

- **State Penalties**. Various state laws impose criminal and civil penalties on individuals who misuse or disclose individually identifiable health information without explicit consent by the patient.
- **Federal Penalties**. HIPAA (Health Insurance Portability and Accountability Act) is a piece of legislation that directly addresses the privacy and security protection of individually identifiable health information. HIPAA calls for civil and criminal penalties for privacy and security violations, including:
- Fines up to $25,000 for multiple violations of the same standard in a calendar year.
- Fines up to $250,000 and/or imprisonment up to 10 years for misuse of individually identifiable health information.

Refer to Appendix G - Consent, Authorization & Release Form

System/Service Area: Health Services	**Subject:** Daily Health Check
Related Regulation(s): 1302.42 (c) (2) & 1302.42 (d) (1) (2) & 1302.41 (b) (2); 746.701; 746.1315	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Daily

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Assistant Teachers

Procedure: **A health check is a quick evaluation of a child's body, mood, and behavior.**

- This tool is implemented to promptly identify any potential illnesses or health issues affecting the child. Therefore, it is critical that each child undergoes a brief health assessment at the beginning of their day, which should be conducted before the parent or legal guardian departs from the center.

Daily Health Checks

Daily health checks are an essential tool to help identify sick or injured children. The American Academy of Pediatrics (2022) offers several factors in deciding whether a child is too ill for childcare:

- The child cannot participate in activities
- The child's illness presents a risk to other children or staff
- The staff cannot care for the child while maintaining appropriate care for the other children

Following are the Daily Health Check protocols:

- Areas to Observe (use senses – look, feel and smell):
  - Hair: Is it clean and combed? Do you see any lice or nits?
  - Eyes: Are there dark circles around the eyes? Are the whites of the eyes reddened? Are the eyes clear and without tearing or drainage/crust?
  - Ears: Is there any drainage or complaint of pain?
  - Nose & Throat: Is there nasal discharge that was not there the previous day? If the child complains of mouth pain or sore throat, look at the throat and mouth. Is there redness, evidence of infection, such as white spots on the back of the throat, cheeks or gums? Change in size or color of tonsils or a problem with a tooth?
  - Skin: Is the child unusually pale or flushed? If skin feels hot, take child's temperature. Ask the parent/guardian about any rashes, cuts or bruises that you notice.

- Unusual behavior: Observe activity level and mood. Ask parent/guardian about any noted changes.

- Any concerns about the child's condition must be addressed immediately and in the presence of the parent or guardian. If the child appears to be ill, staff will send the child home with his/her parent/guardian.
- If the staff decides that the child will remain at school, they will discuss with the parent/guardian how they will manage the child's condition, and at what point, they will call the parent/guardian. Staff will make the final decision.
- If the child stays at school, staff will note all changes in the child's condition (i.e. activity level, appetite, food intake, bowel movements), and will inform the parent/guardian upon arrival.
- Refer to Temporary Exclusion Policy and Procedure for additional guidance.
- In the event a health care provider note confirms a child was diagnosed with a communicable disease, an Exposure Notice must be posted. Please refer to Exposure Notice Policy & Procedure for more information.
- If a child is not accepted at the center due to illness, please fill out the illness form indicating symptoms observed.
- All observations regarding the child's health check, condition, and interaction with the family will be documented in the child's file on Go Engage case notes.

Parent Health Notice

- The Health Notice of Illness/Injury form if a child becomes ill on the campus, has an accident while at the campus, or arrives at the campus already sick or with an apparent injury.
- If the child's Primary Care Physician (PCP) must examine the child, they must provide a medical excuse indicating diagnosis, treatment, and date when the child may return to school.
- The parent/legal guardian must sign this notice to show acknowledgment after this form has been explained in the parent's primary language.

Refer to Appendix H - Daily Health Checklist

Refer to Appendix W – Health Notice of Injury/Illness

System/Service Area: Health Services	**Subject:** Dental Emergency
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (G)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Assistant Teachers

Procedure:

Immediate Response:

- Assess the situation to determine the severity of the dental emergency.
- Remain calm and reassure the child to alleviate anxiety.
- Contact the child's parent/legal guardian to transport the child to the dentist. If unable to locate parent/legal guardian call 911.
- The classroom teacher will remain with the injured child, while the assistant attends to the other children.

Guidelines for Dental Emergencies:

- Check for bleeding.
- Provide immediate first aid if necessary, such as applying gentle pressure to control bleeding or rinsing the mouth with water if there's debris. Use protective gloves.
- Apply ice wrapped in a clean cloth or sterile gauze to reduce swelling.

Injuries to Teeth:

- If a tooth is hit, fractured, chipped, or loosened:
  - Clean the affected area with protective gloves if dirty.
  - Apply cold compresses to reduce swelling.
  - If the tooth is dirty, rinse it with water and keep it moist until dental care.

Loose Teeth:

- Rinse the child's mouth carefully with protective gloves.
- Do not attempt to move the tooth or jaw.

Injuries to Soft Tissues:

- Rinse the child's mouth carefully with protective gloves.
- Apply ice to reduce swelling.
- Apply pressure to stop bleeding and cover the area with sterile gauze.

Documentation:

- Complete an Accident/Incident Report Form and upload a copy on Go Engage.
- Provide a copy to the parent/guardian.
- Upload the Accident/Incident Report Form to the Incident Report section on Go Engage.
- Notify the Compliance Department and Health Services Department as soon as possible.
- Document the details of the dental emergency, including the time, date, and description of the injury, and any first aid provided.

THIS PROCEDURE WILL BE POSTED IN ALL HIDALGO COUNTY HEAD START CAMPUSES AND/OR CLASSROOM

Refer to Appendix A - Incident Form

Refer to Appendix I - Consent for Child's Emergency Medical/Dental Treatment Transportation

System/Service Area: Health Services	**Subject:** Dental Screen/Exam and Follow-Up
Related Regulation(s): 1302.42 (b)(i)(ii) & (c)(1)(2)(3) & (d)(1) & (e)(2), 746.605	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Within 90 days of enrollment, each child is required to have a comprehensive dental exam annually and a preventive treatment or screening every six months. Parents or legal guardians are strongly encouraged to schedule a dental exam for their child before the first day of school.

Time Frame: Ongoing, 90 days

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Dental Form Distribution:

- The campus staff will print the dental form from Go Engage and provide it to the parent/legal guardian.

Documentation of Treatment:

- The dental provider will document the treatment on the Head Start oral form and will note whether the treatment was complete, parent/legal guardian must return the completed form to Head Start campus. If a child requires further treatment, the dental provider must provide an estimate.

Follow-up on Abnormal Findings:

- The campus staff will follow up with the dentist within seven (7) to ten (10) working days on any abnormal findings in the exam and document on Health Case Notes accordingly.
- **Assistance with Appointment Scheduling: The** Family Service Workers will assist parents with planning in scheduling appointments as needed. The program will also accept results from the child's primary dentist form.

Financial Assistance:

- Children without insurance, staff will print the dental form from Go Engage and provide it to the parent/legal guardian.
- If the child needs complex dental treatment, the parent/legal guardian will be referred to a community resource that may assist with payment.
- Once exhausting all possible community resources to help with dental complex treatments financially, the parent/legal guardian must obtain and provide the Head Start campus with a Denial Letter from MEDICAID proving insurance ineligibility.

- The campus staff must fill out a Healthcare Promissory Note (Refer to Health Care Promissory Note form) and send it along with the Medicaid Denial Letter to the Health Services Department.

Approval of Services:

- Once all documentation is received, the Health Services Director will review, approve, and authorize services through the Hidalgo County Head Start Program funds.
- The parent/legal guardian is their child's primary advocate. They are encouraged to notify the HCHSP or the campus staff of any difficulties they have in acquiring a dental exam or follow-up; if so, the appropriate measures can be taken to assist them in attaining what their child needs.
- A "Parent Notice for Dental Follow-Up" will be sent to inform the parent/legal guardian of their child's six (6) months dental follow-up. The campus staff will be responsible for sending notices according to the procedure and in a timely manner.

Referral Procedure:

- Campus staff will assist the parent/legal guardian in arranging appointments for further diagnostic testing as needed.
- All follow-up treatments are recorded in the Health Case Notes.
- The Health Advisory Committee will be consulted for further action when the dental provider cannot complete the treatment or examination due to the child being uncooperative.
- Campus directors will assist if the family does not comply after receiving two (2) notices of their non-compliance from campus staff. All the information mentioned above must be noted in the Health Case Notes, and everything in the Child's Health Record is confidential.

Refer to Appendix J - Dental Form and Dental Health User Guide

Refer to Appendix Cc – Health Care Promissory Note Form

System/Service Area: Health Services	**Subject:** Diabetes Management
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Assistant Teachers
All Staff

Procedure:

Posting:

- Staff members are responsible for posting this form on the classroom's Health Bulletin Board whenever a child with diabetes is enrolled. This ensures that all staff members have access to essential information regarding the care of diabetic children.

Compliance:

- Staff must adhere to the Health Bulletin Board Policy, ensuring that the form is posted as required and kept up to date.

Staff Awareness:

- All staff members should familiarize themselves with this form's contents to effectively care for diabetic children.

Accessibility:

- The form should be easily accessible to all staff involved in the diabetic child's care. It should be prominently displayed and regularly reviewed to ensure everyone is aware of the procedures.

Emergency medical assistance should be sought immediately if the child shows signs such as unconsciousness, seizures, inability to swallow, or difficulty breathing.

- Call 911.

If blood sugar remains low or high despite treatment and the student displays confusion, parents/guardians should be contacted immediately to pick up the child.

Blood sugar check should be done when:

- The student is symptomatic during or after exercise.
- If a child exhibits symptoms of high or low blood sugar levels:

- Increased thirst – High
- Increased urination – High
- Fatigue – High
- Fruity breath odor – High
- Sudden stomachache – High
- Vomiting – High
- Irritability – Low
- Shakiness – Low
- Dizziness – Low
- Fatigue – Low
- Pale Skin – Low
- Mood Changes – Low
- Irritability – Low
- Blurry Vision – Low
- Rapid Heart Rate – Low
- Trouble Concentrating – Low
- Seizures – Low
- Loss of consciousness or Coma in severe instances – Low

The procedure to follow based on the child's sugar reading (Low to High):

- **Under 60**
- Give juice or milk, followed immediately by food containing 30 carbohydrates. If the student does not respond within (10) ten minutes, the parent should be called for further instructions.
- **61 to 100**
- Give a meal or snack if it is within 30 minutes, the student can wait, otherwise give the student a snack including carbohydrates and protein, such as cheese crackers with peanut butter, or cookies and milk.
- 1**01 to 125**
- The student is fine; if exercise is planned before a meal or snack, the student must **have a snack before participating. This includes recess.**
- **126 to 200**
- The student is fine. The student could feel low if the student was previously high and is dropping.
- **210 to 240**
- The student is a bit high, but this is common for him or her, especially in the early morning.
- **Over 240**
- If the student's blood sugar is too high. The student must be given access to water or other non-caloric fluids. Use of the bathroom must be allowed as needed.

When giving sugar for low blood sugar, the following are roughly equivalent:

- Four ounces of fruit juice
- ½ to 1 cup of milk

- Two Glucose Tablets (there are a wide variety of glucose tablets, it is recommended to take 10-15 grams of sugar, if prescribed).
- Chocolate candy should not be used unless there is no other source of sugar available (it is often not absorbed quickly enough due to fats in candy).

System/Service Area: Health Services	**Subject:** Documentation of Healthcare Promissory Note Form
Related Regulation(s): 1302.42 (e) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This form is intended to serve as a promissory note to cover children attending the Hidalgo County Head Start Program requiring complex medical or dental services.

Time Frame: Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Qualification Criteria:

- The child must be an undocumented immigrant.
- The child does not qualify for state or federal healthcare programs.
- The child lacks access to healthcare services.
- The child's family does not possess the financial resources to cover the expenses of medical or dental complex treatments.

Completion of Promissory Note:

- The parent/legal guardian must complete the Promissory Note form provided by the Hidalgo County Head Start Program.
- The form should include written documentation of the parent/legal guardian's efforts to obtain financial assistance from other community resources.

Submission of Denial Letter from Medicaid:

- Upon exhausting all possible community resources for financial assistance, the parent/legal guardian must obtain a Denial Letter from Medicaid proving insurance ineligibility. The parent/legal guardian must provide a copy of the Denial Letter to the Head Start campus.

Healthcare Promissory Note Submission:

- The staff responsible must fill out the Healthcare Promissory Note form, detailing the child's information and the nature of the required medical or dental services.
- The Healthcare Promissory Note, along with the Denial Letter from Medicaid, must be submitted to the Health Services Department.

Review and Approval:

- Upon receipt of all the required documentation, the Health Services Director will review and approve the request for assistance. If approved, the Health Services Department will authorize the provision of funds through the Hidalgo County Head Start Program.

Refer to Appendix Cc – Health Care Promissory Note Form

System/Service Area: Health Services	**Subject:** Early and Periodic Screening and Testing Consent
Related Regulation(s): 1302.41 (b) (1)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program requires written consent from parents/legal guardians for the performance of developmental screenings and tests as mandated by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program. This consent form outlines the required screenings and tests within specific timeframes after enrollment).

Time Frame: Ongoing, 45 days and 90 days

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Completion and Signature:

- This consent form must be completed and signed by the parent/legal guardian and staff upon enrollment of the child into the Hidalgo County Head Start Program.
- Information will be provided to parents/legal guardians in their primary language to ensure understanding.
- Staff will ensure that parents/legal guardians understand the purpose and importance of each screening/test and the significance of early detection and intervention in child development.
- The completion of this form indicates written consent for the program to perform developmental screenings and tests required by the EPSDT program.

Within 45 Days of Enrollment:

- Parents/legal guardians will be provided with information about the developmental screenings/tests their child needs within 45 days of the enrollment date.
- Developmental screenings/tests include vision/strabismus screening, hearing screening, and height and weight measurements.

Within 90 Days of Enrollment:

- Children must undergo a physical examination, hemoglobin and hematocrit testing, blood pressure measurement, and dental examination within 90 days of enrollment.
- Parents/legal guardians will be informed about the necessity and scheduling of these screenings/tests in their primary language.
- The program staff will facilitate access to these screenings/tests by assisting parents/legal guardians in scheduling appointments and providing necessary forms and information.

Documentation:

- All screenings/tests and related information will be documented accurately and securely in the child's health records.
- Staff will maintain confidentiality of all health information in accordance with program policies and privacy laws.

Follow-up and Support:

- In the event of abnormal findings or the need for further evaluation or treatment, parents/legal guardians will be provided with appropriate guidance and support.
- Staff will initiate a referral for further evaluation.
- Staff will assist parents/legal guardians in accessing additional resources or services as needed to address any identified health or developmental concerns.
- Children who are not up to date with their health screenings will prompt program staff to document all follow-up efforts in Go Engage case notes continuously.
- Collaboratively, program staff and health personnel will engage with parents to identify any emerging health concerns, facilitating referrals to appropriate services when necessary.

Compliance:

- Compliance with this policy is mandatory for all staff involved in the enrollment and health monitoring processes.
- Any concerns or questions about this policy should be directed to the Health Services Department for clarification and resolution.

Refer to Appendix Ff- Screening/Testing Procedures Form

System/Service Area: Health Services	**Subject:** Exclusion Guidelines for Sick Children
Related Regulation(s): 1302.47 (b) (7) (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure the safety and health of our children and staff, children who have any of the following conditions will be excluded from the classroom until we receive a note from the child's doctor stating that the child is no longer contagious and/or can return to campus.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Teacher Assistants
All Staff

Procedure: **Children will be sent home if the following signs and symptoms occur:**

- Axillary temperature at 100.4˚F or higher
- Sore, red throat, even if no fever is present
- Profuse bleeding
- Head injury lesions / Trauma
- Earache
- A severe, persistent, deep, hacking cough
- Severe nasal /chest congestion
- Difficulty breathing or wheezing
- Unexplained rash
- Seizures
- Allergic reaction
- Asthma exacerbation
- Foreign object ingestion or insertion into ear or nose
- Vomiting (more than one time in last 24 hours)
- Diarrhea (more than two times in last 24 hours)
- Complaints of a stiff neck and headache with one or more of the above symptoms (Notify parent and doctor immediately.)
- Thick green nasal drainage
- Yellow discharge from the eyes
- Unusual yellow coloring to the skin or eyes.
- Any contagious disease.

- Parents who suspect or know that their child has a contagious disease must inform the center and seek medical advice from a licensed doctor in the United States.

- Doctors must provide a written excuse to the campus indicating the diagnosis, treatment, and the date when the child may safely return to school.

- In the case of a deep open wound (e.g., stitches or staples), the child's doctor must cover it. Dressing changes should not be performed at the campus; only parents or doctor's office staff can perform that type of dressing changes.

- Fresh air and exercise significantly contribute to a child's health and growth. Parents who believe their child is too ill to participate in outdoor activities must provide a written excuse from a healthcare provider specifying the duration of restriction from outdoor play activities.

- If staff is uncertain about a parent's concern regarding their child's condition or if a child is brought into the classroom exhibiting signs of illness, staff will promptly contact the parent, if available, or another individual listed on the emergency contact form to arrange for the child to be picked up. If there is a disagreement between the parent and staff regarding the child's condition, staff will contact the Health Services Department for additional guidance. Staff will consult the Communicable Disease Chart for Schools and Child-Care Centers and follow the Communicable Disease and Illness Procedure for further direction.

Refer to Appendix F – Notifiable Communicable Disease and Communicable Disease Chart

System/Service Area: Health Services	**Subject:** First Aid Inventory
Related Regulation(s): 1302.47 (b) (1) (vi)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure that all First Aid Kits within the campus are adequately stocked and maintained, this policy establishes procedures for conducting weekly inventory checks and restocking as necessary.

Time Frame: Weekly

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Weekly Inventory Check:

- Campus staff must fill out the First Aid Kit Inventory Form weekly.
- The form must be posted near the first aid kit for easy access.
- During the inspection, staff should mark the corresponding day of the week on the form.

Restocking and Replacement:

- Staff will restock First Aid Kits as needed throughout the program year. All First Aid Kits must be checked for expiration dates and restocked during the summer break by the Health Services Department.
- If any items require restocking or replacement, staff must indicate this with the letter "R" on the form. Upon completion, staff must email the filled-out form to the Health Services Department and retain a copy of their records.

Monthly Confirmation:

- At the beginning of each month, both the Family Service Worker and teachers must sign the form to confirm inspection acknowledgment.

Request for Missing Items:

- If any items are missing from the first aid kit, staff should promptly email their request for inventory replacement to the health secretary.
- **DO NOT THROW AWAY SCISSORS SANTIZE AFTER EACH USE.**

Refer to Appendix K – First Aid Monitor Checklist

System/Service Area: Health Services	**Subject:** Handwashing
Related Regulation(s): 1302.47 (b) (6) (i)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
All Staff

Procedure: **Hand-Washing**

- Staff and all adults working in the classroom will model and teach handwashing with soap and warm water at appropriate times, including:
  - Before and after preparing and serving food.
  - Before and after mealtimes.
  - After cleaning the bathroom.
  - After toileting.
  - After contact with body fluids (use Universal Precautions).
  - Before and after diapering (refer to the Special Services Diapering Policy).
  - Before putting on or removing disposable gloves (or use anti-bacterial wipes).
  - After caring for any child with nose, mouth eye, or ear discharge.
  - After handling soiled items.
  - After removing a smock/overshirt - a shirt used over clothing.
  - After inspecting hair for lice (refer to Communicable Disease Chart).
  - Before and after giving medication (see Administration of Medications Policy).
  - Before and after handling or touching animals (see Animals in the Classroom Policy).

- Staff will instruct children to wash their hands regularly with soap and warm water including the above mentioned and in addition to: After contact with body fluids including:
  - Nose secretions (sneezing)
  - Saliva (coughing)
  - Urine
  - Vomit
  - Blood
  - Feces
  - Open sores

- Best Practices for Handwashing
  - Wet hands with warm water.

- Apply soap, ensuring it is within the child's reach at each sink.
- Lather hands from front to back, between fingers, and under nails for at least 20 seconds.
- Rinse hands well with warm water.
- Dry hands with a paper towel.

THIS PROCEDURE WILL BE POSTED IN ALL HEAD START CAMPUSES AND/OR CLASSROOM

Refer to Appendix F – Notifiable Communicable Disease and Communicable Disease Chart

System/Service Area: Health Services	**Subject:** Head Lice Management
Related Regulation(s): 1302.47 (b) (7) (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The purpose of this policy is to provide guidelines for managing head lice cases in our campuses while minimizing disruptions to students' education.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers
Teachers
Teacher Assistants

Procedure:

No Exclusion:

- In Texas, there's no law mandating the exclusion of children with head lice from school. The American Academy of Pediatrics advises against missing school due to lice, as they're not a health hazard, and recommends schools drop "no-nit" policies.
- No healthy child will be excluded from school due to head lice or nits.
- Students with head lice will stay in class and participate in school activities.

Identification and Notification:

- Staff should closely monitor and encourage children to minimize head-to-head contact to prevent lice spreading.
- Campus staff who identify a child with head lice or nits (lice eggs), will notify the child's parent as soon as possible, but no later than 48 hours.
- Parents of all children in the same classroom as the affected child will be informed within five (5) school days.

Treatment and Education:

- Affected children will receive lice shampoo, and treatment will begin on the same day.
- The child may return to school the next day after treatment has begun.
- Teachers and staff will encourage good hygiene practices.
- Parents will be provided with CDC recommendations for lice treatment in their primary language to ensure clear understanding and compliance.

Follow-Up Treatment:

- A second lice shampoo will be provided to the affected child after ten (10) calendar days if live lice are still present.
- If lice persist despite treatment, a referral will be initiated to the child's primary doctor for further treatment.

Confidentiality and Sensitivity:

- No student will be publicly identified or embarrassed due to head lice.
- Student privacy will be respected.
- The privacy of all medical records and health information will be strictly protected.
- Individually identifiable health information will only be disclosed with the express written consent of the child's parent and for health purposes only.

Refer to Appendix L - Head Lice Management

System/Service Area: Health Services	**Subject:** Health Case Notes
Related Regulation(s): 1302.42 (d) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Health Case Notes:

- Staff members are responsible for documenting all relevant changes related to a child's health in the Health Case Notes on GOENGAGE.
    - This includes:
        - Updates on health conditions (e.g., allergies, chronic illnesses).
        - Communication with parents or guardians regarding health matters.
        - Any other pertinent information related to the child's well-being.
        - Health Case Notes should be maintained in a secure and confidential manner.

Monthly Medical Conditions Roster:

- Staff will use the Monthly Medical Conditions Roster to track the current health status of all children enrolled on our Head Start Campus.
    - The roster includes essential medical information, such as:
        - Action plan expiration dates (if applicable).
        - Specific health conditions.
        - Emergency contact details.
        - Completion of the Monthly Medical Conditions Roster is mandatory.
        - Staff should update the roster monthly, following the due dates specified on the program's ongoing monitoring calendar.

Compliance:

- All staff members are expected to adhere to this documentation policy. Proper and timely documentation ensures the safety and well-being of the children in our care.
- Please ensure that all staff members are familiar with and follow this policy consistently. If you have questions or need more clarification, feel free to contact the designated personnel responsible for health documentation.

Refer to Appendix Ee- Monthly Medical Conditions Roster

System/Service Area: Health Services	**Subject:** Health Records Monitoring and Compliance
Related Regulation(s): 1302.47 (b) (4) (i) (c) (5); 746.601; 1302.42 (c); 746.609	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy details the Hidalgo County Head Start Program's procedures for monitoring children's health records, ensuring compliance with immunization requirements, and maintaining accuracy and timeliness of health records.

Time Frame: Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Health Record Collection, Review, and Responsibilities:

- Upon enrollment, parents/guardians provide the program with:
  - Child's current health records and immunization records.
  - medical conditions, (heart conditions, allergies, asthma, seizures etc.)
  - medication orders, plans, or forms if necessary.
  - physician or specialist information, Insurance information
- Program staff confirm records are complete and in compliance with Texas Department of State Health Services (DSHS) immunization requirements.
- Parents/guardians promptly inform the Program of any changes to their child's health information, providing necessary documentation for verification.

Program Staff Responsibilities:

- Review and verify updates from parents/guardians.
- Maintain accurate health records and communicate update expectations.
- Follow up on late or missing updates, document all changes as needed, enter notes on all late or missing information monthly.
- Track changes in electronic health record systems and communicate expectations to parents/guardians.

Ongoing Monitoring:

- Program staff monitor changes in a child's health status daily, communicate with parents/guardians about concerns, and document updates in the Go Engage case notes.

Recordkeeping:

- Maintain children's health records securely with limited access.

- Keep records up to date, including changes in health information or medication needs, and document all interactions with medical professionals and parents/guardians in the Go Engage case notes.

System/Service Area: Health Services	Subject: Health Referrals
Related Regulation(s): 1302.42 (a)(e); §746.609	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines how health referrals are initiated and followed up for children in need of additional health services or support. The goal is to improve health outcomes through early intervention and preventive care by enhancing collaboration between Hidalgo County Head Start Program (HCHSP) and community health organizations.

Time Frame: Ongoing

Person(s) Responsible: Nurses, Campus Director
Family Service Workers
Health Services Advisory Committee
Healthcare professionals/specialists

Procedure:

Referral Process

- Program staff observe the child and document any concerns on Go Engage case notes.
- HCHSP Staff consult with the child's parents/guardians, Primary Care Provider (PCP) and Program nurse to discuss concerns.
- Written parental consent is obtained before initiating any referral.
- Staff identify appropriate healthcare professionals or specialists based on the child's specific needs. This might involve consulting with the child's pediatrician, contacting local community resources, or collaborating with the HSAC (Health Services Advisory Committee) for recommendations.
- A referral form is completed, outlining the child's name, date of birth, reason for referral (specific observations and concerns), developmental history (if applicable and/or relevant), any current medications, therapy history, and parent/guardian contact information.

Identification of Needs

- Program staff are trained to identify potential health concerns in children, including signs and symptoms of illness or developmental delays, indications of unmet health needs (e.g., frequent absences due to illness, changes in behavior)

Communication and Follow-up

- Program staff communicate the referral decision to parents/guardians sensitively and supportively. The reason for referral is explained clearly, and resources are offered to address any concerns they may have.

- Staff assist parents/guardians in scheduling appointments with the chosen specialist and obtaining necessary records from the program (e.g., immunization records, physical exams).

Following the appointment, the program staff:

- Collect a copy of the healthcare professional's report, orders, or recommendations (with parental consent). This can be obtained directly from the PCP, specialist or through the parent/guardian.
- Discuss the report with parents/guardians to understand the specialist's findings and recommendations.
- Collaborate with parents/guardians and any recommended support personnel to develop a plan of action to support the child's needs within the Program. This may involve program modifications, accommodations, or incorporating any recommended therapies.
- If necessary, update the child's individual health record to reflect the referral, specialist's recommendations, and any adjustments made within the Program.

Refer to Appendix M – Health Referral Form

System/Service Area: Health Services	**Subject:** Health Resources
Related Regulation(s): 1302.47 (b) (1) (vi) (5); 746.1301	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy ensures that the Hidalgo County Head Start Program (HCHSP) maintains accessible health resources to promote children's well-being and address basic health needs. It aligns with the emphasis on child health and safety. Though specific resources are not mandated, this policy encourages readiness.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Health Information Resources

- Age-appropriate health information materials are readily accessible to staff.
- These may include information on:
  - common childhood illnesses
  - injuries
  - first-aid procedures
  - emergency contact information (poison control center, ambulance).

Community Health Resources

- Program staff maintains a list of local healthcare professionals (pediatricians, dentists) and community resources (clinics, hospitals) readily available for staff and parents/guardians.

Communication and Training

- Campus staff are trained in recognizing signs and symptoms of common childhood illnesses and injuries.
- Proper first-aid procedures and the use of available health resources are included in staff training.

System/Service Area: Health Services	**Subject:** Health Services Advisory Committee (HSAC)
Related Regulation(s): 1302.46; 746.1317	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program (HCHSP) collaborates with the Health Services Advisory Committee (HSAC) to enhance health services, access to care, and health awareness for enrolled children. The HSAC includes representatives from diverse backgrounds, such as healthcare professionals, mental health experts, and community social service agencies.

Time Frame: Annually
As Needed

Person(s) Responsible: Health Services Staff
Health Advisory Committee Members

Procedure: **Collaboration Activities**

- Joint planning and development of health and wellness programs for children.
- Identification of community resources to enhance children's health services.
- Development of strategies to address specific health needs within the Program population.
- Educational workshops or training sessions for staff and parents on child health topics.
- Meetings are held between health services staff and HSAC members annually or as needed.
- Health services plans, policies, and procedures are presented to the HSAC for review and feedback.
- HSAC members provide recommendations and insights on health-related issues affecting children in the program.
- Open communication is encouraged to explore best practices.

System/Service Area: Health Services	**Subject:** Health Education and Parent Involvement
Related Regulation(s): 1302.41 (a); 746.2201; 746.307	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program fosters collaboration between parents/guardians and staff through health education participation, promoting children's health and well-being by strengthening home-program partnerships, reinforcing healthy habits.

Time Frame: Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Participation Opportunities:

- Parents/guardians are invited to participate in health lessons and activities through various means, including:
- Serving as guest speakers on specific health topics, such as nutrition and dental hygiene.
- Volunteering to assist with health-related activities like cooking demonstrations and healthy snack preparation.
- Providing feedback on health curriculum and suggesting topics of interest for future sessions.
- Participating in workshops or presentations alongside their children.

Reinforcing Health Concepts at Home:

- Program staff provide parents/guardians with suggestions on how to reinforce health concepts learned in Head Start at home.
- Take-home materials and activities are distributed to encourage family discussions and engagement in healthy behaviors outside of the program setting.

Communication:

- Program staff maintain clear and consistent communication with parents/guardians regarding upcoming health lessons and activities.
- Information provided includes the topics covered, learning objectives, and any materials required for participation.

- Communication methods may include newsletters, emails, phone calls, or in-person meetings, depending on the preferences of parents/guardians and available resources.

System/Service Area: Health Services	**Subject:** Hearing Screen
Related Regulation(s): 1302.42 (b) (1); 746.605 & 1302.42 (b) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 45 days

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Hearing Screens**

- Hearing screens are performed every twelve (12) months.
- The program will accept the results from the child's primary physician form.
- Staff will follow up within seven (7) to ten (10) working days on any abnormal findings in the exam and will document Health Case Notes in Go Engage.
- Parents are notified via the program acceptance letter sent during the summer that their child must have a hearing screening done before the first day of school.
- If the child begins school without having a hearing screen, the parent will be given a health notice advising them of the concern.
- The health notice will include a deadline in which to comply. Should the parent be unable to comply with the notice, a certified campus staff member may screen the child.
- In the event the child is absent the day of the screening, the parent will be given a second opportunity to transport the child to their primary care physician.
- Certified staff conducting hearing screenings must date and print the complete name on Hearing Report.
- Family Service workers will assist if the family does not comply after receiving one notice of their non-compliance. It is essential that all the above is documented in the Health Case Notes.
- Children may receive a hearing screening using a mobile health unit with parental consent.

Refer to Appendix N – Hearing Form and Hearing Exam User Guide

System/Service Area: Health Services	**Subject:** Height and Weight Screen
Related Regulation(s): 1302.42 (d) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Yearly; September

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Height and Weight**

- All children enrolled in the Hidalgo County Head Start Program must undergo a height and weight screening.
- Parents are strongly encouraged to ensure their children undergo this screening before the first day of school.
- Each child will be weighed and measured to assess and track his/her individual growth and development.
- Children will be weighed and measured once a year in September.
- New Children entering the program after school begins will be measured and weighed within two (2) weeks of their entry.

Responsibility for Measurement and Weighing:

- Staff members are responsible for measuring and weighing children enrolled in the program.
- If unable to perform measurements and weighing themselves, staff members must arrange for these tasks to be completed accurately and promptly.
- The scale must be placed on a hard surface.
    - Have the child take off shoes when weighing and measuring.
    - Child must stand with back against scale to take height and weight readings.
    - Record the child's exact height and weight.
- Staff will enter height and weight readings into the Weight/Height Growth Chart in Go Engage.

Referral Procedure:

- Staff must initiate a Referral Form to Child Nutrition Department (CND) if data entered on Weight/Height Growth Chart in from My HeadStart' outcome is:
    - Between 85% and 95% - Overweight
    - Over the 95% - Obese
    - Under 5% - Underweight
- Staff must include in the Referral Form if a child is receiving Nutritional Counseling by WIC. Also, include if physician has provided anticipatory guidance related to nutrition

status or if the child is being seen by a specialist such as a Dietitian/Nutritionist (This information can be found in the physical assessment form).

*Revised according to a report by the Centers for Disease Control and Prevention (CDC). "Division of Nutrition, Physical Activity, and Obesity, National Center for Chronic Disease Prevention and Health Promotion" April 01, 2019.

Refer to Appendix 0 – Height & Weight User Guide

System/Service Area: Health Services	**Subject:** Immunization Exemption
Related Regulation(s): 1302.15 (e)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program acknowledges the provisions of Texas law regarding immunization exceptions for children enrolled in our program. The following policy outlines the procedures for granting and documenting exemptions from immunization requirements.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Maintaining Exemption Records:

- The Hidalgo County Head Start Program will maintain an updated list of students with exemptions for quick identification during communicable disease emergencies, epidemics, or pandemics declared by the commissioner of public health.

Submission of Exemption Affidavits:

- Parents/guardians opting for exemptions based on conscience or religious beliefs must sign the official exemption affidavit.
- The original exemption affidavit must be completed and submitted to the appropriate Head Start campus.
- Should the parent or guardian choose to proceed with immunization for their child, the exemption will be rendered null and void.
- The original document will be securely stored at the campus and shall be returned upon the child's withdrawal from the program.

Medical Exemptions:

- For children claiming medical exemptions, a written statement from the physician must accompany the original exemption affidavit.
- Unless the statement indicates a lifelong condition, medical exemptions are valid for one year from the date signed by the physician.

Documentation:

- **Scan all exemption-related documents** (exemption affidavits, physician statements) into Go Engage.
    - Use the **Immunization** or **Medical Records** tab for uploading.
- **Document any discussions** about exemptions with parents/guardians.
    - Enter these details in the **Case Notes** section of Go Engage.

Refer to Appendix P – Head Start Immumization Affidavit Exemption and Immumization State Affidavit Exemption

System/Service Area: Health Services	**Subject:** Immunization Requirements
Related Regulation(s): 1302.15 (e) & 1302.16 (c) (1) & 1302.42 (d) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program (HCHSP) prioritizes the health and well-being of enrolled children. This policy outlines immunization requirements to safeguard our community.

Time Frame: At Enrollment
Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Exception for Homeless Children:

- Homeless children are exempt from the standard immunization requirements.
- Parents or guardians of homeless children should provide any available immunization records.
- If records are not accessible due to homelessness, the child will still be accepted into the program.
- If a child is eligible as homeless, the Hidalgo County Head Start Program allows them to attend for up to 90 days (or as permitted by Texas state licensing requirements) without immunization and other records.
- The program must collaborate with families to get children immunized as soon as possible to comply with the state licensing requirements.

Immunization Compliance:

- Children must have all up-to-date immunizations before the first day of school.
- Children with deficient immunization records will not be allowed to attend school until the required doses are administered.
- The law requires that children be fully vaccinated against the specified diseases.
- Campus staff will collaborate with the parent/legal guardian via telephone conferences, home visits, meetings, and immunization notices informing them about their child's incomplete vaccination status.
- Campus staff will document all efforts made in the Health Case Notes of Go Engage.
- Once enrolled in the Hidalgo County Head Start Program, the campus staff will monitor the child's vaccination status throughout the school year.
- When the child requires the immunization record to be updated, the staff will notify the parent/legal guardian with a "Notice of Information/Immunization", advising them of their upcoming immunization schedule. The original notice must be provided

to the parent/legal guardian in their primary language. Signatures from both staff and the parent/legal guardian are needed for this notice form.

- Parents must provide proof of updated immunizations promptly.
- The Campus staff will inform the campus director/health coordinator if a parent/legal guardian has not complied with the requested medical information.
- The campus staff will document all efforts made in Health Case Notes.
- The campus staff will make several attempts throughout the school year by referring them to community clinics to assist the Head Start population in having their immunizations updated.
- For questions regarding children with parents requesting immunization exemptions, refer to the Health Services Department Procedures Manual for further guidance.

Varicella(chickenpox)

- Children who have never had chickenpox should get two doses of the varicella vaccine.

- If the child has had prior varicella illness, written documentation must be provided by the following methods:

1. A serologic confirmation of varicella immunity (positive varicella Immunoglobulins (IgG) result).

2. The History of Varicella Form must be completed by a physician, school nurse or the child's parent/guardian.

- If a child is unable to submit such a statement or serologic evidence, varicella vaccine is required.

Refer to Appendix U – Notice of Information/Immunization

Refer to Appendix Aa- History of Varicella

System/Service Area: Health Services	**Subject:** Individual Healthcare Plan (IHP)
Related Regulation(s): 1302.42 (c); 746.609 & 1302.42 (b) (1); 746.605	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Individual Healthcare Plan (IHP) policy ensures that children with medical conditions and specific healthcare needs receive appropriate care and support within the Head Start program.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Identification of Children with Healthcare Needs:

- The Health Services Department identifies children with medical conditions or specific healthcare needs through parent or guardian disclosure, health screenings, and medical records.

Assessment and Completion of the IHP:

- A nurse conducts a comprehensive health review of the child's medical condition and healthcare needs during a virtual or in-person meeting with the parent or guardian.
- The nurse and campus staff collects essential information from the parents, including the child's medical history, current health status, medications, treatments, emergency contact information, healthcare provider details, and any necessary accommodations or modifications.
- The nurse creates and completes the IHP form on Go Engage accurately and thoroughly based on the assessment findings and parent response.

Documentation and Upload:

- The child’s health records are uploaded to Go Engage Medical Records section for easy access and reference.
- The nurse ensures that all information provided is accurately documented and up to date.

Entry into GoEngage System:

- Within thirty days or as needed, the nurse enters all Individual Healthcare Plans into the GoEngage system.
- This allows for centralized management and tracking of each child's healthcare needs.

Collaboration with parents and staff:

- Campus Directors, Family Service workers and parents will collaborate with the Health Services Department to document the outcome of the IHP on Health case notes.
- This documentation includes information about the child's condition, any accommodations or modifications implemented, and ongoing support provided.

Review and Updates:

- The IHP is reviewed and updated regularly to reflect any changes in the child's medical condition, treatment plan, or healthcare needs.
- Parents or guardians are actively involved in the review process and provide input as needed.

Confidentiality and Privacy:

- All information collected and documented in the IHP is treated with the utmost confidentiality and privacy, in compliance with federal regulations and Head Start Performance Standards.

Refer to Appendix Q - Medical Record User Guide

System/Service Area: Health Services	**Subject:** Medical Emergency
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (G)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers
Parents/Guardians

Procedure: **Emergency Steps to follow during an emergency:**

1. Do not leave an ill or injured child alone.
2. When a child has an emergency, a trained program staff employee will stay with the injured child; other staff/teacher/assistant will stay with the other children.
3. Staff trained in First Aid/CPR will provide **FIRST AID** as necessary.
4. Seek Medical assistance from:

- 911
- Preferred physician listed on child's emergency form.
- Local emergency room or clinic

5. Staff must send emergency information with the child if emergency treatment is needed.
6. Notify the Health Services Director or Nurses as soon as practicable.
7. Classroom staff (or whoever was present at time of accident) will fill out the Accident/Incident Report Form on Go Engage. A copy will be sent/given to the parent/guardian and notify the Health Services Department.

<u>CALL 911 FOR THE FOLLOWING EMERGENCIES:</u>

- RESPIRATORY DISTRESS – DIFFICULTY BREATHING OR ABSENCE OF BREATHING
- CHOKING
- HEMORRHAGES
- SERIOUS BURNS
- HEART CONCERNS – DETERIORATION OF BLOOD CIRCULATION
- ANAPHYLACTIC SHOCK
- POISONINGS
- HEAD, NECK, BACK OR BONE INJURY
- LOSS OF CONSCIOUSNESS/FAINTING
- MOTOR VEHICLE ACCIDENTSDROWNING
- SMOKE INHALATION
- SEIZURES
- ALLERGIC REACTION

- ANY OTHER SITUATION THAT IS LIFE THREATENING

THIS PROCEDURE WILL BE POSTED IN ALL HEAD START CAMPUSES AND/OR CLASSROOMS

Refer to Appendix A - Incident Report

System/Service Area: Health Services	**Subject:** Medical Provider / Medical Insurance Policy
Related Regulation(s): 45 CFR § 1302.41	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program prioritizes the health and well-being of enrolled children by ensuring access to continuous healthcare. This policy outlines procedures for monitoring children's medical providers and insurance coverage throughout the school year.

Time Frame: At Enrollment, 30 days

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Medical Provider Form Completion: a.

- Campus staff must complete the Medical Provider Form for each enrolled child within 30 days of registration.
- The form will document the child's designated medical provider, ensuring they have a continuous and accessible source of healthcare.
- If the family does not have a medical provider, the parent/legal guardian will be referred to community partners for assistance in finding suitable healthcare options.

Medical Insurance Form Completion:

- Campus staff must complete the Medical Insurance Form (Forma de Seguro Médico) for each enrolled child upon enrollment.
- The form will monitor any changes in the child's medical home and primary insurance throughout the school year.
- Staff must make a copy of the child's insurance card and upload it to the medical records section on Go Engage for documentation purposes.

Monitoring and Documentation:

- Campus staff will monitor children's medical provider and insurance information regularly throughout the school year.
- Any changes in medical providers or insurance coverage must be promptly documented and updated in the child's records on GoEngage.
- Staff will ensure that all information regarding medical providers and insurance is kept confidential and compliant with privacy laws and regulations.

Collaboration and Referral:

- Staff will collaborate with parents/legal guardians to ensure that children have access to appropriate medical care.
- If families have trouble accessing healthcare or encounter changes in insurance coverage, staff will provide support and refer them to community partners for assistance.

Compliance and Review:

- Compliance with this policy will be monitored regularly by program administrators.
- The policy will be reviewed periodically to ensure its effectiveness and compliance with relevant regulations.
- Any necessary revisions or updates to the policy will be made with program stakeholders and legal authorities.
- If unable to obtain insurance of medical provider information, document all attempts on health case notes.

Refer to Appendix R – Medical Insurance Form and Medical Provider

System/Service Area: Health Services	**Subject:** Medication Administration Agreement
Related Regulation(s): 1302.47 (b) (4) (i) (C) & 1302.47 (b) (7) (iv)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure the safe administration of medication on campus, the following policy is established

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Medication Administration Agreement Form:**

- This form explains that a person other than the program nurse will administer all medication at the campus.
- Campus Staff and parent/guardian must fill out the Medication Administration Agreement Form.
- Campus staff will explain the Medication Administration Agreement Form to the parent/guardian in their primary language to ensure a clear understanding of its purpose and terms.
- Campus staff and parent/guardian must sign this form which will be uploaded to the medical records section on Go Engage.

Refer to Appendix S – Consent for Medication Agreement

System/Service Area: Health Services	**Subject:** Medication Administration Checklist
Related Regulation(s): 1302.47 (b) (4) (i) (c) & 1302.47 (b) (7) (iv)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure the safe and effective administration of medication by non-licensed direct care staff, the following policy is established:

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers
All Staff

Procedure:

Staff Education and Training:

- All staff members involved in medication administration will receive education and training on medication administration and vital signs.
- A PowerPoint presentation on medication administration and vital signs will be provided as educational material to staff members.
- A TEST will be conducted at the conclusion of the education training to evaluate learners' understanding.

Medication Administration Checklist Form:

- The Health Services Department will exclusively use the Medication Administration Checklist Form for the yearly Medication Administration training.
- This form is designed to prepare non-licensed direct care staff to be authorized to administer medications as a delegated task by the Health Services Department.

Training Content:

- The Medication Administration Checklist Form addresses informational and interventional competencies related to safe medication administration.
- These competencies include understanding concepts supporting safe medication administration, knowledge of body systems and medication interactions, safe administration techniques, and identification and reporting of medication errors.
- All standards outlined in the checklist must be addressed during the training session.

Competency Demonstration:

- Safe medication administration competencies outlined in the checklist must be demonstrated by non-licensed staff before they are authorized to administer medications.

- Training sessions will provide opportunities for practical demonstrations and assessment of competency.

Documentation:

- A copy of the completed Medication Administration Checklist Form will be provided to each trainee.
- Trainees must file this checklist in their Professional Development portfolio for documentation purposes.

Refer to Appendix Dd– Medication Administration Checklist

System/Service Area: Health Services	**Subject:** Medication Administration Procedure
Related Regulation(s): 1302.47 (b) (4) (i) (C) & 1302.47 (b) (7) iv)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Training and Qualification:

- Staff undergo **one** medication administration training cycle per year to be qualified and maintain compliance to:
  - Witness
  - To handle medications
  - Administer medications
  - Store medications
- Teachers participate in one medication administration training per school year for:
  - Compliance in administering medications during emergencies.

Authorization Requirements:

- All prescription and non-prescription medications require written authorization from the child's PCP and parent/legal guardian medication administration consent form.
- PCP's authorization must align with medication labels and Action Plan instructions.
- Staff must complete Medication Authorization Form, Individual Medication Daily Log, and Medication Administration Record for each child.

Medication Administration Protocol:

- Staff identify the five rights of medication administration accurately and understand medication errors and appropriate actions.
- They can read, follow, and understand doctor's orders, use a clean technique, monitor children for side effects, and report incidents.
- Medications are never transported or given on the bus, except in medical emergencies.

Receipt and Verification:

- Staff only receive medications directly from parents/legal guardians in original labeled containers with necessary information.
- Health Services Department reviews all medication details for clearance.

Health Staffing and Individual Healthcare Plans:

- Hidalgo County Head Start permits medication dispensing only for chronic conditions or when home administration isn't possible.
- Parents should give short-term illness medications at home unless a doctor specifies school-time administration. This applies to all prescribed over-the-counter medications.
- At Head Start campuses, both prescription and non-prescription medications—including diaper rash ointments, insect repellents, and sunscreen—require a written authorization from the child's Primary Care Physician (PCP) and a consent form for medication administration signed by the parent or legal guardian.
- The PCP's written authorization must match the medication label and Action Plan instructions (if applicable.) The staff must complete a new Medication Authorization Form and an Individual Medication Daily Log (Health Services Procedures Manual), and a Medication Administration Record (Health Services Procedures Manual) for each child.

Procedure:

- Medications will never be transported nor given to any child on the Head Start bus. However, in case of a medical EMERGENCY, while children ride the bus, staff will provide First-Aid/CPR, and 911 will be activated.

- At the campus, the staff in charge of medication administration will only receive medications directly from the parent/legal guardian or appointed individual. The parent/legal guardian must bring the medication(s) to the campus in their original labeled container prepared by the pharmacy, PCP's office, or pharmaceutical company (i.e., no envelopes, foil, or baggies). The label must include the child's first and last names, name of the medication, the dosage of medication to be given, frequency of administration, route of administration, name of physician ordering medication, date of prescription, medication's expiration date, medication's administration, and storage instructions. The medication administration staff will not administer medicines that do not contain the above information.

- All medication information will be reviewed by the Health Services Department.
- The Health Services Department will **only** conduct health staffing on children with complex medical history backgrounds or specific cases.
- A health staffing is requested for a child with the conditions mentioned above, the parent/legal guardian must bring all the pertinent documentation for the Health Services Department to create a specific individual healthcare plan.
- A health staffing will require the presence of the campus director, family service worker, child's teacher, the parent/guardian, and the nurse only if the condition is of complex nature.

- Health staffing for children with chronic conditions will be conducted by the campus manager, support service assistant, child's teacher, and parent/guardian. If any questions arise during a health staffing, please call the Health Services Department.

- Once the Health Services Department has authorized medication administration for a specific child, parent/legal guardian must sign the Medication Administration Agreement Not Requiring Supervision and the Medication Authorization Form (Health Services Procedures Manual). The Parent/legal guardian must continue to sign the Medication Authorization Form every month to confirm that there are/are no changes. In addition, the parent/legal guardian must always give the first dose of medication at home.

- The medication administration staff must wash their hands properly and use gloves when administering any medication.

- Before administering any medication to a child, the staff in charge of medication administration must verify the name, the strength, the date, the time, the dose, and the route of the medication. Then they will document and provide a full signature (No initials); in conjunction, the witness will also provide a full signature (No initials) on the Individual Medication Daily Log (Health Services Procedures Manual). Finally, the staff in charge of medication administration will advise the teacher to report any changes observed after the medication has been given on the child's state or behavior. Also, if no side effects were noted document on GoEngage health case notes.

- In the absence of the staff in charge of medication administration, campus staff must notify the parent/legal guardian to come to the campus to administer medication or for the child to stay at home. In addition, the parent/legal guardian may administer medication to their child at the campus if requested. If the parent/legal guardian must give the medicine, it must not be administered in the classroom but in the designated area for medication administration. The parent is to stay with the child at least ten (10) minutes after giving the medication to monitor for adverse reactions. The staff in charge of medication administration must still verify that the medication is prescribed for that child and supervise the parent/ legal guardian giving the medication to the child. After the medication is given, the staff in charge of medication administration will document observations accordingly in the Health Case Notes in GoEngage.

- If a medication dose is missed, the staff in charge of medication administration must notify the parent, PCP, and Health Services Department. Medication doses that are not given should be documented appropriately (i.e., child absent, left early, refused medication). The staff in charge of medication administration will write their observations in the Health Case Notes in GoEngage.

- For new medication or changes in medication dosages (increase or decrease), a copy of the new prescription and a copy of the new medication labeled container must be

emailed/faxed to the Health Services Department for review. After approval, input a new Medication Authorization Form and Individual Medication Daily Log (Health Services Procedures Manual) and a Medication Administration Agreement Not Requiring Supervision Form (Health Services Procedures Manual). Also, it must be documented in the Health Case Notes.

- All medication must always be in a locked medication cabinet, away from food and out of reach of children. Medications must be refrigerated if necessary. Exceptions are rescue medications, such as EpiPen and asthma medications. These medications will be stored in carrying cases and will be placed in the classroom, being always available to the corresponding child. All medications will be labeled individually per child, utilizing a name-to-face recognition system (Child's photograph).

- Unused/expired medications must be returned to the parent/legal guardian for disposal and obtain their signature. No medication that has expired will be administered at the Head Start campus - This information is also included in the Medication Authorization Form and the Individual Medication Daily Log form (Health Services Procedures Manual). However, when the medication is close to the expiration date (one [1] month before the expiration date), the parent/legal guardian must be informed of the soon-to-expire medication and bring a new medication refill (If applicable). For controlled medications, a new prescription is required.

- New controlled substances or refills, such as attention-deficit/hyperactivity disorder (ADHD) medications, must be counted or measured and verified by both the staff in charge of medication administration and parent/legal guardian and must be documented on the Medication Authorization Form and Individual Medication Daily Log (Health Services Procedures Manual). Also, the staff in charge of medication administration will keep a weekly count to check for medication quantity accuracy and document in the Health Case Notes.

- The staff in charge of medication administration must contact the prescribing physician if the medication label is unclear to request clarification in writing or they have any questions regarding the medication to be administered. If questions still arise, they must call the Health Services Department for assistance.

- The Health Services Department will train the staff in charge of medication administration to use any equipment needed to administer medication. The staff in charge of medication administration shall not perform medication administration, treatment, or procedure (i.e., nebulizer treatment, injection, etc.) without first being trained or checked off by the Health Services Department.

System/Service Area: Health Services	**Subject:** Medication Administration Record (MAR)
Related Regulation(s): 1302.47 (b) (4) (i) (C) & 1302.47 (b) (7) (iv) & 1302.42 (c) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Medication Authorization Form and Individual Medication Daily Log methods are intended to ensure the safe administration of medication to children with chronic conditions, mild illnesses, or special health needs. This consent and policy apply to all medication administration for any child within the facility.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Medication Administration Record (MAR)

- Medication will be administered at best if the parent/legal guardian has agreed, signed, and dated consent to include:
- Child's first and last name
- Name of medication
- A time when the staff should give medication and how often
- Medication criteria
- How much medicine to give
- How the staff shall administer the medication (oral, topical, injection, etc.)
- Medical conditions or possible allergic reactions
- Length of time the authorization is valid if less than six months

- A parent/ legal guardian may withdraw their authorization to administer medications at any time. They must provide a stop medication order in a letter or prescription form, signed by the doctor stating why the child will stop receiving the medication. The staff will upload the original letter/prescription order to the child's medical records section and notify the Health Services Department for revision and approval.

- The parent/legal guardian signature must be present on this form before the staff administers any medications to the child. Control substances, such as ADHD medications, must be counted or measured and verified by both staff and parents

On-Site Real-Time Monitoring for Medication Administration Tool

- The Health Services Department will use the On-Site Real-Time Monitoring for Medication Administration Tool to document medication administration when on-site to children in real-time while visiting the Head Start Campuses.

- This document must include the name of the center, the person completing the monitoring, the printed name and signature of the staff handling and administering medication, date, time, and observation comments. If the Head Start staff does not follow the medication administration process, this issue will be brought to the attention of the Health Services Department Director.

An Exception to Parental Authorization

- A caregiver may administer the child's prescribed medication without parental authorization in an emergent medical condition. The child's prescribed medication must be administered following Head Start Emergency Protocols and following the instructions of a healthcare provider/911 operator.

In Case a Reaction to the Medication is Noted

- In such case, any noted reaction's signs or symptoms must be documented in the Health Case notes and brought to the attention of the parent/legal guardian, Health Services Department, and child's doctor, **IMMEDIATELY**!

Refer to Appendix T – Individual Daily Medication Log and Medication Authorization Form

System/Service Area: Health Services	**Subject:** Parents/Guardians Emergency Communication
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (G)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy ensures that essential emergency contact information is readily available to program staff to facilitate prompt communication with parents or legal guardians in case of emergencies involving children enrolled in the Head Start Program.

Time Frame: At Enrollment

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Information Needed for Emergency Purposes

- Parents are to fill out Child Emergency Information forms at the time of enrollment.
- Parents are to list their home and work telephone numbers and addresses where they can be reached while their child is at Head Start.
- Parents are to list the names of other adults that can be notified in case they cannot be reached (Emergency Contacts). Keep a copy of all emergency contacts in the campus director's office, next to the telephone.

Emergency

- In an emergency involving a child, the Campus Director or Family Service Worker will be immediately notified and will be responsible for contacting the parent.
- Campus Director or Family Service Worker will assign another staff member to contact the parent if he/she is providing first aid to the injured child.
- Staff will continue making calls to the listed telephone numbers until the parent or emergency contact is located.
- Home Visit: If the parent or emergency contact person cannot be reached by telephone (i.e. no telephone service), staff will immediately go to the address listed on the form and advise the parent of the emergency.
- When informing parents or emergency contacts about the emergency, staff will remain calm and provide a brief explanation of the accident, the care being provided to the child, their current location, and any necessary actions the parent needs to take. (e.g., meeting in the emergency room).
- Staff will offer support and assistance to parents and children during emergencies, including providing transportation if needed and offering emotional support.

Documentation and Informing

- After the emergency has been resolved, the staff member that witnessed the accident will fill out the appropriate "Accident Report Form and Notice of Illness Injury Forms" and upload it to GOENGAGE, medical records section.
- Staff will document all contacts made with the parent in the Health Case Notes.
- Staff must inform the Health Services Director at (956) 383-0706 and the Licensing
- Department about the emergency and the action taken immediately but no longer than 24 hours of an emergency. This does not include minor cuts or bumps. (Things to report include serious accidents such as: broken bones, deep wounds/severe bleeding, trouble breathing, severe allergic reactions or anytime 911/EMS is called.)

Refer to Appendix I – Consent for Child Emergency/Dental Treatment Transportation

System/Service Area: Health Services	Subject: Physical Examination
Related Regulation(s): 1302.42 (a) (b) (1) (i) & (ii); 746.629	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 90-day deadline

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Initial Health Examination**

- All children entering the Program must have a physical examination performed by a U.S. licensed/certified healthcare professional (e.g., pediatrician, physician).

Healthcare professional's Physical examination should include:

- Review of Systems/Head-to-Toe Assessment (i.e., Appearance, head/fontanels, skin/lymph nodes, eyes, ears, nose, mouth/throat, teeth, neck, chest/breasts, heart/pulses, lungs, abdomen, genitalia/anus, spine, extremities, muscle tone, and deep tendon reflexes (DTR's).

- Height and weight measurements for children can be taken by staff at the campus if these measurements are not documented on the physical exam form.

- TB questionnaire from the back of the physical exam form or TB questionnaire done at the campus.

- If the Parent/Guardian answer yes to TB questionnaire, a TB skin test must be done immediately by a medical doctor/clinic.

- Tuberculosis Screening (TB test),
  9 mm or less = Normal
  Should have at least one result on file.
  Usually administered between 1- 2 years of age.

- Lead questionnaire from the back of the physical exam form or Lead questionnaire done at the campus.
- If the Parent/Guardian answer yes to Lead questionnaire, a Lead blood test must be done immediately by a medical doctor/clinic.

- Blood Lead Level

<3.5 ug/dL = Normal
Should have at least one result on file.
Usually done at 1 and 2 years of age.

- Blood Pressure Screening, staff can screen at campus.

- Hematocrit or Hemoglobin screening
  1 year old 11.0-16.0 g/dL Hemoglobin
  1 year old 34.0-40.0%/dL Hematocrit

Testing and Screening Parent Involvement

- The exams, tests, and screening procedures are determined by the Head Start Program's mandates and allow for parent/guardian to accompany their child, based on the type of procedure.

- Procedures include invasive and non-invasive:
  Invasive – blood finger prick for hemoglobin, hematocrit, tuberculosis, lead test and immunizations.
  Non-invasive – height & weight, hearing & vision, blood pressure, physical examinations, and oral examinations.

- Only one parent/guardian per child is allowed in the testing area. Parents are encouraged to accompany their child during the physical exam.
- If an exam is provided at the campus and the parents cannot accompany their child during the physical exam, campus staff will then accompany the child.

Re-examinations

- Program staff may recommend follow-up examinations as needed based on the initial assessment or ongoing health concerns.
- Re-examinations are conducted at the frequency recommended by the child's healthcare provider.

Responsibilities

- Parents/Guardians are responsible for scheduling, ensuring their child receives the initial physical examination, and any recommended follow-ups, and providing complete and accurate health information.
- Program staff will secure parental/guardian consent and facilitate appointment scheduling for parents if not able to schedule. Alternatively, they will arrange for physical exams to be conducted at the Head Start Campus through a scheduled mobile clinic visit.
- Program Staff are responsible for assisting parents/guardians in understanding the importance of the physical examination BEFORE the start of the school year, collecting a copy of the completed physical exam form (There should be NO

WRITING on the physical form after the physician fills it out), and maintaining documentation of health examinations.

- Physical exams will be paid through Medicaid, CHIP insurance program, or private insurance. Head Start will pay for physical exams on children enrolled in the program who are not eligible for Medicaid, CHIP, or private insurance, upon submitting a Medicaid Denial Letter and Indigent Health Care Denial Letter. Use of funds must be approved by the Health Services Director.

Child Health Record:

- Physical Exam & Assessment, Child Health Record (3, 4 or 5 years) will be completed in accordance with Texas Health Steps, Periodicity Schedule. Parents are strongly encouraged to have all exams prior to the first day of school. The program will also accept the child's Primary Care Physician's form. Any abnormal results found on this physical exam form must physical exam addressed within seven (7) to ten (10) working days and documented on the proper forms.

Refer to Appendix E – Lead Questionnaire, TB Questionnaire, Tb User Guide.

Refer to Appendix X - Physical Exam 3-year-old, Physical Exam 4-year-old, Physical Exam 5-year-old, and Physical Exam User Guide

System/Service Area: Health Services	**Subject:** Program Information Report (PIR)
Related Regulation(s): C. 1-6, C. 7-20	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Annually
Ongoing

Person(s) Responsible: Health Services Director
Nurses
All Staff

Procedure:

Medical Services – Children

- **C.7**: Ensure children receive age-appropriate preventive and primary health care according to the state's EPSDT schedule.
- **C.8**: Identify and address chronic conditions diagnosed by health care professionals.
    - Provide medical treatment for diagnosed chronic health conditions.
    - Address reasons for non-treatment (e.g., no insurance, missed appointments).

Immunization Services – Children

- **C.11**: Verify children are up to date on all appropriate immunizations.
- **C.12**: Address incomplete immunizations based on age-appropriate requirements.
- **C.13**: Document exemptions from immunizations as per state guidelines.

Oral Health

- **C.17**: Ensure continuous, accessible dental care for children.
- **C.18**: Provide preventive dental care during the program year.
- **C.19**: Conduct professional dental examinations and address treatment needs.

Body Mass Index (BMI) Monitoring

- **C.10**: Monitor weight categories (underweight, healthy weight, overweight, obese) based on CDC BMI-for-age growth charts.

Health Insurance and Accessible Health Care

- **C.1-6**: Address health insurance coverage and ongoing accessible health care.
    - Include information on Medicaid, CHIP, and other insurance options.

Responsibilities

- Program Director: Oversee implementation and compliance with this policy.
- Health Services Coordinator: Coordinate health-related activities.
- Staff: Follow procedures and collaborate with parents and health care professionals.
- Families: Participate in health-related activities and provide necessary information.

System/Service Area: Health Services	**Subject:** Program Information Summary (PIS)
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Department Director

Procedure: Department will submit Health activities monthly to Executive Director/Secretary.

- Immunizations
- Hearing and Vision
- Physicals
- Dentals
- Children and Chronic Health Issues
- Individual Health Plans (IHP)

System/Service Area: Health Services	**Subject:** Refusal of Services
Related Regulation(s): 1302.41 (b) (1)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program provides Parent/Guardian with the right to refuse services. A Refusal of Services Form will have to be signed by Parent/Guardian for HCHSP records.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Parents or legal guardians have the right to refuse any health, nutrition, mental health, or disability services. The following procedure is to be followed in acquiring written documentation of the refusal of services:

- The staff will explain the services being offered and the benefits they provide to the child.
- The staff will describe the treatment or service being refused to ensure the parent/legal guardian has a clear understanding.
- The staff will be respectful to the parent/legal guardian about their decision to refuse the services provided.
- Staff will serve as a **liaison** between the parent/legal guardian and the healthcare provider to ensure clear communication when the parent/legal guardian feels uncomfortable engaging directly with the health care office staff or doctor.
- If the parent/legal guardian continues to refuse the services for their child, the appropriate staff will fill out the "Refusal of Services" form. A signature will be required from the parent/legal guardian (Staff will only use this form for denial documentation).
- The staff will go over the "Refusal of Services" form with the parent/legal guardian, pointing out that the services will still be available throughout the school year.
    - The staff will continue to work with the family:
        - Continue to offer the services every month following the refusal.
        - “Parent Notice of Information/Immunization,” form must be signed by the parent/legal guardian every month even if services are still being refused.

- For every interaction with the family, make sure to document each attempt in the Go Engage case notes. Additionally, upload the "Parent Notice of Information/Immunization" form under the medical records section on Go Engage.

Referral:

- The campus director or family service worker will be asked for assistance if the family should not comply.
- The family will be referred to **Child Protective Services** for possible neglect if a refusal of services and the child suffers from a complex medical condition.

Refer to Appendix Y – Refusal of Services

Refer to Appendix U – Parent Notice of Information/Immunization Form

System/Service Area: Health Services	**Subject:** Sanitation/Infection Protocol
Related Regulation(s): 1302.47 (b) (4) (i) (A)1302.47 (b) (6) (i) & (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Hygiene:**

- Protects campus staff and children from the spread of infection.

- Avoid direct contact with bodily fluids: (Urine, feces, vomit, blood, nasal discharge, saliva)
    - Always wear non latex gloves when contact is anticipated such as:
        - cleaning a cut or scrape,
        - changing a diaper,
        - wiping a nose.

- Wash your hands thoroughly with soap and water before and after using gloves.

Sanitation:

- After cleaning the area with soap and water, proceed to disinfect the area by wiping it down with a bleach solution made of one (1) part bleach to ten (10) parts waters.

- To minimize infection risks, it's important to use disposable personal hygiene items like individual wipes for each child's personal cleansing.

- All Head Start staff, including volunteers, are covered by the standard Law. Civil Practice and Remedies Code, Chapter 74, Section 74.001, also known as "The Good Samaritan" Law.

- If an employee or volunteer is exposed to a blood-borne pathogen, they must advise their supervisor immediately. The Hidalgo County Head Start Program will make available to the employee or volunteer, at no cost, a laboratory test by an accredited laboratory. There will be a follow-up confidential medical evaluation documenting the circumstances of the exposure. The Hidalgo County Head Start Program will offer counseling after the exposure incident.

- Employees will receive training on blood-borne pathogens upon being hired and annually thereafter. The Hidalgo County Head Start Program will review and update the plan at least once a year and as needed.

- In the event that a child attends to one of the Hidalgo Head Start campuses presenting signs and symptoms of a contagious disease; Hidalgo County Head Start Program employees will request a medical evaluation and the child will be reported to the Texas Department of County Health. The result will influence the admission of the child and any special care that the child needs during their stay at the campus.

Note:

This policy is approved by the Health Advisory Committee and Policy Council.
THIS PROCEDURE WILL BE POSTED IN ALL HEAD START CAMPUSES AND/OR CLASSROOMS.

System/Service Area: Health Services	**Subject:** Seizures Management
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Seizures**

The "Procedures for Handling a Seizure" form enumerates the procedure followed at all Head Start campuses to care for a child having a seizure. Staff will be responsible for ensuring that this form is posted following our Health Bulletin Board policy.

When encountering a child/adult having a seizure, many people feel unprepared to handle the situation.

The following essential steps will guide how to respond when a child/adult is having a seizure

NOTE:
Document in the Health Case Notes ALL the Signs & Symptoms noted during the seizure episode, including all the following information:

- If the seizure lasts seconds or for how many minutes
- If the child/adult is not breathing or is having difficulty breathing after a seizure.
- If the skin remains bluish gray in color after the seizure.
- If the child/adult has not regained consciousness after the seizure.
- If the child/adult has two or more seizure episodes without regaining
- consciousness.
- If the child/adult sustained severe injury.
- **IF IT IS A FIRST TIME SEIZURE**

1. The staff must turn the child/adult on the left side to keep the airway open and prevent saliva or vomit aspiration. Remove oral secretions by suctioning when possible.
2. Any objects that may obstruct breathing must be removed (pillows, bedding, clothing).
3. Restrictive clothing should be loosened, if possible.

4. It is necessary to protect the child/adult from injury, but it is dangerous to restrain the extremities or the head forcibly.
5. Apply emergency procedures as needed.
6. Note the length (time) of the seizure.
7. Note the behavior immediately before and after the seizure.
8. Note the type of body movements.
9. Note the loss of consciousness (if any).
10. Note if the victim was incontinent and if any injury occurred.
11. Note the victim's condition after the seizure.
12. Document observations in the Health Case Notes.
13. Call 911 immediately, primary physician, and notify the parent/legal guardian. Should the parent not be located, notify the emergency contacts. Provide/send a notice of illness to the parent/legal guardian. Request a doctor's excuse for readmission to the classroom.
14. Notify the licensing department.
15. Notify the Health Services Department and send a copy of the accident/incident report.
16. Every child/adult suffering from seizures should have a Seizure Action Plan in their file. This individualized plan explains how to handle the child/adult specific medical needs at the campus. It outlines how to handle seizures in situations like field trips.

NOTE:
Do Not Put Anything in The Child/Adult's Mouth While Having a Seizure.

Refer to Appendix Z– Seizure Action Plan

System/Service Area: Health Services	**Subject:** Tooth Brushing Programs in Schools and Group Settings
Related Regulation(s): 1302.43	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On Going

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Tooth brushing Programs in Schools and Group Settings:**
Tooth brushing in group settings should always be supervised to ensure that toothbrushes are not shared and that they are handled properly. The likelihood of toothbrush cross-contamination in these environments is very high, either through children playing with them or toothbrushes being stored improperly. In addition, a small chance exists that toothbrushes could become contaminated with blood during brushing. Although the risk for disease transmission through toothbrushes is still minimal, it is a potential cause for concern. Therefore, officials in charge of tooth brushing programs in these settings should evaluate their programs carefully.

Recommended measures for hygienic tooth brushing in schools:

- Children must have adult supervision while brushing their teeth.
- Ensure that each child has his or her own toothbrush, clearly marked with identification (labeled with the child's full name). Do not allow children to share or borrow toothbrushes.
- To prevent cross contamination of the toothpaste tube, ensure that a pea-sized amount of toothpaste is always dispensed onto a piece of paper before dispensing any onto the toothbrush.
- After the children finish brushing, ensure that they rinse their toothbrushes thoroughly with tap water, allow them to air-dry, and store them in an upright position so they cannot contact/touch each other with those of other children.
- Provide children with paper cups to use for rinsing after they finish brushing. Do not allow them to share cups and ensure that they dispose of the cups properly after a single use.

NOTE:
DO NOT THROW AWAY TOOTHBRUSH HOLDERS AND MESH; SANTIZE AFTER EACH USE

System/Service Area: Health Services	**Subject:** Vision Screening
Related Regulation(s): 1302.42 (b) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: At Enrollment, 45 days

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Vision Screening**

- A vision screening is required annually.
- Health professionals or certified staff members conducting the screening will provide the necessary information to complete the form.
- The screening must occur within 45 days of the enrollment date.
- Parents are strongly encouraged to have their children screened before the first day of school.
- Any abnormal findings will be communicated with the parent/legal guardian.
- A referral will be issued for the child to visit their primary care physician (PCP).

- The Hidalgo County Head Start Program will accept the vision screening results from the child's PCP's physical exam form.
- The staff will follow up with the child's PCP within seven (7) to ten (10) working days on any abnormal findings in the exam and document the child's health case notes.
- Parents are notified via the program acceptance letter sent during the summer that their child must have a vision screening done before the first day of school. However, should the child begin school without having had a vision screening, the parent will be given a health notice advising them of the concern.
- The health notice will include a deadline by which to comply. Should the parent be unable to comply with the notice, a certified staff member may screen the child.
- If the child is absent the day of the screening, the staff will instruct the parent/legal guardian to transport the child to their PCP to have the vision test done at their office.
- The certified staff conducting vision screening must date and print the complete name on the Vision Screener Report.
- The certified staff conducting vision screening must complete the Distance Activity Screen as required by Texas.

The Family Social Worker will assist if the family does not comply after having received **one** notice of their non-compliance. All the above must be documented in the Case Notes.

Refer to Appendix Bb - Vision Form and Vision Exam User Guide

System/Service Area: Health Services	Subject: Vital Signs and Measurements
Related Regulation(s): 1302.42 (b) (1); 746.605	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 90-day deadline

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Monitoring Frequency

- Vitals (temperature, pulse, respiration) may be monitored periodically based on program needs and individual child considerations (e.g. health status, activity level).
- More frequent monitoring may be necessary during illness outbreaks or for children with specific health conditions.
- Blood pressure (90-day deadline) may be done by the trained program staff at the centers or nurses and enter all results on Go Engage.

Monitoring Techniques

- Staff trained in proper techniques utilize appropriate equipment to measure vitals (e.g., digital thermometers, blood pressure machine, height, and weight scales).
- Height and weight are measured during September using calibrated equipment or obtained from the physical exam form. Results will be entered under Medical Tests or Physical Exam on Go Engage for appropriate Body Mass Index (BMI) calculations.

Documentation and Communication

- Vital signs are documented in each child's individual health record on Go Engage.
- Any abnormal readings or concerns are promptly communicated to parents/guardians and, if necessary, the child's healthcare provider. Provide a referral after 2 abnormal results at the campus.
- Follow up on referrals until a normal result is acquired or medical documentation of the abnormal finding is cleared by the child's Primary Care Provider (PCP).
- Parents/guardians are informed and encouraged to discuss any health concerns or specific monitoring needs for their child with HCHSP staff.

Hidalgo County Head Start Program
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(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual –

Disability Services Department

Disability Services Director: Martha Rodriguez

Policy Council Member Assigned: Yessica Villarreal

DISABILITY Procedures Manual

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Introduction

The Hidalgo County Head Start Program (HCHSP) must ensure enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA, and their families receive all applicable program services delivered in the least restrictive environment and that they fully participate in all program activities. Head Start programs have a strong history of inclusion of children with disabilities and suspected delays. The program is expected to ensure that 10% of the actual enrollment are children eligible for services under the Individuals with Disabilities Education Act (IDEA). This requirement, often called the 10% requirement, was established in 1972 to ensure that children with disabilities and developmental delays and their families have equitable access to the Head Start program's comprehensive services. Since then, over 3 million children with disabilities have participated in Head Start programs. HCHSP has a strong commitment to providing high-quality inclusive services. Disabilities services coordinators can support the program's efforts to recruit and enroll children with disabilities and suspected delay to meet the 10% enrollment requirement.

The following subtitles are services provided by the Disability department through HCHSP.

Additional services for children with disabilities. The HCHSP ensures the individualized needs of children with disabilities, including but not limited to those eligible for services under IDEA, are being met and all children have access to and can fully participate in the full range of activities and services. We provide any necessary modifications to the environment, multiple and varied formats for instruction, and individualized accommodation and support as necessary to support the full participation of children with disabilities. We ensure all individuals with disabilities are protected from discrimination under and provided with all services and program modifications required by section 504 of the Rehabilitation Act (29 U.S.C. 794), the Americans with Disabilities Act (42 U.S.C. 12101 *et seq*.), and their implementing regulations.

Services during IDEA eligibility determination. While the local agency responsible for implementing IDEA determines a child's eligibility, the HS Disability department provides individualized services and support, to the maximum extent possible, to meet the child's needs. Such additional supports may be available through a child's health insurance, or it may be appropriate or required to provide the needed services and supports under section 504 of the Rehabilitation Act if the child satisfies the definition of disability in section 705(9)(b) of the Rehabilitation Act. When such supports are not available through alternate means, pending the evaluation results and eligibility determination, HCHSP aims to individualize program services based on available information such as parent input and child observation and assessment data and may use program funds for these purposes.

Additional services for children with an IFSP or IEP. To ensure the individual needs of children eligible for services under IDEA are met, HCHSP must:

(1) Work closely with the local agency responsible for implementing IDEA, the family, and other service partners, as appropriate, to ensure:

(i) Services for children with disabilities will be planned and delivered as required by their IFSP or IEP, as appropriate.

(ii) Children are working towards the goals in their IFSP or IEP

(iii) Components of the IFSP or IEP that cannot be implemented by HCHSP are then implemented by other appropriate agencies, related service providers and/or specialists.

(iv) IFSP's and IEPs are being reviewed and revised, as required by IDEA; and,

(v) Services are provided in a child's regular Early Head Start or Head Start classroom to the greatest extent possible.

(2) Plan and implement the transition services described in subpart G of this part, including at a minimum:

(i) For children with an IFSP who are transitioning out of Early Head Start, collaborate with the parents, and the local agency responsible for implementing IDEA, to ensure appropriate steps are undertaken in a timely and appropriate manner to determine the child's eligibility for services under Part B of IDEA; and,

(ii) For children with an IEP who are transitioning out of Head Start to kindergarten, collaborate with the parents, and the local agency responsible for implementing IDEA, to ensure steps are undertaken in a timely and appropriate manner to support the child and family as they transition to a new setting.

Parents of all children with disabilities

(1) The Disability staff collaborates with parents of children with disabilities, including but not limited to children eligible for services under IDEA, to ensure the needs of their children are being met, including support to help parents become advocates for services that meet their children's needs and information and skills to help parents understand their child's disability and how to best support the child's development.

(2) The Disability department assist parents to access services and resources for their family, including securing adaptive equipment and devices and supports available through a child's health insurance or other entities, creating linkages to family support programs, and helping parents establish eligibility for additional support programs, as needed and practicable.

(a) Parents of children eligible for services under IDEA. For parents of children eligible for services under IDEA, the Disability Coordinator must also help parents:

- Understand the referral, evaluation, and service timelines required under IDEA.
- Actively participate in the eligibility process and IFSP or IEP development process with the local agency responsible for implementing IDEA, including by informing parents of their right to invite the Head Start Disability Director or Coordinator to participate in all meetings.
- Understand the purposes and results of evaluations and services provided under an IFSP or IEP; and,

(4) Ensure their children's needs are accurately identified in, and addressed through, the IFSP or IEP.

(a) The HCHSP coordinates with the local agency responsible for implementing IDEA to identify children enrolled or who intend to enroll in a program that may be eligible for services under IDEA, including through the process described in §1302.33(a)(3) and through participation in the local agency Child Find efforts.

(b) HCHSP works to develop interagency agreements with the local agency responsible for implementing IDEA to improve service delivery to children eligible for services under IDEA, including the referral and evaluation process, service coordination, promotion of service provision in the least restrictive appropriate community-based setting and reduction in dual enrollment which causes reduced time in a less restrictive setting, and transition services as children move from services provided under Part C of IDEA to services provided under Part B of IDEA and from preschool to kindergarten.

(c) The Disability staff participate in the development of the IFSP or IEP if requested by the child's parents, and the implementation of the IFSP or IEP. At a minimum, the Head Start must offer:

(1) To provide relevant information from its screenings, assessments, and observations to the team developing a child's IFSP or IEP; and,

(2) To participate in meetings with the local agency responsible for implementing IDEA to develop or review an IEP or IFSP for a child being considered for Head Start enrollment, a currently enrolled child, or a child transitioning from a program.

(d) The Hidalgo County Head Start Disability department retains an electronic copy of the IEP or IFSP for any child enrolled in Head Start for the time the child is in the program as consistent with the IDEA requirements in 34 CFR parts 300 and 303.

PUBLIC LAW 94-142 (IDEA)

In 1975 Congress passed Public Law 94-142, now called the Individuals with Disabilities Education Act (IDEA) which assures that all students ages 3-21 with disabilities receive a free and appropriate public education (FAPE). This law ensures the following:

- To ensure that all children with disabilities have available to them, a free appropriate public education which emphasizes special education and related services designed to meet their unique needs.
- To ensure that the rights of children with disabilities and their parents are protected.
- To assist States and localities to provide for the education of all children with disabilities.
- To assess and assure the effectiveness of efforts to educate all children with disabilities.

Americans with Disabilities ACT (ADA)

The Americans with Disabilities Act creates the opportunity for everyone with a disability to live a life of freedom and equality. Passed by the Congress and signed into law by the President on July 26, 1990, the ADA is the first comprehensive declaration of equality for people with disabilities.

The ADA protects the civil rights of people with disabilities in all aspects of employment, stores, hotels, and other types of buildings to which the public has access.

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against any person with a disability by any federally funded agency or organization. It requires States to provide programs for eligible students with disabilities equal to those without them.
(Ref; Channing L. Bete Co., Inc. 1999

Acronyms:

ADA: Americans with Disabilities Act
ARD: Admission, Review, Dismissal
BOY: Beginning of the Year
ECI: Early Childhood Intervention
EOY: End of the Year
FAPE: Free and appropriate public education
IEP: Individual Education Plan
IFSP: Individualized Family Service Plan
IDEA: Individuals with Disabilities Education Act
LEA: Local Education Agency
MOY: Middle of the Year

Acknowledgements:

The HCHSP operates its Disability Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- Texas Department of Protective Service Childcare Minimum Standards
- IDEA and ADA Federal Regulations

Department Overview

Staff

The Disability Department consists of staff members that manage and process all disability services and information for the Hidalgo County Head Start Program. The positions comprising the Disability Department are as follows:

- Disability Director
- Disability Secretary
- Disability Coordinators

Responsibilities

The primary responsibilities of the Disability Department consist of:

- Conducting classroom observations
- Request children records from outside sources with parent consent.
- Generate monthly tracking logs of services.
- Obtain weekly Referral Process Progress report from campus FSW's.
- Collaborate with campus staff on support for children with an active IEP.
- Train campus staff and HS staff on disability services and processes
- Record keeping of all data entries and pending status of children in process of evaluations with LEA's and ensure all are loaded accurately on Go Engage data system.
- Monitor all referrals of children with suspected disabilities and those with IEPs in place.
- Ensure teaching staff have access to the child's IEP, goals, and objectives.
- Support parents and families through all the process of the referral and evaluation by LEA's.
- Conduct parent training of general services at parent meetings as requested by campus directors.
- Provide informational resources of outside services available to campuses and families of enrolled children with Head Start including those from within the HS program.
- Tabulate totals of services rendered for PIR weekly and monthly as accountability.
- Visit assigned campuses to support children, staff, teachers, and clarify any concerns as needed.
- Partnership with Local Education Agencies to collaborate services for children new to disability and/or to discuss referral processes and packet requirements.
- Assist in the Mental Health Process to ensure both departments service children need early intervention.

Self-Assessment

The Hidalgo County Head Start Program implements an annual self-assessment in collaboration with the Governing Board, the Policy Council, and program staff and parents.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Agency PIR	Disability Department	Daily
Family Directory (IEP/Services/Authorization Section Tab)	FSWs, Campus Directors, Disability Department	Daily
Lesson Plans by Classroom	Teachers, Campus Directors,	Daily
Program Outcomes Portal (POP)	Disability Department,	Daily
Report Directory	Teachers, FSW's, Campus Directors, Disability Coordinator, Disability Director	Daily
Weekly Status Report	Disability Department	Weekly
Weekly Tracking Report	FSW, Campus Director	Weekly
Case Notes	Teachers	Bi-Weekly
Supply Request	FSWs, Disability Department	Bi-Weekly
Campus Parent Meetings	Campus Director, Disability Department	Monthly
LEA Roster	Disability Department	Monthly
PIR Report	Disability Department	Monthly
PIS Report	Disability Department	Monthly
Service / Therapy Sign in Log	FSWs, Teachers	Monthly
IEP Progress Reports	FSW's	6-weeks
HCHSP Progress Reports	Teachers	6-weeks
Advisory Committee	Disability Director	Annually
Inventory List	Campus Staff, Disability Department	Annually
Graduate List	FSW's, Campus Directors, Disability Department Security	Annually
Returnee List	FSW's, Campus Directors, Disability Department Security	Annually
Self-Assessment	Disability Department	Annually
Service Provider Contact Roster	FSW's, Campus Director, Disability Department	Annually
Annual Goals	FSWs, Teachers, Disability Coordinators	Ongoing
Child Developmental Screening	FSWs Campus Directors, Disability Department	Ongoing
Classroom Observations	Disability Coordinators	Ongoing
Communication	Disability Department, FSWs, Campus Directors	Ongoing
Create E-Files	Disability Department	Ongoing
Disability Trainings/ Refreshers	Disability Coordinators	Ongoing
Parent Conferences	Disability Coordinators	Ongoing
Parent Fair/Workshops/Seminars	Disability Department	Ongoing
Parent Support Groups	Disability Department	Ongoing
Provide Strategies/Supports	Disability Department	Ongoing
Staff Development	Disability Department	Ongoing
Staffing	Disability Department	Ongoing

Admission, Review, Dismissal (ARD) Meetings **IEP Documentation**	Teachers, FSWs, Campus Director	As Needed
Referrals and Disabilities Process Technical Assistance	FSWs, Disability Department	As Needed
Referral Processes by Class/Caseload	FSWs, Disability Department	As Needed
Child Find	Disability Department, FSWs Campus Directors, Teachers	Upon Transition / ARD Meeting

System/Service Area: Disability	Subject: Admission, Review, & Dismissal (ARD)
Related Regulation(s): 1302.62	
Related Forms: ARD/IEP, Progress Reports	**Related Reports: Agency PIR, Weekly Tracking Report, LEA Roster**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible:
Campus Director
Family Services Worker

Procedures:

After the initial evaluation report is completed by the LEA, an ARD committee must be formed to consider the report and determine whether your child is eligible for special education and related services. The ARD committee members include the following:

- The parents will be invited and encouraged to attend the meeting.
- The teacher of the child responsible for implementing IEP objectives
- A Head Start representative such as Campus Director, or/and a Family Service Worker
- A Special Education Teacher
- A School District Representative
- Support Staff from LEA who bring their expertise on the child's needs.

ARD meetings are conducted at least once a year to develop, review and revise the child's Individualized Education Plan (IEP). All Information must be in the parent's native language, and they have a right to an interpreter at the meeting. School must attempt to schedule the meeting at a time and place agreeable to the parent and the school.

To determine if a child is eligible for Special Education and related services, they must have a disability and because of the disability, the child must need special education and related services to benefit from these educational resources. Disabilities are categorized and defined under this regulation for the Individual with Disabilities Education ACT (IDEA) as follows:

- Autism
- Deaf or hard of hearing
- Deaf & blindness
- Emotional disturbance
- Intellectual disability

- Multiple disabilities
- Noncategorical early childhood
- Orthopedic impairment
- Other health impairment
- Specific learning disability
- Speech or language impairment
- Traumatic brain injury
- Visual impairment

Determination for eligibility for services must be made within 30 calendar days from the date of completion of the initial evaluation report.

If the evaluation indicates that your child has a disability, the ARD committee must then address the second part of the two-part eligibility test by deciding whether your child needs special education and related services to be involved and make progress in the general education curriculum (i.e., the same curriculum as for nondisabled children).

If the child qualifies for special education and related services, the school is required to provide the child with a Free and Appropriate Public Education (FAPE) in the least restrictive environment. This is accomplished through the ARD committee's development of an IEP and the school's implementation of the IEP. A decision of the ARD committee concerning the required elements of the IEP must be made by mutual agreement of the committee members, if possible, before the school can provide any initial special education and related services. Parents need to sign a consent and have the authority to revoke consent for services at any time. This revocation must be in writing.

The school will provide a copy of the Child's IEP at no cost to the parents of the child and be available under 19 TAC 89.1050 in the Parent's dominant language. Parents can request an ARD committee meeting to discuss educational concerns about their child at any time. The school must either grant parents' requests within five school days or provide you with a written notice explaining why the school refuses to convene a meeting.

Refer to Appendix B for more information.

System/Service Area: Disability	Subject: Confidentiality
Related Regulation(s): 1303.20-1303.23	
Related Forms: Confidentiality Policy Authorization Head Start Program Standards	**Related Reports: IEP, ARD, Service Provider Log, LEA documentation, Professional Reports, Medical Reports**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Confidentiality must be maintained in accordance with program and state requirements and through training done at pre-services, workshops, conferences, and parent meetings, etc.

Time Frame: On Going

Person(s) Responsible: All staff

Procedure(s): Gathering of all Head Start Staff signatures using the Confidentiality Policy Authorization Form to maintain compliance of children and family rights under state and federal mandates. The electronic Authorization Consent form is available on Go Engage under the Family Directory tab and can be electronically signed to request or release Special Education Records on a child needing LEA Special Services or going through Transitioning to LEA.

These include:

- ARD Meeting and ARD Notice
- Consent for Evaluation
- Evaluation Reports
- IEP
- Observations
- Progress Reports
- Screening
- Services and Treatment
- Private Agency Evaluations (Speech/Language, Physical, Occupational Evaluations)
- Professional Diagnosis (including behavioral/psychological

Reference Human Resources Manual

System/Service Area: Disability	Subject: Consents
Related Regulation(s): Disability Services	
Related Forms: Authorization Consent	**Related Reports: Go Engage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On Going - As needed

Person(s) Responsible:
Campus director
Disability Coordinator
Family Service Worker

Procedure(s): HCHSP gains consent through a signed form from parents that renders the right to release or request confidential information on their child with special needs from other agencies, for children receiving therapy services from LEA Special Education. If they are being referred to Special Education to determine eligibility for Special Education Services, this form authorizes HCHSP to request Professional Diagnosis including behavioral and psychological services/input.

- Any child receiving observation/screening/or evaluations from a provider and not a Head Start staff must have an Authorization signed by the parent.
- If the child becomes eligible for services after evaluation parents give consent to receive services from LEA unless there is a Refusal for Services Form. This form is provided to the parent for signature at such time that the parent is refusing recommended services for the child whether it is with a private provider or LEA. Special Services are recommended by professionals/specialists and the reasons and/or benefits for such recommendations are explained to the parent. This form is obtained for record keeping purposes.
- The Authorization should be signed and dated, electronically and the parent will receive a copy.
- This form is being implemented to meet the required procedures for Childcare Licensing.
- This authorization will automatically expire one year after the date signed. This form is both in English and in Spanish and should be used accordingly based on the Parents dominant language. This form is found under Go Engage in the Authorization tab.
- Authorization can be revoked at any time except to the extent that action has already been taken upon this consent.

Although services are being provided at the campuses there are exceptions or situations beyond our control therefore the HCHSP have the following consents:

PARENT CONSENT FOR TRANSPORTATION

Parents will be required to sign a "Parent Consent for Transportation" form authorizing Hidalgo County Head Start Program to transport their child(ren) to required therapy appointments. The Family Service Worker, Teacher or Campus Director may secure the signed form from the parent. A copy of the consent form will be filed in the child's e-file, bus drivers should keep a copy on the bus, and it will be sent to the Disability Department. These forms may be requested from the Transportation Department or call the Disability Department. A bus monitor should always ride the bus with the children. **Disability Classroom Assistants may accompany the child with significant disabilities to therapy if the need is evident.**

Currently, children with disabilities are being serviced on-site. However, if a child needs transportation due to an unforeseen circumstance the following will occur:

TRANSPORTATION REQUEST FORM:

Procedure(s):

The Campus Director and Family Service Worker will be responsible for filling out this form every time a child with special needs requires transportation for therapy services with LEA's. The form is detailed and will provide the Transportation Department with all the required information on the child. The FSW will submit this form to the Transportation Department, and they will be responsible for securing the child's transportation. The FSW/CD will follow up to ensure the child receives the transportation. Fill out all forms completely.

Requesting for Head Start Transportation Services:

- Fill out the Transportation Request Form. On "appointment. time" be specific, document the actual therapy time, example: from 10:00-10:30 am. If the actual time is unknown, call the provider and ask. Fill out the form and send it to the Transportation Department.
- Secure the parent's signature on the "Parent Consent for Transportation" form. Fill out the form and send it to the Transportation Department with the Transportation Request form. Keep a copy in the child's file and send a copy to the Disability Department.

Reference Transportation Manual for more information

System/Service Area: Disability	Subject: Curricula: Subpart C
Related Regulation(s): 1302.30, 1302.32, 1302.102	
Related Forms:	**Related Reports: CLI REPORT, PCI**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Education department
Teaching staff

Procedure(s): The Hidalgo County Head Start Program provides high-quality early education and child development services, including for children with disabilities.

(a) ***Curricula:***

(1) HCHSP implements developmentally appropriate research-based early childhood curricula, including additional curricular enhancements, as appropriate that:

(i) Are based on scientifically valid research and have standardized training procedures and curriculum materials to support implementation.

(ii) Are aligned with the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and, as appropriate, state early learning and development standards; and are sufficiently content-rich to promote measurable progress toward development and learning outlined in the Framework; and,

(iii) Have an organized developmental scope and sequence that includes plans and materials for learning experiences based on developmental progressions and how children learn.

(2) A HCHSP teaching staff effectively implement curricula and at a minimum monitor curriculum implementation and fidelity, and provide support, feedback, and supervision for continuous improvement of its implementation through the system of training and professional development.

(b) ***Adaptation.***

A program that chooses to make significant adaptations to a curriculum or a curriculum enhancement described in paragraph:

(1) To better meet the needs of one or more specific populations must use an external early childhood education curriculum or content area expert to develop such significant adaptations. (2) HCHSP education department assesses whether the adaptation adequately facilitates progress toward meeting school readiness

goals, consistent with the process. (3) Programs are encouraged to partner with outside evaluators in assessing such adaptations.

Reference Regulation 1302.30 and 1302.32 of the Education Manual for more information

System/Service Area: Disability	Subject: Family and Community Engagement
Related Regulation(s): 1302.53	
Related Forms: Program Informational brochures, MOU's, Community Resource Directory	**Related Reports: Sign-Ins, Agendas**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will establish ongoing collaborative relationships and partnerships with community organizations to facilitate access to community services that are responsive to children's and family's needs. Family partnership goals and community needs will be met through available resources as deemed by the community needs assessment.

Time Frame: Ongoing

Person(s) Responsible:
Community Partnership Director
Department Directors
Campus Directors
Family Service Workers
Parents

Procedure(s):

The program will foster the development of a continuum of family centered services and advocate for communities that share responsibility for the healthy development of children and families.

The program will establish and maintain collaborative relationships that are responsive to our Head Start family's needs and interests.

The program will establish and maintain collaborative relationships with organizations and agencies that are responsive to Head Start Children with disabilities and their families' needs and interests and maintain a written collaborative agreement.

Head Start will establish and maintain necessary collaborative partnerships (MOU's) with community organizations to include Health care providers. Health professionals, Nutritional services providers, to include:

- Individuals and agencies that provide children with disabilities and their families, and providers of childcare services.
- Family preservation and support services and child protection services and any other agency to which child abuse must be reported under state law.
- Parents are provided with opportunities to meet with agencies and community members to discuss issues regarding community services. (Monthly parent meetings, Trainings, Community Resource Directory).

Reference regulation 1302.53 of the Transition Manual for more information.

System/Service Area: Disability	Subject: Go Engage Data Management System
Related Regulation(s):	
Related Forms: LEA documentation, Authorization Consent, Data Collection, Diaper changing log,	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On-Going

Person(s) Responsible: All Staff

Procedure(s): The HCHSP Disability Department utilizes Go Engage system for the purpose of:

a. **Consents/Confidentiality** -Authorization Tab on Family Directory on Go Engage system that can be digitality or electronically signed by parent to get consent to request/release of Disability Records from the LEA Disability (ARD Meeting and ARD Notice, IEP, Evaluation Reports, Progress Reports, Consent for evaluation, observations, screening, treatment, referrals, and services.) Private Agency Evaluations (Speech/Language, Physical, Occupational Evaluations) Professional Diagnosis (including behavioral/psychological) to implement Special Services and/or a Transition to LEA.

Refer to Appendix D for more information.

b. **Data Collection**- Collection of data from screening/assessments (CLI education appendix), evaluation/progress reports from private providers (refer to IR), assessment tool (DECA appendix...), ECI services prior to enrollment(transition), documentation that warrants (i.e. PBS, Mental Health Process refer to MH….), language survey(education/ISD), and vision and hearing screening (health).

c. **Documentation Management**-Follow-Ups used on internal and external referrals (Referrals), case notes on IEP tab for children already identified (refer to IEP/monitoring).

d. **Forms**- Accessible to assigned staff to obtain via Go Engage

- Data collection
- Diaper Change Log
- Refusal of Services
- Service Provider Monthly Log
- Staffing Conference Notes
- Supply Request

- T & TA
- Toileting Training Log

e. **Observations**- on Go Engage system to document service provider notes.
f. **Record Keeping**-uploaded via Go Engage to view a child's active IEP, Service Providers/Teacher progress reports, Service Provider Monthly Log. Disability records not uploaded via Go Engage are saved by Disability Coordinator via Teams (Microsoft) and monitored by MIS Department.
g. **Referrals**-HCHSP uses Internal and/or External referrals to monitor LEA referral process and/or outside provider child progress.

   Reference "Referral" on Mental Health Procedure Manual for more information

h. **Reports** – The Go Engage system is used to generate reports with information input by Family Service workers.

Reference IEP/Referrals/Monitoring of this manual for more information

Refer to Appendix D for more information.

System/Service Area: Disability	Subject: Head Start Early Learning Outcome Frameworks: Birth to Five Years
Related Regulation(s): 1302.31, 1302.60	
Related Forms: IEP, HSELOF manual	**Related Reports: Related Reports: Child Development Screening, CLI (Go Engage), Child Individual Plan**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On Going

Person(s) Responsible: All Staff

Procedure(s): The HCHSP utilizes the Head Start Early Learning Outcomes Framework: Ages Birth to Five to support children's learning and development in close collaboration with specialists identified on a Child's Individual Family Service Plan (IFSP), Individual Education Program (IEP), or 504 plan.

HCHSP identifies the strengths and abilities of all children to ensure that learning opportunities are maximized and that all children are fully included in every educational experience and activity.

Critical components of this framework include:

- The Framework is organized into elements that are research-based, comprehensive, inclusive, manageable, and measurable.
- Children with disabilities may need more individualized or intensive instruction to develop and learn skills, behaviors, and concepts described in the Framework.
- They may require accommodation in the environment or in instructional strategies, adaptive materials, or assistive technology.

Refer to Regulation 1302.31 and 1302.60 from the Education Manual for more information.

Refer to Appendix F for the HSELOF manual

System/Service Area: Disability	Subject: IDEA: Individuals w/Disability Education Act & ADA: Americans w/ Disability Act
Related Regulation(s): 1302.63	
Related Forms: 504, ADA, IDEA	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP is required to implement IDEA. In 1975 Congress passed Public Law 94-142, now called the Individuals with Disabilities Education Act (IDEA) which assures that all students ages 3-21 with disabilities receive a free and appropriate public education (FAPE).

Time Frame: Ongoing - As needed

Person(s) Responsible: All Staff

Procedure: Elements of IDEA are:

- To assure that all children with disabilities have available to them… a free appropriate public education which emphasizes special education and related services designed to meet their unique needs.
- To ensure that the rights of children with disabilities and their parents are protected.
- To assist States and localities to provide for the education of all children with disabilities.
- To assess and assure the effectiveness of efforts to educate all children with disabilities.
- Develop and implement an individualized education program (IEP) for eligible students with a disability.

The Individuals with Disabilities Education Act (IDEA) is a law that makes available free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.

The IDEA governs how states and public agencies provide early intervention, special education, and related services to more than 8 million (as of school year 2022-23) eligible infants, toddlers, children, and youth with disabilities.

Infants and toddlers, birth through age 2, with disabilities and their families receive early intervention services under IDEA Part C. Children and youth ages 3 through 21 receive special education and related services under IDEA Part B.

Americans with Disabilities Act (ADA)

Creates the opportunity for everyone with a disability to live a life of freedom and equality. Passed by the Congress and signed into law by the President on July 26, 1990, the ADA is the first comprehensive declaration of equality for people with disabilities. The ADA protects the civil rights of people with disabilities in all aspects of employment, stores, hotels, and other types of buildings to which the public has access.

(a)Special Services offered to children with disabilities who meet IDEA eligibility criteria include, but are not limited to, the following: Speech and Language Therapy, Occupational Therapy (OT), Physical Therapy (PT), Psychological Services (i.e., counseling, play therapy), and Transportation. Other services include health (asthma, and diabetes monitoring, etc.), special equipment, materials, supplies (i.e., pampers, wipes, gloves, special swings, wheelchairs, etc.) Also, additional instructional assistance is provided to children with Down Syndrome, Autism, and Intellectual Disability, etc. as deemed necessary.
(b)Special education means instruction that is specially designed to meet the unique needs of a student with a disability. It includes any related services needed for the student to benefit from his or her special education services. Special education is not a place, but a set of services and support that can be provided in many ways and in many different settings.
(c) HCHSP Coordinate recruitment activities with organizations that serve children with special needs such as ECI and Child Find – Region 1 ESC. Parents are encouraged for family engagement participation for trainings, workshops, conferences on IDEA section 504, ADA to promote families as advocates and leaders.
(d)Honest dialogue is developed with families regarding ARD meetings to promote participation.

The IEP is developed by a team referred to in Texas as the Admission, Review, and Dismissal (ARD) committee. The parent is a member of the ARD committee.

To be eligible for special education services, a student must:

1. Have a disability as defined by one or more of the 13 IDEA disability categories.
2. Because of the disability, require special education services. Students who have disabilities not covered by IDEA or students with disabilities who do not require special education services are not eligible. However, a student with a disability may be eligible for support and services under Section 504.

The Disability department staff will ensure the following:

- Provide any necessary modifications to the environment, multiple and varied formats for instruction and individualized accommodations and supports necessary to support the full participation of children with disabilities.

- Ensure all individuals with disabilities are protected from discrimination under and provided with all services and program modifications required by Section 504 of the Rehabilitation Act, the American with Disabilities Act.

No employee or program volunteer will discriminate against or mistreat any child with a disability who is enrolled and receiving program services.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against any person with a disability by any federally funded agency or organization. It requires states to provide programs for eligible students with disabilities equal to those for those without them.

(Ref; Channing L. Bette Co., Inc. 1999)

Refer to Appendix A for more information.

System/Service Area: Disability	Subject: IEP-Individual Education Plan
Related Regulation(s): 1302.60,1302.63, 1302.30	
Related Forms: IEP, Curricula, Screening, medical records, Lesson Plan,	**Related Reports: PIR, LEA Documentation, Campus Service Providers, LEA roster, Go Engage PIR, Child Individual Plan**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Individualized Education Program (IEP) is a written statement for each child with a disability that is developed, reviewed, and revised in a meeting. The statement must include measurable annual goals, including academic and functional goals designed to meet the child's needs that result from the child's disability to enable the child to be involved in and make progress in the general education curriculum. It also must meet each of the child's other educational needs that result from the child's disability.

Time Frame: Ongoing

Person(s) Responsible: All Campus Staff (Duties as assigned)

- The HCHSP is responsible for implementing applicable individualized program services and support to meet the child's needs and their families, including those eligible for services under IDEA. Ensuring children with disabilities receive FAPE in the least restrictive environment with full participation in all program activities.

- Program services are individualized based on data collection such as, but are not limited to parent input, child observation, assessment data, outside service providers, medical input and may access program funds for these purposes. Hidalgo County Head Start provides adaptive devices, modifications, and accommodations to meet the child's needs allowing them to fully participate in all program activities.

- The IEP specifies special education and related services, supplementary aids and program modifications, and supports for school program personnel necessary to enable the child to advance toward attaining the annual goals.

  Related services are as follows:
- Interpreting, Psychological, School Health/Nurse, Social Work services
- Medical services for diagnostic or evaluation purposes
- Orientation and mobility services
- Parent counseling and training
- Physical and Occupational Therapy Recreation, including therapeutic recreation.
- Speech-language pathology and audiology services

Campus Director will:

- Ensure IEP objectives are included in the Lesson Plan, uploaded in Go Engage and reinforced in the classroom.
- Ensures and maintains confidentiality of all information gathered and records.

Disability Coordinator will:

- Collaborate with LEA's
- Required documentation and/or special education records from LEA need to be collected.
- Classroom observations are conducted as needed to identify children's needs and concerns need.
- Monitor In Go Engage PIR, POP, LEA monthly roster, services, weekly tracking report.
- Provides temporary adaptive devices as established on the IEP.
- Staff and parents need to be trained based on concern.
- Progress monitor student growth based on performance standards.
- Request an ARD to make modifications to IEP.
- Ensure individualized accommodation and instructional support are practiced daily to target the needs of children with disabilities.
- Provide and support the classroom with special utensils, materials, equipment, facility accessibility and anything else required by the child as per IEP.
- Provide visuals to guide and model teacher expectations.
- Share research-based strategies to meet a child's needs. Strategies to be used to ensure that special needs are met include using Substitutes, Volunteers and Disability Floaters who provide extra assistance.
- The HCHSP Disability Department will support staff to effectively implement curricula with fidelity and provide support, feedback, and supervision for continuous improvement of its implementation through the system of training and professional development.

Family Services Workers will:

- Add or update IEP tab in Go Engage
- Authorization Consent on Go Engage needs to be obtained.
- Participation at ARD Meetings, liable to obtain and upload required documentation immediately.
- Ensure therapist are actively providing services rendered in the IEP through sign in logs and uploading in Go Engage. This form will be utilized for every child receiving therapy/special education services.
- Ensure and monitor teachers have IEP goals for each child receiving services for IEP objectives to be reinforced in the classroom and input in the lesson plan.

- FSW's are expected to assist new staff in all processes of our department until training becomes available.
- Know and familiarize with Campus Service Providers
- Provide parents IEP six-week progress reports.
- Secure interpreters at ARD/IEP meeting will be provided for non-English speaking parents. Sign Language interpreters will also be provided if needed. IEP will be in the parent's dominant language.
- Supply request list bi-weekly and uploading in Go Engage
- Weekly Tracking Report in TEAMS

Teacher, Assistant Teacher, Disability Floater will:

Adjustments must be made to a curriculum to better meet the needs of one or more specific populations by partnering with outside evaluators in assessing such adaptations by having the following:

- External medical professionals
- Individualized accommodation and instructional support will be used to ensure the participation of children with disabilities.
- LEA service providers
- IEP goals need to be obtained for each child receiving services by LEA and have them accessible for reference.
- The weekly lesson plan outlines the classroom daily activities for the week. Teachers are to reflect IEP objective(s) to be reinforced in the classroom in the Special Services IEP section. This will apply only to children with disabilities who have an Individual Education Plan (IEP) with LEA.
- Lesson plan needs to be uploaded in Go Engage and it needs to be posted in the classroom.
- Due to confidentiality the teacher will use a code to identify the children (i.e., numbers, letters, shapes etc.).
- The IEP objectives reflected on the weekly plan will be the objectives written on the "IEP Child Progress Report" to be reported for progress.

Refer to Appendix G for more information.

System/Service Area: Disability	Subject: Informational Resources
Related Regulation(s): All areas of Disability	
Related Forms: Parent Handbook, Community Agency List, Support Group List, HCHSP website	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On-Going/As Necessary

Person(s) Responsible: Disability Staff

Procedure(s):

- Provide Head Start staff and families with informational brochures to share supports and services provided by the Disability department along with full descriptions to all department services and supports that are rendered and available through our program.
- Gives access to the Parent Handbook available through the HCHSP website showcasing all policies and program procedures of each department along with department responsibilities to comply and meet Office of Head Start standards.
- Generate a List of Community Agencies in collaboration with the HCHSP to provide children and our families with various opportunities to strengthen their home base life by accessing these places to seek services needed.
- Provide a Support Group List to campus staff and local education agencies as needed, where they find Contact Information and phone numbers for additional staff available to assist in matters that affect our children and their families directly.
- The Hidalgo County Head Start Program utilizes its media platform for any individual interested in exploring the site or seeking guidance from a specific department and encourages families within Hidalgo County to access the online site to find answers to questions they may have regarding our program policies and procedures as well as any other service available.

Refer to Appendix I for more information.

System/Service Area: Disability	Subject: LEA-Local Education Agency
Related Regulation(s): 1302.60, 1302.61, 1302.63	
Related Forms: LEA Referral Packets, CIP, CLI, Attendance, DECA	**Related Reports: PIR, LEA Roster**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible:
Campus Directors
Family Service Workers
Teachers

Procedure(s):

The HCHSP must coordinate with the local education agency responsible for implementing IDEA Individuals with Disabilities Education Act to identify children enrolled or who intend to enroll in a program that may be eligible for services under IDEA including children going through the process described in the screener policy and through participation in the local education agency (LEA) Child Find efforts. Hidalgo County Head Start Program will ensure all individuals with disabilities are protected from discrimination and provided with all services and program modifications required by Section 504 of the Rehabilitation Act, the American with Disabilities Act.

The HCHSP participates in Child Find efforts and has interagency agreements with the local agency responsible for implementing IDEA to improve service delivery to children eligible for services. Services include the referral and evaluation process, service coordination and promotion of service provision in the least restrictive setting. Elements of the IEP that Head Start cannot implement are implemented by other appropriate agencies related service providers and specialists.

The HCHSP will provide relevant information from its screenings, assessments, and observations to the team developing a child's IEP and will participate in meetings to develop or review an IEP or for a child being considered for Head Start enrollment, a currently enrolled child, or a child transitioning from a program.

- Children transitioning with IFSP to the HCHSP, coordinate services through Region One ECI and RGV Easter Seals, The local Early Childhood Intervention agencies and Local Education Agencies
- Memorandum Of Understanding will be secured with LEA and other agencies to provide services for children with disabilities and families.
- Monitor all steps of the LEA process including services rendered at campuses regularly by support staff.

- The Disability Department coordinates meetings with local educational agencies with primary emphasis on providing training on the Referral Process and Child Find.
- Head Start Staff attend Child Find meetings, workshops, and fairs for recruitment purposes. Disability Coordinators participate in Child Find Advisory meetings with Region One ESC
- Collaboration with LEAs reduces time and facilitates transition services as children move from services provided under Part C of IDEA to services provided under part B of IDEA and from preschool to kindergarten.
- The HCHSP participates in developing the IEP if requested by the child's parents and its implementation.
- While the local agency responsible for implementing IDEA determines a child's eligibility, HCHSP provides individualized services and support to meet the child's needs. Head Start has supportive services for the child and family pending the evaluation results and eligibility determination. We individualize program services based on available information such as parent input and child observation and assessment data and may use program funds for these purposes.
- HCHSP Program will include children with disabilities and their families in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

Reference Appendix H for more information

System/Service Area: Disability	Subject: Monitoring
Related Regulation(s): 1302.61, 1302.63	
Related Forms: LEA Roster, Weekly Tracking Report	**Related Reports: PIR, POP, PIS, Go Engage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On Going

Person(s) Responsible:
Campus Director
Coordinator
Disability Director
Family Services Worker
Teacher

Procedure(s):

The Hidalgo County Head Start Program has a responsibility to implement applicable individualized program services and supports to meet the child's needs and of their families, including but not limited to those eligible for services under IDEA. Ensuring children with disabilities receive FAPE in the least restrictive environment with full participation in all program activities. Program services are individualized based on data collection such as, but are not limited to parent input, child observation, assessment data, outside service providers, medical input and may access program funds for these purposes. Acquisition of data for services is acquired through Go Engage for Agency PIR.

Head Start staff will collect on-going information on children with special needs through the following sources:

- Agency PIR on Go Engage used for accuracy data entry on identified children and those pending eligibility for completion of Weekly Status Report, Monthly Program Report and PIS Report
- Campus Monitoring Reports completed by the Administrative Team on campus visits.
- Continued communication with center staff.
- Disability Tracking Report this report provides documentation on a child with a disability and allows for input on each child in the classroom.
- Go Engage
- Head Start Six (6) week Progress Report
- LEA Six (6) Week Progress Report
- Monthly Follow-up Notes on Internal and External Referrals
- Monthly LEA Campus Rosters
- Program Outcomes Portal (POP) used with agency PIR for data entry accuracy for completion of Weekly Status Report, monthly Program Report and PIS report.
- Teacher bi-weekly notes

- Weekly Tracking Report is an Individual comprehensive report which addresses the referral process and its status on each child.

Disability Coordinator/Campus Director /Family Service Worker/ Teacher/Teacher Assistant:

- Compliance Standards
- Case Notes
- Documentation Management
- IEP objectives
- Lesson plans
- Monitor Child Progress
- Provider Service Log

Disability Coordinator/Campus Director/Family Service Worker:

- Campus LEA Quota
- Consents
- External Referral (EX) with follow-ups
- Internal Referral (IR) with follow-ups
- LEA Monthly Roster
- Transitions
- Weekly Tracking Report (WTR)

Disability Coordinator/Campus Director:

- Interventions
- Monitor campus staff.
- Strategies
- Tools

Disability Directory/ Coordinator:

- Monitor and follow up expired IEP
- Monthly Program Report
- Monitoring Tracking Report
- PIR
- PIS
- POP-e-Deca Flags (Yellow, Green, Red, Blue)

System/Service Area: Disability	Subject: Observations
Related Regulation(s): 1302.60, 1302.61, 1302.63	
Related Forms: Observation Form, Go Engage	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On Going

Person(s) Responsible:
Campus director
Disability Coordinator
FSW
Teacher

Procedure(s):

Campus Director:

- Campus Directors will perform classroom observations to monitor student growth of learning goals and objectives including those related directly to children's disability or social-emotional needs. They will provide teaching staff with support and strategies to assist with those learning/teaching initiatives.

Disability Coordinator:

- Conducts classroom observations to identify children with a potential disability or a medically diagnosed disability identified through the Child Find Process in the beginning of the program year or upon enrollment with Head Start and ensure children with disabilities are free of discrimination and participate in all program activities.
- Coordinators observe and screen children's level of handling exhibiting challenging behaviors, their receptiveness to instructional approaches, ability to comply with teacher expectations or directives, ability to control intrinsic impulses and other protective factors including Executive Functioning Skills.

Family Service Worker:

- Will submit an IR (Internal referral) via Go Engage on Child Development Screening Task to Disability Department if child is receiving outside services and/or has an outside diagnosis.
- FSW will attempt to obtain outside evaluations or diagnosis from parents, or service provider.
- FSW will monitor outside services through Internal Referral monthly.
- If Parent gives consent for child to be referred to LEA, FSW is responsible for the completion of LEA Referral process with in a **2-week time frame.** (Follow LEA Process steps).
- Staff must continue to document follow-ups via Go Engage on child's concern.

Teacher:

- Teacher performs daily informal observations of all children to ensure they are meeting the needs of all children in all aspects of their educational goals

and objectives including those related to social-emotional development to promote positive well-being outcomes.

System/Service Area: Disability	Subject: Program Information Summary
Related Regulation(s):	
Related Forms: PIS report	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Disability Director

Procedure: Disability Director will submit a list of services and activities monthly to the Executive Director/Secretary

Total number of:

- Admission, Review & Dismissal meetings held.
- Pending ARDs
- Internal Referrals made.
- External Referrals made.
- Staffing (if applicable)
- Parent Meetings (as needed)

System/Service Area: Disability	Subject: Progress Reports
Related Regulation(s): 1302.63	
Related Forms: HCHSP IEP Six Weeks progress Report, IEP goals, Lesson Plan	**Related Reports:** LEA Six weeks progress Report.
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Six-Week Time Frame

Person(s) Responsible:
Campus Director
Family Service Workers
Teacher

Procedure(s): The progress report is due every six weeks. The Disability Department will provide dates on when the IEP Child Progress Report is to be uploaded onto Go Engage and when a hardcopy is sent out to parents. Training will be provided to teachers on how to fill out this report at the BOY.

Campus Director will:

- Monitor all documentation on Go Engage for accuracy and to follow up with families when FSW is unable to locate parents for missing data.
- Share with parents' child's progress as needed and or if requested.

Family Service Worker will:

- Collaboration with LEA staff is crucial to obtain and secure six weeks' progress reports.
- Progress Reports must be secured from LEA Special Education Departments/Staff and provided to the parents.
- IEP progress reports must be provided to teachers at the beginning of each reporting period so they can document weekly.
- The Head Start IEP Progress report will be given to the parents along with the LEA Six-week progress report.
- Both ISD and HS IEP six weeks progress reports will be uploaded to Go Engage.
- Parents will be provided with the IEP and Six Weeks Progress report in their dominant language. The Progress Reports are in English and Spanish to use as required for each family.

Teacher will:

- Head Start teachers will be responsible for documenting student progress on this report based on individualized IEP reinforcement activities weekly.
- Refer to the "IEP Child Progress Report Guide" for instructions on how to fill out IEP Progress Report

System/Service Area: Disability	Subject: Purchase Orders
Related Regulation(s): 1301.61	
Related Forms: Requisition	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Disability secretary
Procurement Department

Procedure(s):

- Campus staff complete a Supply Request Form and email form to the Disability Department for the need for supplies such as diapers, pull-ups, training pants, tableware, sensory tools and other items.
- Disability secretary searches for items online through various vendors approved by Head Start and order items considering quality and best value.
- A requisition is created, and the Disability Director reviews the list of items and approves the purchase.
- Requisition is forwarded to the Procurement Department for revision and final approval.
- A submission is made to the Finance Department to complete the process for final payout.
- Items are received and sorted through the warehouse who then delivers items to the Disability department and sorted out to children at campuses as needed.

Reference Finance Manual on Purchasing Procedures for further information.

System/Service Area: Disability	Subject: Record Keeping
Related Regulation(s): 1302.63	
Related Forms: Go Engage, e-files, Monitor Tracking Report	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible:
Campus Director
Disability Coordinator
Family Service Worker
Teacher(s)

Procedure(s): The Hidalgo County Head Start Program must retain a copy of the IEP of the child enrolled in program and uses the Go Engage Data System for all gathering of electronic records and documents provided by families. Staff working directly with a child can input data onto the system to allow for tracking of services being provided by various departments.

- Confidentiality is given utmost importance and held to the highest standards.
- Specifically assigned Head Start staff are the only individuals given access to these informational databases where no one else can input or delete information from the system.
- Viewing of such documents are only available to a second party by our program Management Information System Department (MIS) which is on a need basis and applies only to staff working directly with or providing a service to a child enrolled with the program as well as to departments providing supports to the child and or family.

Refer to Appendix D for more information on Go Engage processes.

System/Service Area: Disability	Subject: Referrals
Related Regulation(s): 1302.31 (2)d, 1302.31 (3)	
Related Forms: Go Engage	**Related Reports: Program Information Report**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On-Going

Person(s) Responsible: Family Service Workers

Procedure(s): They are submitted through the Child Developmental Screening, on Go Engage. Internal Referral is the first step in the LEA Referral Process. It is utilized to monitor the time frame of when an LEA Packet is to be completed within a 2-week (10 day) time frame along with the LEA referral process which is also used to monitor a child with goals from an outside REHAB provider.

- Child is already being evaluated by the LEA: This occurrence is when the parent directly goes to the LEA Special Education Department to have their child evaluated. No External Referral is needed, only follow-ups on the IR to monitor the progress of LEA Referral Packet until determination of IDEA eligibility.
- Child is receiving outside Services (REHAB): A child receiving outside REHAB services, monthly follow-ups are required on the IR to monitor child's progress for receiving outside services.
- Mental Health Procedures: are completed, and determination of additional services needed with initiation of LEA Referral Packet Process. (refer to MH referral process).
- Child has an outside Diagnosis: (ex. Autism, ADHD, Intellectual Delay, etc.) The Disability staff assists in support of Child Find when parent discloses, and/or has documentation of medical professional diagnosis and IR is submitted in attempt to have child referred to the LEA, prioritizing determination of IDEA eligibility. (This is an exception to proceed directly to LEA Referral Process)

External Referral: Submitted through the Child Developmental Screening, on Go Engage.

1. Once a LEA Referral Packet has been completed and submitted to LEA Special Education Department. Data Collection form is signed by the receiving LEA designee of Referral Packett and uploaded with EX.
2. Follow-Up is done within **10-15 days** of external referral date to ensure LEA parent consent was signed.
3. Any update or status should be documented as a follow-up on the external referral.

4. The last follow-up note on the ER (External Referral) will be when the child's ARD is held.
5. Follow-ups will no longer be needed on the External Referral after ARD takes place.

Reference Appendix D for more information

System/Service Area: Disability	Subject: Screening & Assessments
Related Regulation(s): 1302.60	
Related Forms: IEP, Progress Reports,	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 45-days of enrollment

Person(s) Responsible(s): Disability Department
Family Service Workers

Procedure(s): Disability Department ensures that screening & assessments from CLI (Education) which assesses academic performance & DECA (Mental Health) which assesses Social-Emotional Protective Factors are included when referring children to Special Education Department, as supporting documentation. Family Service Workers include screening & assessments in the LEA Referral Packet.

Education follows a Wave 1, 2 & 3 process (BOY, MOY, and EOY) screening system while e-Deca follows an ongoing process based on the first day of enrollment up to 45 days (about 1 and a half months) and can occur anytime during the year.

Both the CLI Assessment and e-Deca Screener are part of the documentation analyzed by staff needing to develop a BIP or MH I/A Plan for a child with challenging behaviors.

Reference the Education Manual for more information on CLI Assessment

Reference the Mental Health Manual Regulation 1302.33 for more information on the (e-Deca) Social-Emotional Screener

System/Service Area: Disability	Subject: Additional Services to Parents: Sign Language Contracts
Related Regulation(s): 1302.62, 1302.61	
Related Forms: Community Resource Directory, Purchase Orders.	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On going

Person(s) Responsible: Campus Director
Family Service Worker

Procedure(s):

For parents of children eligible for services under IDEA, HCHSP will also help parents coordinating with a contracted agency to provide a Sign Language Interpreter and may collaborate with ISD as needed.

Campus Director or Family Service Worker will:

1. Gather all documentation and be point of contact with agency for an interpreter upon initial enrollment of child with a specific disability identified as deaf hearing.
2. Parent will be given all information of services that will be rendered to child including contact information of external agency working with their child as needed while enrolled with Head Start
3. Initiate external referrals including add follow up notes on Go Engage under Case Notes

Contact Agency:

Sign Language Services - contact: Amy Hermansen
amy@signlanguageservices.us
SLS-TX.COM
Sign Language Services
1209 S. 10th St Ste. A
PMB# 396
McAllen Tx 78501
1-512-956-7446 (SIGN) Voice and Text
956-588-8078
956-720-0832 Facsimile

System/Service Area: Disability	Subject: Transitions
Related Regulation(s): 1302.70, 1302.71, 642 (b) 13, 1303	
Related Forms:	**Related Reports: Graduate report, Returnee report** **ISD Rosters**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Campus Director
Disability Department
Family Services
Transition Department

Procedure(s): Transitions are crucial in assisting children with disabilities and their families to inform them of all options available to them as they move from one learning modality to the next. The HCHSP collaboration with LEA, parents and campus staff provides an opportunity for successful transitions for children with disabilities and their families to transition from ECI to Head Start or into ISD.

Transitions from Early Head Start

(a) ***Implementing transition strategies and practices*.** An Early Head Start program must implement strategies and practices to support successful transitions for children and their families transitioning out of Early Head Start.

(b) ***Timing for transitions*.** To ensure the most appropriate placement and service following participation in Early Head Start, such programs must, at least six months prior to each child's third birthday, implement transition planning for each child and family that:

(1) Considers the child's developmental level and health and disability status, progress made by the child and family while in Early Head Start, current and changing family circumstances and, the availability of Head Start, other public pre-kindergarten, and other early education and child development services in the community that will meet the needs of the child and family; and,

(2) Transitions the child into Head Start or another program as soon as possible after the child's third birthday but permits the child to remain in Early Head Start for a limited number of additional months following the child's third birthday if necessary for an appropriate transition.

(c) ***Family collaborations*.** A program must collaborate with parents of Early Head Start children to implement strategies and activities that support successful transitions from Early Head Start and, at a minimum, provide information about the child's progress during the program year and provide strategies for parents to continue their involvement in and advocacy for the education and development of their child.

(d) ***Early Head Start and Head Start collaboration*.** Early Head Start and Head Start programs must work together to maximize enrollment transitions from Early Head Start to Head Start, consistent with the eligibility provisions in subpart A, and promote successful transitions through collaboration and communication.

(e) ***Transition services for children with an IFSP*.** A program must provide additional transition services for children with an IFSP, at a minimum, as described in subpart F of this part.

Transitions from Head Start to Kindergarten

(1) Transition strategies and activities will:

(i) Help parents understand their child's progress during Head Start.

(ii) Help parents understand practices they use to effectively provide academic and social support for their children during their transition to kindergarten and foster their continued involvement in the education of their child.

(iii) Prepare parents to exercise their rights and responsibilities concerning the education of their children in the elementary school setting, including services and supports available to children with disabilities and various options for their child to participate in language instruction educational programs; and,

(iv) Assist parents in the ongoing communication with teachers and other school personnel so that parents can participate in decisions related to their children's education.

(f) ***Community collaborations for transitions*.**

(1) A program must collaborate with local education agencies to support family engagement under section 642(b)(13) of the Act and state departments of education, as appropriate, and kindergarten teachers to implement strategies and activities that promote successful transitions to kindergarten for children, their families, and the elementary school.

(2) At a minimum, such strategies and activities must include:

(i) Coordination with schools or other appropriate agencies to ensure children's relevant records are transferred to the school or next placement in which a child will enroll, consistent with privacy requirements.

(ii) Communication will take place between appropriate staff and their counterparts in the schools to facilitate continuity of learning and development.

(iii) Participation, as possible, for joint training and professional development activities for Head Start and kindergarten teachers and staff.

(3) HCHSP does not operate during the summer and will collaborate with school districts to determine the availability of summer school programming for children who will be entering kindergarten and work with parents and school districts to enroll children in such programs, as appropriate.

Eary Childhood Intervention:

- For ECI children, Family Service Worker attend Transition meetings as they receive the invite from the Transition Department to share the services provided through the Head Start Program and to potentially recruit.
- Assist families with the referral process to LEA if applicable.
- The Transition department forwards the information electronically to the Disability Department where we can see what children with medically diagnosed disabilities may be potential enrollees coming into Head Start throughout the year.
- Collaborate with LEA to generate a list of returning children for the next school year, those pending the referral process, and those transitioning to public schools to avoid delay in services.
- Train staff on any disability accommodations including IEP goals.

Refer to Transition Manual Regulations 1302.70, 1302.71 for more information.

Appendices

Appendix – A: Acts

Americans With Disabilities Act

IDEA

Rehabilitation Act

Appendix – B: Admission, Review, Dismissal

ARD

Appendix – C

Disability IEP Leson Plan form

Appendix – D: Go Engage Processes

Bi-Weekly Case Notes

Consents

External Referral Process

External Referral Follow-up

IEP Tab

Internal Referral Follow-up

Internal Referral Process

Appendix – E:

Graduate List

Appendix – F: Head Start Early Learning Outcomes Framework

HSEOF Manual

Appendix – G: IEP

IEP

IEP Progress Report

Weekly Tracking Report

Returnee List

Service Provider Log

Appendix – H: LEA (Local Education Agency

Child Find

LEA

Appendix-I: Informational Resources

Notice of Procedural Safeguards

Overview of Special Education

Parent Handbook

Support Group List

Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

Education Services Department

Education Services Director: Connie Casas

Policy Council Member Assigned: Annalee Romeros

Education Department Procedures Manual

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Introduction

As clearly stated in the Hidalgo County Head Start Program Vision, we are dedicated to the economic and social well-being of the children and families and committed to their safety, education, and healthy development with strong community support. Our Mission Statement is to break the cycle of poverty and literacy.

To ensure that our vison and mission is faithfully fulfilled and lived, HCHSP has compiled this manual that outlines clear detailed descriptions of the performance standards, policies and procedures as set forth by Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families and the Head Start Act of 2007. Under the Education Services, the following are the performance standards that are addressed.

- Teaching and the Learning environment (1302.31)
- Curricula (1302.32)
- Child Screenings and Assessment (1302.33)
- Parent and Family Engagement in Education and Child Development Services (1302.34)
- Training and Professional Development (1302.92)
- Classroom Assessment Scoring System (1304.16)

This procedures manual is designed to provide detailed description of the performance standards, policies, and procedures to guide the education staff through the basic, direct, and explicit steps to be followed to comply with federal statues, regulations and terms and conditions of a federal award. HCHSP employees are bound by these performance standards, policies and procedures and must adhere to them to remain in good standing.

It serves as a source of information, as the go-to guide for the Head Start staff, including forms and online systems that are used to document and record student's screenings and assessments, lesson plans, home visits, parent-teacher conferences, CLASS, and more.

In addition, it is also intended to serve as a guide for staff to carry out administrative, instructional, and other duties helpful to the understanding of the requirements of the performance standards, policies and procedures as called for in this manual.

Department Overview

The Education Department consists of staff members that manage, monitor, and supervise all the Education and Child Development Program Services and the observation instrument CLASS policies and procedures. The Education Department is responsible to ensure that the program provides a high-quality early education and child development services, including for children with disabilities and dual language learners that promotes children's cognitive, social, and emotional growth for later success in school.

- Chief Early Education Officer
- Education Area Directors
- Education Coordinators
- Campus Directors
- Education Secretary

Responsibilities

The primary responsibilities of the Education Department are the following.

- Oversee the operation and management of the education and child development services, school readiness, and school district collaborations.
- Provide leadership and support to all the campus directors in their daily operations of the campus, ensure child safety and a caring and nurturing environment.
- Monitor and support the campus directors to ensure that all mandated education services are met.
- Empower campus directors to be effective leaders and monitor developmentally effective practices in the classrooms.
- Aggregate and desegregate data to make informative instructional decisions.
- Use GoEngage, CLI Engage, and Ignite by Hatch to monitor program mandates and instructional decisions.
- Use CLASS data to identify Priority 1, 2, and 3 teachers.
- Provide intensive coaching to Priority 1 teachers by the Education Coordinators.
- Support Priority 2 and 3 teachers through the lesson planning process, Professional Learning Communities, professional development opportunities.

Name of Report or Activity	Staff Responsible	Due Date
45-Day Enrollment Deadline	Campus Directors, Teachers	45 Days of Enrollment
Active Supervision	All Staff	Daily
Annual Training	All Staff	Fall
Arrival and Dismissal Routines	Teachers, Campus Directors/ ISDs	Daily
Building Leadership Capacity	Campus Directors/Education Area Directors (EAD)	Ongoing
Calendar	Teachers, Campus Directors/ISDs	Ongoing
Campus Rosters	Campus Directors	Ongoing
Campus Support Visits	EADs	Ongoing
Challenging Behavior	Teachers, Campus Directors/ISDs	Daily
Children's Individual Plan (CIP)	Teachers/Parents	After every wave
CLASS Observation	Campus Directors/EADs	Fall/Spring
Classroom Environment Checklist	Campus Directors	Fall and Spring
Classroom Layout	Teachers, Campus Directors/EAD	Ongoing
Classroom Postings	Campus Directors Teachers/Teacher Assistants Disability Floaters	Before the first day of school
Collaboration Communication	Campus Directors EADs ISDs	Ongoing
Classroom Walk-through Observations	Campus Directors	Daily
Daily Pick up and Drop Off	HS/ISD Staff	Daily
Daily Schedules	Teachers/Campus Directors	1st day of school
Data Aggregation and Desegregation	HS/ISD Staff	Ongoing
Discipline and Guidance	Teachers/Campus Directors	Daily
Dual Language Models	Teachers/Campus Directors/ISDs	Daily
Emergency Preparedness Plan	Campus Directors/ISDs	Daily
Environmental Print	Teachers	Ongoing
Family Style Meals	All Staff	Daily
Father Engagement	Teachers/Campus Directors	Ongoing
Field Trip Guidelines	Teachers/Campus Directors	Ongoing
Food and Drinks in the Classroom	Teachers/Campus Directors	Daily
Hatch Ignite	Teachers	Ongoing
Heggerty Phonemic Awareness	Teachers	Ongoing
Home Visits	Teachers	Fall and Spring
Individualization	Teachers	Daily
Indoor/Outdoor Learning	All Staff	Daily
Language Survey	HS/ISD Teachers	Upon enrollment
Learning Environment	Administration Education Staff Campus Directors Teachers	Daily

Lesson Cycle	Teachers, Campus Directors/EADs	Ongoing
Lesson Plans	Teachers/Campus Directors	Ongoing
Monitor Teaching and Learning	Campus Directors/EADs	Ongoing
Nap/Rest Time	Teachers	Daily
Observation Conference Form	Campus Directors	Fall/Spring
Open House/Meet the Teacher	Teachers, Campus Directors	Fall/Spring
Parent Teacher Conference	Teachers	Beginning, Middle and End of Year
Positive Behavior Support	All Staff	Daily
Practice Based Coaching (PBC)	CEEO, Education Coordinators	Ongoing
Reassignment Form	Campus Directors	Ongoing
Report Cards	Teachers, Campus Directors	Every Marking Period
School Readiness Goals	All Staff	Daily
Screening and Assessment	Teachers, Campus Directors	Ongoing
Shortage of Staff	Campus Directors	Daily
Special Events	Campus Directors, ISDs	Ongoing
Staff Absenteeism	Campus Directors	Daily
Staff Meetings and Agendas	Campus Directors	Bi-monthly
Staff Wellness Checks	Campus Directors	Daily
Substitutes and Schedules	Campus Directors	Daily
Supplemental Resources	Teachers	Ongoing
Texas School Ready (TSR)	TSR Coordinator/Coach	Ongoing
Training and Technical Assistance	Campus Directors/EADs	Ongoing

System/Service Area: Education and Child Development Services	Subject: Active Supervision
Related Regulation(s): 1302.31	**Licensing Minimum Standards: §746.1205**
Related Forms: Daily Schedule, Lesson Plan, Classroom Environment, Instructional Materials & Resources	**Related Reports:**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Commented [YC1]: Reviewed 7/1

Policy: HCHSP ensures that no child is left alone or unsupervised while under the program care.

Time Frame: Daily

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors

Procedure:

Refer to Compliance Policy and Procedures Manual for Active Supervision.

System/Service Area: Education and Child Development Services	Subject: Appropriate Teaching Behaviors and Practices
Related Regulation(s): 1302.31 (a) (b) (i-iv)	Licensing Minimum Standards: §746.2201, §746.2202, §746.2203, §746.2205, §746.2206
Related Forms: Daily Schedule, Lesson Plan, Classroom Environment, Instructional Materials & Resources	Related Reports: GoEngage, CLI & AIM Reports
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Policy: HCHSP must implement effective teaching practices that are researched-based, comprehensive, inclusive, manageable, and measurable.

Time Frame: Daily

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Chief Early Education Officer
Education Area Directors
Education Coordinators
TSR Coaches

Procedure:

Training and Observation

- Teaching staff must receive training on appropriate teaching practices, program data, Head Start Program Performance Standards (HSPPS), Texas Minimum Standards, the Classroom Assessment Scoring System (CLASS), Texas School Ready (TSR), Head Start Early Learning Outcomes Framework (HSELOF) and Texas Pre-Kindergarten Guidelines during Annual Training and throughout the school year.
- Campus Directors, Education Area Directors, Education Coordinators, TSR Coaches, Principals (ISD) must monitor and support teachers through regular classroom visits and data desegregation and aggregation.
- Teaching practices must be evaluated through formal and informal observations, Classroom Assessment Scoring System (CLASS) and assessment data from CLI Engage and Ignite by Hatch.

Commented [YC2]: Reviewed 7/1

Commented [BT3]: HSPPS is the operating standards should it not be ELOF as well?

Best Practices

- Classroom staff must actively engage and interact with the children.
- Routine tasks are opportunities for meaningful conversations and playful interactions to increase learning experiences.
- Active Supervision always requires focused attention and intentional observation.
- Staff position themselves to always observe all the children by using supervision strategies like scanning, watching, counting, proximity, and always listening.
- Provide open ended activities and questions that allow children opportunities to promote critical thinking and problem-solving.
- Foster independence by allowing children to make choices.
- Smile, appropriately touch, and hold children to make them feel that they belong.
- Talk, listen and respond to children during activities and routines.
- Actively seek meaningful conversations with children.
- Respond to children's questions, requests, and verbal cues.
- Use an increasing number of words in communication and conversation to increase vocabulary.
- Speak with children in a friendly, courteous, and respectful manner at their eye level.
- Treat children of all races, religions, family backgrounds, cultures, and gender equally with respect and consideration.
- Talk positively about each child's individuality.
- Discuss ways to respond to biased comments and behaviors.
- Ensure a variety of cultures, races and ethnicities are represented in the classroom.
- Display children's work and photos of their families throughout the classroom at child's eye-level.
- Promote healthy development and children's skill growth aligned with the Head Start HSELOF/PK Guidelines including for children with disabilities in a well-organized learning environment.
- Provide adequate opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory and motor experiences.
- Classrooms must follow a developmentally appropriate daily schedule.
- Provide opportunities for children to engage in pre-writing/writing activities.
- Allow opportunities for children to engage with books.
- Model and encourage appropriate behaviors, such as cooperation, sharing, helping, taking turns, and talking to solve problems.
- Use positive approaches to discipline (redirection).
- Discuss rules throughout the day.
- Transition times are planful, purposeful, short, and well-managed.
- Be proactive and plan to prevent problem situations.
- Encourage self-regulation with increasing independence.
- Use problem solving strategies to describe situations and encourage children to evaluate the problem.
- Intervene quickly when children's actions with each other become physical and engage them through conflict resolution process.
- Apply logical or natural consequences.
- Cannot use negative discipline methods like physical punishment or isolation/time-out.
- Encourage use of the Safe Place area.

Commented [BT4]: unless health concerns prohibit

Commented [AT5]: *cues not ques

Commented [BT6]: TSR policy allows for some in classroom and some outside of classroom for at least 3? different samples

- Prohibit the use of any form of emotional abuse, including public or private humiliation, rejecting, and terrorizing.
- Forbidden use of any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family.
- Do not use toilet learning/training methods that punish, demean, or humiliate a child.
- Never deny outdoor time, food, beverage, or use of technology as a form of punishment.

Age-Appropriate Materials and Supplies

- Materials and supplies will support the curriculum's implementation and provide a variety of learning experiences.
- Teaching staff must change materials intentionally and periodically to support children's interests, development, and the curriculum theme.
- Materials and supplies are organized and accessible to children.

Commented [BT7]: and rotated for sanitization frequently

Classroom Appearance and Room Arrangement

- Classroom displays are authentic, purposeful, with evidence of the theme and a limit use of commercial bought materials.
- Dual Language classrooms must have labels, displays, posters, letter walls, etc. in English and Spanish.
- Required posting are posted in the appropriate place.
- Space is arranged so that children can always be supervised and in clear sight.
- There are clear pathways to move from one area to another without disturbing activities.
- A letter wall should be displayed at children's eye level. (English and Spanish for Dual Language Classrooms).
- Display children's names, current vocabulary, and words of current interest with a picture (English and Spanish for Dual Language Classrooms).
- Books and writing materials are provided in every center (English and Spanish for Dual Language Classrooms).
- Quiet and active areas are separated.
- There is individual space for each child's belongings.
- Classroom should be aesthetically pleasing and include well-defined learning centers.
- Learning centers and classroom should be clutter-free.
- The layout of the classroom should be developmentally appropriate for 3- and 4-year-olds. ***See Appendix_A Classroom Layout***

System/Service Area: Education and Child Development Services	Subject: Campus Supplies
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Commented [BT8]: reviewed

Time Frame: Monthly

Commented [YC9]: reviewed 7/1

Person(s) Responsible: Campus Directors
Education Area Directors

Procedure:

Monthly Classroom and Janitorial Supplies

- The Campus Director will submit the Monthly Classroom and Janitorial Supplies form to Procurement one month in advance on/or before the 20th of each month.

Special Request Supplies

- Campus Director will fill out the Special Request Form.
- Submit the form electronically via email to the Education Secretary.
- The Education Secretary will work with the Education Area Director to review the request and approve or deny the request.
- For the approved requests, the Education Secretary will work with Procurement to complete the purchase request.

System/Service Area: Education and Child Development Services	Subject: Child Assessment
Related Regulation(s): 1302.33	Licensing Minimum Standard: §746.1809
Related Forms: Circle Progress Monitoring-CLI Engage, Frog Street AIM	Related Reports: HCHSP Management System (GoEngage)
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Policy: HCHSP must conduct standardized and structured assessments that provide ongoing information to evaluate each child's developmental level and progress in outcomes aligned to the goals.

Time Frame: Beginning, Middle, and End of Year

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Education Area Directors
Education Coordinators
Chief Early Education Officer

Procedure:

- Head Start staff must regularly and continually observe and document children's progress and behavior as a part of the continuous developmental assessment on each child enrolled and ongoing throughout the school year.
- The progress monitoring tool must be administered at the beginning, middle, and end of the school year.
- The program must use child assessment information to determine his/her strengths and needs to inform and adjust strategies to better support individualized learning and improve teaching practices.
- The program uses Circle Progress Monitoring and Frog Street AIM assessment tools to enable the teacher to assess a child's progress, monitor and adjust teaching and learning in the classroom. Circle Progress Monitoring and Frog Street AIM provides data to identify the skills and concepts to provide individualized instruction.
- Train all staff in how to administer the Progress Monitoring Tool.
- Follow the assessment calendar windows.
- Identify the child's language of assessment and any accommodations for children with disabilities.
- Assess children within the 45 days of enrollment.
- Desegregate the data and determine professional development needs.
- Use the grouping tool for individualization.

Commented [BT10]: Not clear on ths but I could read the policy as each child has to have three assessments, however if they are new in January they only get two.

- Evidence of individualization should be documented in the lesson plans and daily schedule.
- Conduct Parent Teacher Conference (PTC) at the beginning and end of the school year and share the assessment results with the parents for each administration.
- Provide a copy of the child summary report to the parents after every administration.
- Jointly the teacher and parent must develop the Child's Individual Plan (CIP).
- Upload CIP in GoEngage.
- Provide parents with the Home-School Connection packet to support the child at home.
- Outcome reports are presented to the Policy Council and the Grantee Board.
- If warranted the teacher, campus director, mental health, and special services director and with parent consent will initiate the referral process to the school district for formal evaluation to assess the child's eligibility for services under IDEA within the required timeline. (See Mental Health and Special Services Policy and Procedure.)
- If a child is determined to be eligible for services under IDEA, the HCHSP will partner with the parents and the school district to deliver the services.
- If a child is determined not be eligible for special education and related services under IDEA, HCHSP must:
  - Seek guidance from a mental health or child development professional to determine if the formal evaluation shows the child has a significant delay in one or more areas of development that is likely to interfere with the child's development and school readiness.
  - Partner with the parents to help the family access services and support to help address the child's identified needs if a child has significant delay.
  - Provide additional services and supports through a child's health insurance or it may be appropriate for the program to provide needed services and support under section 504 of the Rehabilitation Act if the child satisfies the definition of disability in 29 U.S.C. section 705(9)(b) of the Rehabilitation Act to ensure that the child who is satisfies the definition of 29 U.S.C. section 705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability.

System/Service Area: Education and Child Development Services	Subject: CLASS
Related Regulation(s): 1304.11 (c) (1-2)	Licensing Minimum Standard: §746.1309, §746.2601
Related Forms: CLASS Score Sheet, Conference Form, CLASS Manual	Related Reports: GoEngage CLASS Reports
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Policy: HCHSP uses Classroom Assessment Scoring System (CLASS) which focuses on the effectiveness of classroom interactions among classroom adults and children. It is these daily interactions that promote children's social and cognitive development.

Time Frame: Fall/Spring

Person(s). Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Education Area Directors
Chief Early Education Officer
Education Coordinators

Procedure:

Observations:

- CLASS observations are conducted in all Head Start classrooms by CLASS certified campus directors to assess the interaction between the adults and the children.
- CLASS internal and external reliable observers must conduct observations in the Fall and Spring.
- The CLASS Observation window will be provided for the staff.
- Each CLASS observer must follow the official protocol for administering and scoring the observations (20 minutes-10 minutes-20 minutes-10 minutes).
- Campus Directors must enter all observations and scores into GoEngage.
  See Appendix B CLASS Observation Sheet
- Beginning this Fall teachers will be selected at random to submit a video-taped lesson that is about 40-50 minutes to be rated by a reliable observer.
- Each reliable observer will view the same video and rate it according to the CLASS scoring procedures.
- After viewing and rating the lesson the three observers will collaboratively discuss the ratings for the video for consistency in the rating and diminish as much subjectivity as possible.

The campus directors will discuss the observation results with the classroom staff using the CLASS Observation Conference Form.
See Appendix C CLASS Observation Conference Form

Commented [AT11]: reviewed 7/1
Commented [YC12]: reviewed 7/1
Commented [BT13]: Do we need to add unless health concern level II-IV warrants no addmission

- Campus Directors, Education Area Directors, and the Chief Early Education Officer must review the CLASS data to identify priority teachers for Practice Based Coaching.
- Campus Directors must use data to conduct intentionally focused walk-throughs and provide needed professional development.

Coaching and Professional Development:

- All Campus Directors, Education Area Directors and Education Coordinators will become CLASS reliable observers and will maintain their reliability annually.
- Education Area Directors and Campus Directors will train staff in increasing their understanding and knowledge base of CLASS Dimension, Domains, and Behavior Indicators.
- The Chief Early Education Officer, Education Area Directors and Education Coordinators will review scores and documentation to identify trends and provide guidance for further professional development.

Program Outcomes for Ongoing Monitoring:

- HCHSP will generate a program-wide CLASS report which will be an integral part of the school readiness report and annual self-assessment.
- HCHSP Program Administrators will analyze (disaggregate and aggregate) CLASS observation data to:
  - Assess quality of interactions at the class level.
  - Examine scores in relation to the established "standard of excellence" and "re-competition".
  - Analyze trends across dimensions.
  - Identify the Priority 1, 2, and 3 teachers.
  - Provide intensive coaching to Priority 1 teachers.
  - Plan professional development for individual teaching staff, groups of teachers, and at the program level through training, mentoring, coaching, and supervision.

System/Service Area: Education and Child Development Services	Subject: Campus and Classroom Postings
Related Regulation(s): 1302.31	**Licensing Minimum Standard §746.2209**
Related Forms:	**Related Reports:**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Policy: Campuses and Classrooms must have required postings that are visible to all, especially parents, visitors, Licensing Inspectors, HCHSP Administrative Staff, etc.

Time Frame: Ongoing

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Education Area Directors

Procedure:

Refer to Compliance Policy and Procedures for Campus and Classroom Postings.

Commented [BT14]: reviewed

Commented [AT15]: reviewed

Commented [YC16]: reviewed 7/1

System/Service Area: Education and Child Development Services	Subject: Classroom Progress Monitoring Tool
Related Regulation(s): 1302.33	**Licensing Minimum Standard: §746.1809**
Related Forms: Daily Schedule, Lesson Plan, Classroom Environment, Instructional Materials & Resources	**Related Reports: GoEngage, CLI & AIM Reports**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Commented [YC17]: Reviewed 7/1

Policy: HCHSP must administer a researched-based progress monitoring tool to monitor the progress of children and meet the 45-day enrollment assessment deadline.

Time Frame: Daily

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Chief Early Education Officer
Education Area Directors
Education Coordinators
TSR Coaches

Procedure:

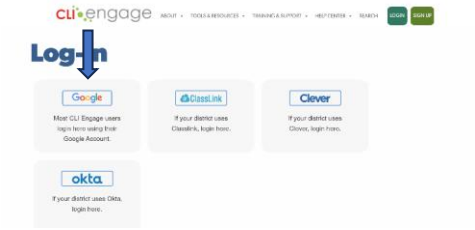
- HCHSP must train all staff in how to administer the Progress Monitoring Tool.
- HCHSP children must be assessed within the 45-day of enrollment using the Circle Progress Monitoring or the Frog Street AIM tool.
- Identify the child's language of assessment and any accommodations for children with disabilities.
- The progress monitoring tool must be administered at the beginning, middle, and end of the school year through the CLI Engage platform at public.cliengage.org and Frog Street AIM platform at https://fsaimjrg.linkit.com/.
- HCHSP staff must regularly and continually observe and document children's progress and behavior as a part of the continuous developmental assessment on each child enrolled and ongoing throughout the school year.
- The program must use child assessment information to determine his/her strengths and needs to inform and adjust strategies to better support individualized learning and improve teaching practices.
- The teacher must use the assessment results to assess a child's progress, monitor and adjust teaching and learning in the classroom.
- Follow the monitoring calendar to administer the progress monitoring tool.
- Use the grouping tool for individualization.

Commented [BT18]: Not clear on ths but I could read the policy as each child has to have three assessments, however if they are new in January they only get two.

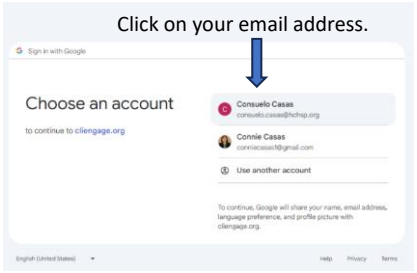
- Desegregate the data to make instructional decisions, provide professional development and support the campus needs.

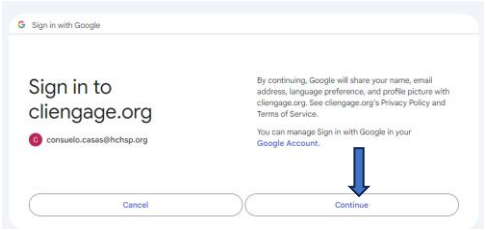
CLI Engage





Click on your email address.









System/Service Area: Education and Child Development Services	Subject: Curricula
Related Regulation(s): 1302.32	Licensing Minimum Standards: §746.2201, §746.2202
Related Forms: Frog Street, PreK On My Way, Three Cheers, Supplemental Resources	Related Reports: Scope and Sequence, Correlation Guides, Daily Schedule, Lesson Plan
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Policy: HCHSP must implement a research-based curriculum that is developmentally and linguistically appropriate for each child based on various stages of development, interests, and cultural backgrounds.

Time Frame: Daily

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Education Area Directors
Chief Early Education Officer
Education Coordinators

Procedure:

- The curricula meet Head Start Program Performance Standards and aligns with the Head Start Early Learning Outcomes Framework: *Birth to Five,* and the Pre-K Guidelines and Texas Education Agency (TEA) and Texas Minimum Standards.
- The curriculum provides learning goals and activities in key areas of children's development that reflect support for school readiness goals.
- It provides guidance on what to teach (content) and how to teach (learning experiences and teaching strategies).
- The content draws from current child development science, the interest and ideas of the children, and the values of the community.
- Teachers will make copies or email the parents the weekly Home-School Connection to keep parents informed of their child's education, reinforce concepts taught, and provide feedback to the teacher or campus director.

Research-Based Curricula

- Frog Street®
- Three Cheers
- PK On My Way

Commented [BT19]: Reviewed 6/30
Commented [AT20]: reviewed
Commented [YC21]: Reviewed 7/1

Curriculum Fidelity

- There are three main aspects of implementation with fidelity:
  - Program differentiation – the extent to which critical features that distinguish the program are present.
  - Program adherence – the extent to which program components are delivered as prescribed in administration manuals.
  - Quality of program delivery – the extent to which program implementers are supportive and prepared.
  - Curriculum fidelity is critical to ensuring that the interactions and activities that make up a curriculum result in positive child outcomes and the achievement of school readiness goals.
  - In the event of a health concern that limits a child's ability to receive in person instruction the family will be provided with alternative activities and materials to support learning at home. The teachers are required to teach a child one hour weekly and have daily contact with parent/child.

Commented [BT22]: if you have dashes for the other aspect should you put a dash after fidelity too?

House Framework for Effective Teaching Practices

HCHSP has adopted the National Center on Early Childhood Development, Teaching, and Learning (NCECDTL) uses a house to represent the six elements of quality teaching and learning for children ages birth to 5 in all Head Start Program options. Quality teaching and learning uses children's and their families' lived experiences, home languages, perspectives, and cultural ways of knowing and being to make learning more meaningful and engaging. It creates equitable environments where all children feel a sense of belonging, and that promotes their social and emotional development and school readiness.

Six elements of the Framework for Effective Practice, or House Framework

✓The Foundation – Interactions and Environments

✓The First Pillar – Curriculum

✓The Second Pillar – Screening and Assessment

✓The Roof – Individualized Support

✓The Center – Families

✓The Siding – Equity-focused Practices

System/Service Area: Education and Child Development Program Services	Subject: Daily Schedule
Related Regulation(s): 1302.31 (c) (e), 1302.32	Licensing Minimum Standards: §746.2205, §746.2207
Related Forms: Daily Schedule	Related Reports: Lesson Plans
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Policy: HCHSP must implement a daily schedule that provides consistency in a balanced program of child initiated and adult-directed activities, including whole and small group activities, routines, and transitions.

Time Frame: Daily

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Education Area Directors

Procedure:

- The daily schedule must provide time for the development of cognitive, language and literacy skills, social and emotional development, and opportunities for creative self-expression through art, music, movement, and development of gross and fine motor skills.
- The daily schedule must be posted at children's eye level and include the name and picture of the activity to allow for easy prediction of the daily routine.
- Daily schedules give children a sense of structure throughout their day so they can anticipate when specific activities will occur and how long they will be engaged in these activities.
- This sense of anticipation helps children begin to regulate their attention and emotions.
- It gives them a plan for their daily routine.
- Post a large visual of the Daily Schedule at the children's eye level.
- Draw children's attention to the schedule as activities change.
- Have children refer to the schedule to identify what activity comes next.

See Appendix_D Sample Daily Schedule

All Classroom staff must keep in mind and follow this every day.
Whoever does the talking does the learning so let the children talk and interact with the teacher and peers. Teach a little and turn the learning over to the children.

Components of Daily Schedule

Arrival Routine

A time at the beginning of the day when children arrive at school and before teacher directed instruction begins.

- A solid morning routine is an essential part of a Pre-K classroom management as it can set the tone for the entire day, and start the day in a more peaceful, less stressful environment.
- Routines:
  - Guide positive behavior and safety.
  - Are like instructions—they guide children's actions toward a specific goal.
  - Can be used for many reasons, but two of the most important are ensuring children's health and safety, and helping children learn positive, responsible behavior.

Things to Look for during Arrival Routine:

- Teachers greet the children and parents
- Have the children wash their hands.
- Children store and organize their belongings.
- Children are encouraged to sign in.
- Children are directed to engage in independent activities while waiting or finishing breakfast such as:
  - Puzzles
  - Writing or coloring activity, etc.
  - Tracing, Lacing letters, numbers, name, etc.
- Include a variety of activities that children are familiar with.
- Actively participate in family style breakfast.
- Adults sit with the children and use adult-child interaction strategies.
- Opportunities for children to share their thoughts and ideas.
- Build on children's language using familiar and unfamiliar vocabulary.
- Create an environment where children interact with one another.
- Promote language and vocabulary development by asking closed-end questions to acquire new vocabulary and open-ended questions to extend language.
- Teacher-child interactions must occur in the Language of the Day in a Dual Language Classroom and English in a Non-Dual Language Classroom.

Greeting Circle (Tier 1)

- Teachers gather the entire class together to provide information, support collaboration, and listen to ideas. By the end of the year, large group sessions should occur two to three times per day and last 15–20 minutes.
- During this time, the teacher is intentionally building a classroom community through the following activities:
- Engaging in a variety of circle games.
- Delivering a morning message.
- Going over the schedule for the day.
- Conducting a read-aloud.

- Allowing the children to share the daily news.
- Engaging the children in a language or phonological awareness activity.
- Announcing a "Special Person of the Week" or a birthday.
- Leading the children in a musical activity, such as a song, finger play or a nursery rhyme.
- Introducing an instructional theme.
- Refer to the curriculum Teacher's Guide for further recommendations.

Cognitive Transitions:

- Should occur daily and changed weekly
- Must be cognitive and purposeful with an objective
- Will occur in the Language of the Day (LOD)
- Ensure that transitions occur after each of these components:
  - Circle Time (Greeting Circle, Read Aloud, Phonemic Awareness, Moving and Learning and Closing Circle)
  - Implement the Nursery Rhymes aligned with Heggerty after greeting circle and before phonemic awareness
  - Before and after Outdoor Learning
  - Before and after Lunch and Snack (Hygiene)
  - Language & Literacy/Math/Individualization

Language and Literacy-Small Groups (Tier 2)

- Small group learning activities with the teacher providing intentional instruction about new concepts may be one of the most effective ways to promote young children's learning.
- Research shows that children learn math, literacy, and language concepts best when teachers support their attention and growth in gaining new knowledge in small groups (no more than six children).
- Activities are effective if the teacher engages children with targeted activities for short periods of time (10–15 minutes).
- The activities, whether they are meant to facilitate the learning of specific cognitive (such as math or literacy) or social skills, need to be engaging, with children taking an active role using manipulatives, books, and pictures as opposed to worksheets or flashcards.
- Provides an opportunity for individualization using the data from the CPM grouping tool.

Circle Time #2: Read Aloud-Whole Group

- Read Aloud will be conducted in whole group in the carpet area.
- Use the Texas School Ready Read Aloud Guide daily to compliment the curriculum and follow the recommended books and activities.
- Should be planned and occur in the Language of the Day (LOD) in Dual Language Classrooms.
- Read Aloud will be conducted by the teacher not the computer.
- Active supervision policies and procedures for children must be followed.
- Follow the Teacher's Guide to Read Aloud.
- When using Authentic Literature, the teacher will select a book that aligns with the lessons and the weekly theme.

Emergent Writing-Whole Group

- The writing activity will be based on responding to the read aloud, theme, teachable moments, holidays, etc.
- Use an age-appropriate writing paper and bind into a booklet to keep for the purpose of completing the Early Writing Checklist observable in CLI Engage and to share with the parent the progress of their children.
- It should be planned and occur in the Language of the Day (LOD) for Dual Language classrooms.
- DLLs should be encouraged to respond according to their developmental stage of writing (drawings, symbolic markings, scribbling, etc.) and in the LOD.
- Children are permitted to use their primary language to respond to the writing activity.
- The teacher and any other adult in the classroom will work with the children in their writing process.
- Each written entry should be dated and with teacher comments.

Math-Small Group Tier 2

- Children will rotate among the three small groups.
- Small group rotation will occur every 15 min.
- Math Instruction will be conducted using Sheltered English and Code-Switching is not permitted by the adults in the Dual Language Classrooms.
- Follow the lesson from the curriculum.

Indoor/Outdoor Activities-Whole Group

- Stand-alone and school-based campuses must include a combination of the following:
  - Physical Activity – Outdoor play should include a combination of the following:
  - Structured Play – Plan games with children, outdoor classroom equipment.
  - Unstructured Play – Child selected using outdoor toys, tricycles, and play structure.
  - Outdoor Play Equipment–balls, hula-hoops, tricycles, parachutes, digging toys, trucks/cars, ribbons, scarves, jump ropes, balance toys, crawling tunnels, musical instruments, tri-bicycles, etc.
- Campus Directors at stand-alone campuses will create a staggered outdoor schedule based on the outdoor space and number of classrooms.
- Adults must interact and engage in conversation with children in outdoor/indoor play.
- Follow the licensing regulations for outdoor activities unless there is a waiver.
- School-based and any stand-alone campus must post the waiver for outdoor activities where designated by licensing.
- A school-based campus will follow the district's procedures and protocols.
  - Adult Engagement & Supervision – Adults should be placed at 12, 3, 6, and 9 o'clock locations, separated, standing, and actively engaged with the children through conversation and play.
  - Punishment – Children are NEVER denied outdoor play time due to poor behavior.
  - Physical Activity – Indoor
  - During inclement weather, the children will not go outdoors to play.
  - Indoor movement activities should be scheduled for the same length of time as outdoor play.
  - Structured Play – Plan games using curriculum activities.

Phonemic Awareness-Heggerty Phonemic Awareness (HPA)-Small Group

- Divide the classroom amongst the number of adults for small group HPA lesson.
- Follow the HPA lesson according to the program.
- Group children according to Language of Instruction (LOI) if it is a mixed classroom.
- Dual Language classrooms must conduct HPA in Spanish daily for 8-10 minutes for PreK-3 and 15 minutes for PreK-4 children.
- Shorten the number of responses in each section for Pre-K children.

Mealtimes-Breakfast, Lunch, and Snack

- Family style serving must be provided during these times.
- Make sure that the mealtimes are noted in the daily schedule.
- Dual Language classrooms must follow the Language of Day to develop oral language proficiency.
- Adults in the classroom must sit with the children at the tables during mealtimes and have rich conversations.
- Use the Helper Chart to assign children to serve the meals with guidance from the adults.
- Guide children to pick up after themselves once they are done eating.
- Teacher-child interactions must occur in the Language of the Day (LOD) for Dual Language classrooms.
- Promote oral language and vocabulary development.
- Provide opportunities for children to share their thoughts and ideas.
- Build on children's language using vocabulary such as nouns, verbs, and adjectives, as well as new or unfamiliar words.
- Encourage children to talk to one another by providing opportunities for peer interactions and model conversations.
- Have children share their experiences.
- Adults must consistently map his or her own actions and the students' actions through language and description.
- Encourage children to try new foods and to interact with them or their peers.

Rest/Quiet Time

- The purpose of providing a rest time during school hours is to give the children an opportunity to rejuvenate their energy for the remainder of the school day.
- Allocation of rest/quiet time includes putting down the mats to rest, waking up, cleaning mats, and putting mats away.
- Children are encouraged to rest, but not forced to sleep.
- Quiet learning activities should be provided for children who do not need or want to rest or sleep.

Learning Centers

- Are subdivided areas of the classroom devoted to one topic or type of activity where children learn to play, talk, and work in small groups.
- Teachers must setup the classroom with well-defined areas that:
  - promote higher quality verbal interactions.
  - Provide opportunities for increased cooperative play.
  - Increases the ability to focus on specific tasks with few distractions.

- Helps children make choices more easily.
- The teacher will explain the activities and expectations of each learning center at the beginning of the week.
- Learning Centers and Individualization will occur simultaneously.
- Activities should be fun, playful, and purposeful as well as complement skills learned during content instruction and provide on-going reinforcement of the learning objective.
- Use the TSR Learning Center Management System
- Use the Learning Center activities from the curriculum.
- When selecting other materials they should be age-appropriate, follow the lesson objective and the theme for the curriculum.
- Hatch Tablets, writing materials and theme books must be accessible at each learning center.
- Model how to play/use and care of materials during center time.
- Allows children to make choices about center activities.
- The teacher assistant and/or disability floater must model and use verbal or nonverbal scaffolds during centers (e.g., hand-over-hand support for puzzle activity or verbal clues about how to turn puzzle piece to fit, suggest more advanced ways to play/use materials, encourage child creativity, etc.).
- Teacher must conduct individualization while the assistant teacher is actively engaged with the children at the learning centers.

Recommended centers

- Pretend and Learn Center
- Writing Center
- Library/Listening
- Construction Center
- Math and Science Center
- Creativity Center
- ABC Center

Individualization

- Individualization must be conducted for 45 minutes daily.
- Use the most up to date data from CIRCLE Progress Monitoring Waves 1, 2 and 3 and Frog Street AIM.
- Use the CLI Engage grouping tool to conduct Individualization for Language and Literacy skills and Math concepts.

The teacher must:

- Group children according to Language of Instruction (LOI)
- Do at least two to three rounds of individualization every day.
- Use the Grouping Tool in CLI Engage platform prepare the activity and lessons for daily individualization.
- Prepare all the lessons and activities one week in advance.
- Use the Class Summary Report to:
  - Identify the children that are On Track (Green) and ensure that they have met both CPM Cut Points and the Pre-K Guidelines.

- Select lessons and activities from the Circle Activity Collection for the children in Green that have met the goals for both CPM Cut Points and/or the Pre-K Guidelines.
- Group the children in Green that have not met both CPM Cut Points and/or the PreK Guidelines with the children in Red if they are Pre-K 4-Year Olds and with the Yellow (Monitor) if they are Pre-K 3-Year Olds.
- Group the children in Out of Range (Blue) with the children in Yellow (Monitor).

Assistant Teachers and/or Disability Floaters must:

- Supervise, monitor, and interact with the children at the learning centers.
- Remind the children about the activities and expectations at each learning center.
- Support all children at the learning centers by engaging and redirecting them to focus on the activity at hand.
- Guide children to new activities or new centers, as needed.
- Scaffold children's learning, as needed.
- Actively engage with children by having conversations and supporting their learning.
- Ensure that children have completed the activity at the learning center before moving to another center.

Circle Time #3 Moving and Learning

- Follow the curriculum section for Moving and Learning.
- Children should be actively engaged by moving and learning
- Document the lesson and activity in the lesson plans.

Science/STEAM/Social Studies

- Should be planned and taught according to the Dual Language Model for designated Dual Language classrooms.
- Use the lesson and activity for the day/week according to the curriculum and document it in the lesson plans.

Circle Time #4-Closing

- Follow the curriculum for the closing lesson and activity.
- Reflect on the teaching and learning with the children.
- Allow children to share what they learned during the day.

Screen Time

- Screens are permitted on a limited basis for a brief period and only if the children are interacting with the screen material, such as dancing, exercising, movements and interactions.
- Screen time should be documented in the lesson plans when it is used as an instructional tool for learning.
- The activity should increase student engagement and enhance learning.

Technology

- "Early childhood educators should always use their knowledge of child development and effective practices to select and use technology and media when and if it serves healthy development, learning, creativity, interactions with others, and relationships carefully and intentionally." –NAEYC & Fred Rogers Center Joint Position Statement, 2012

- Use Ignite by Hatch a minimum of 30 minutes a week and document in the lesson plans.
- Allow children to use the school district's application according to the district and documented in the lesson plans.

Seat Time

- Seat time should be limited to the child's own developmental abilities.
- It should be short/brief periods of time according to the child's age.
- Allow for flexibility according to the child's needs and learning style and if you can see where the child is and what they are doing.

Special Services/IEP

- Refer to the IEP for modifications for children with disabilities.
- Document the modifications for children with disabilities in the lesson plan.
- No names but rather a number must be used in the lesson plan to represent the child with disabilities.
- Assign a number to each child with disabilities to indicate the modification in the lesson plan.

System/Service Area: Education and Child Development Program Services	Subject: Dual Language
Related Regulation(s): 1302.31 (b) (2) (ii)	
Related Forms:	**Related Reports:**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Policy: HCHSP demographics drives the implementation of a research-based Dual Language Model that addresses the needs of a high percentage of dual language learners. It embraces and celebrates dual language learners through effective practices that support and builds on the children's primary language to acquire the second language.

Time Frame: On-Going

Person(s) Responsible: Campus Directors
HS/ISD Teachers & Teacher Assistants
Disability Floaters
Education Area Directors
Secretary

Procedure:

- Implement with fidelity the school district's dual language model.
- Use best effective teaching practices that focus on the child's first and second language.
- Classroom must include but not exclusive to the following:
  - Language of Instruction (LOI).
  - Language of the Day (LOD).
  - Bilingual Pairs or Groups.
  - Bilingual Learning Centers that are targeted, purposeful, and planned via the curriculum and/or units of study.
  - Conceptual Refinement.
  - Interactive Word Walls in both languages.
  - Print Rich Environment in both languages.
  - Student-generated alphabet.
  - Opportunities for Pre-Reading and Writing.
  - Promote bilingualism climate across the campus and classroom.
  - Development of both languages.
  - Vocabulary Development in both languages.
  - Signs, bulletin boards, labels, letter walls, children's work, etc. in English and Spanish.
  - Use second language acquisition strategies for second language learning.
  - Always avoid forcing children to use a language that they have not developed fully.
  - Adults use with fidelity LOI and LOD no code-switching.

- All lessons are challenging, interactive, and authentic.
- Lessons must integrate the four language domains of speaking, listening, reading, and writing.
- Learning centers have both English and Spanish materials.
- Adults must respect the children's language of choice and guide and support the children to the targeted language using second language strategies.
- Children use Learning Centers daily for about 30-45 minutes.

- Campus directors will be responsible for monitoring the fidelity to the Dual Language model through daily walk-throughs, checklists, formal and informal observations.
- All campus staff must value and promote both languages by adhering to the model.
- The campus director must work collaboratively with the principal to create one way and two-way dual language classrooms.
- Daily Schedules must reflect the dual language model.
- The classroom environment must reflect the use of both languages.
- Provide bilingual/biliterate teaching staff to support dual language learners.

System/Service Area: Education and Child Development Program Services	Subject: Field Trips
Related Regulation(s): 1302.18 Licensing Minimum Standards: §746.1801, §746.1805, §746.3001, §746.3003	
Related Forms:	Related Reports:
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Time Frame: On-Going

Person(s) Responsible: Campus Directors
HS/ISD Teachers & Teacher Assistants
Disability Floaters
Education Area Directors
Secretary

Procedure:

- Field trips must be pre-planned, supporting all children's engagement in learning experiences and activities.
- The campus director, the principal and the parent committee will discuss the plans for a field trip.
- Campus directors must confer with the Education Area Director about the final field trip plans.
- The Campus Director must complete the Field Trip Form and submit it to the Education secretary.
- The Education Area Director must approve and sign the Field Trip Form.
- The Education Secretary walks the form to the Nutrition Department.
- The Education secretary will take the form to the Transportation Department to be signed.
- The Education secretary creates the event (field trip) in Outlook Calendar, Ccs campus director, Education Area Director, Nutrition Director, bookkeeper, Transportation Coordinator, and secretary.
- The Education secretary scans and uploads approved field trip request forms with all required signatures to the outlook calendar event.
- Permission for a student to participate in a field trip must be obtained from the student's parent or guardian using the Parent Permission and Responsibility Statement for Off-Campus Activity.
- Children must not be charged any fee to attend a field trip. Should there be a fee, this will be taken care of by the Parent Committee of each campus.
- Child/Teacher ratio must be met with qualified caregivers during field trip.
- Active Supervision strategies must apply and must be adhered to, during the field trip.

- During the field trip, children must be counted, and numbers must be verified at every transition.
- The campus director must ensure that all the requirements for the field trip are prepared, ready and complete.
  See Appendix E Field Trip Permission Form

System/Service Area: Education and Child Development Program Services	Subject: GoEngage
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Time Frame: On-Going

Person(s) Responsible: Campus Directors
HS/ISD Teachers & Teacher Assistants
Education Area Directors
Education Coordinators
Secretary

Procedure:

- All staff must utilize GoEngage to input, monitor, aggregate and desegregate data.
- PowerPoint presentations will be used to train staff on how to use some of the applications that will be available in GoEngage and on different links in the policy and procedures.
- Campus Directors, teachers, and teacher assistants must utilize GoEngage to upload, approve, and monitor Lesson Plans, Parent Teacher Conference, Home Visits, CLASS, etc.
- Education Area Directors must monitor the Education and Child Development Performance Standards via GoEngage to hold all campus directors and the staff accountable.
- Education Coordinators must access GoEngage to monitor Practice Based Coaching and CLASS and any other application needed to make informative decisions.

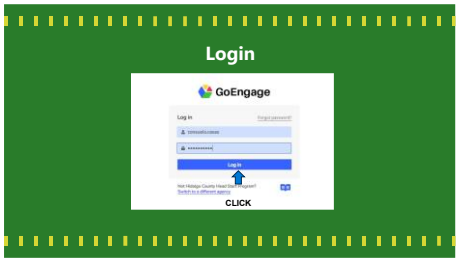
Login to GoEngage procedures:

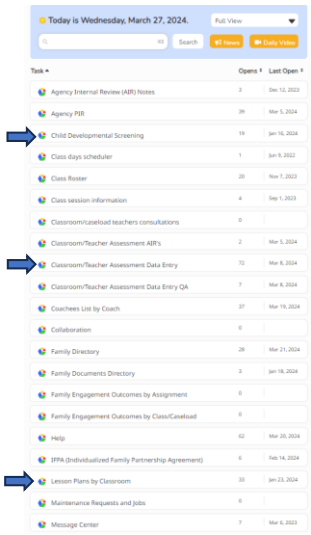
- Go to https://goengage119.cleverex.com/Mobile/SelectApp.aspx.
- Click on Go if you see Hidalgo and if not type the first two or three letters for Hidalgo.
- Type your username and password.
- Click Log in.
- Ensure Program Year is selected and if not, select the Program Year.
- Select the application you need.
- Follow the PowerPoint for instructions on how to use the desired application.

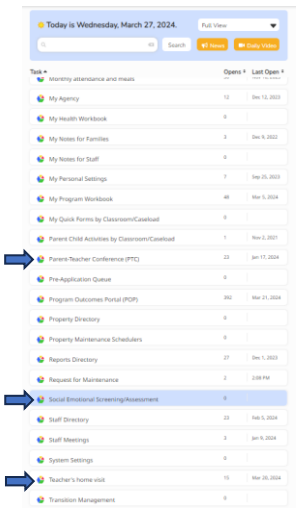
See screenshots below.











System/Service Area: Education and Child Development Program Services	Subject: Home Visits
Related Regulation(s): 1302.34 (b)(7)	
Related Forms: Home Visit Form	Related Reports: GoEngage
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Policy: HCHSP teachers must conduct two home visits, one in the fall and the other in spring for each family. The program must engage parents in the child's learning and development.

Time Frame: Ongoing

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Family Service Workers
Campus Directors
Education Area Directors

Procedure:

- Teachers are required to conduct two (2) home visits per program year for each family, one in the Fall and one in the Spring.
- If parents do not want the teacher to make a Home Visit or he/she has attempted three times to visit the home, plan to conduct the Home Visit virtually, by phone or face-to-face at the campus.
- Home Visits will take place prior to the 1st day of school if feasible or right after the 1st progress monitoring administration.
- Home Visits should take place during working hours.
- The Campus Director will create a plan and procedures for Home Visits.
- The teacher must contact the parents prior to the visit to ensure parents are at home.
- Teachers will pre-fill the information about each child and teacher signature prior to making the home visit.
- Home Visits and signatures must be documented electronically using a tablet and program hot spot.
- Teachers must secure parent signature electronically on the teacher's tablet at the end of the Home Visit.
- Share the child's results assessments with the parents and encourage them to add any recommendations and document them in the case notes.
- The teacher must save and close the Home Visit before doing another Home Visit.
- There should always be two (2) staff members conducting Home Visits.
- If there is a safety concern reschedule the Home Visit and speak to the campus director for further instructions.

Commented [BT23]: Does this need to reference extended services as well, when a student is serviced at home with the mental health and teacher visiting?

Commented [YC24]: reviewed 7/1

Commented [BT25]: authorities

System/Service Area: Education and Child Development Services	Subject: Individualization
Related Regulation(s): 1302.33 (b) 1-3	Licensing Minimum Standards: §746.2201
Related Forms: Circle Progress Monitoring-CLI Engage, Frog Street AIM	Related Reports: HCHSP Management System (GoEngage)
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Policy: HCHSP must implement a research-based screening and assessment procedures that support individualization and growth in the areas of development described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and support family engagement in children's learning and development.

Time Frame: Daily

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Education Area Directors
Education Coordinators
Chief Early Education Officer
TSR Coaches

Procedure:

- HCHSP must provide a developmentally, culturally, and linguistically appropriate learning experiences for all children in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts.
- Train all staff in how to use the CPM grouping tool to better support individualized learning and improve teaching practices.
- Use Ignite by Hatch Support Needed and Skill Support tools as a resource to individualize instruction for the children.
- All children must be provided with individualization by the teacher and/or teacher assistant. *(See page Individualization on page 24-25 for specific instructions.)*
- Teachers must document individualization in the lesson plans and daily schedule.
- Individualization must be done simultaneously with Learning Center time and throughout the day.
- The teachers must conduct individualization every day.
- Use the most current assessment data after each wave to provide individualization.
- Provide children the opportunity to use Ignite by Hatch 30 minutes a week to receive individualization through the program.
- The campus director must ensure that individualization is occurring every day by conducting walk-throughs, reviewing lesson plans, and during lesson planning.

System/Service Area: Education and Child Development Services	Subject: Leadership Guidance and Support
Related Regulation(s):	
Related Forms: CLASS Score Sheet, Conference Form, CLASS Manual	**Related Reports: GoEngage CLASS Reports**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Time Frame: On-Going

Person(s). Responsible: Education Area Directors
Chief Early Education Officer
Education Coordinators

Procedure:

The Education Department must:

- Provide guidance and support to the campus directors and the staff.
- Monitor the daily culture of the campuses through on-site visits by the Education Area Directors and Education Coordinators.
- Support new campus directors to the program by having the Education Area Director spend sufficient time (determined by the Chief Early Education Officer) on-site and provide side-by-side coaching.
- Conduct meetings and training for the Education Area Directors and Education Coordinators in teaching and learning, and technical assistance.
- Desegregate data to improve teaching and learning and progress of children.
- Empower campus directors to use visibility, data, and walk-throughs to make informed instructional decisions to increase school readiness.
- Ensure that the campus directors follow all licensing policies and procedures.
- Inform campus directors about meeting deadlines using GoEngage.
- Guide campus directors to ensure that lesson planning, PLCs, daily schedules, walk-throughs are taking place according to the activity.
- Make certain that campus directors meet deadlines, follow policies and procedures, and address and problem solve any issues.
- Set-up regular meetings either face-to-face or on-site.

System/Service Area: Education and Child Development Services	Subject: Learning Environment- Social, Emotional and Physical Environment Indoor/Outdoor
Related Regulation(s): 1302.31 (b)(1)(i)(c)(d)	Licensing Minimum Standards: §746.2603, §746.2605, §746.2607
Related Forms: Daily Schedule, Lesson Plans	Related Reports:
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Policy: HCHSP must implement a learning environment that is safe, nurturing, caring and conducive to learning and reflective of the different stages of development of each child. Appropriate space and materials are provided to conduct a variety of activities that promote development in each domain established by the Head Start Early Learning Outcomes Frame: *Birth to Five*.

Time Frame: Daily

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Education Area Directors
Education Coordinators
Chief Early Education Officer
Custodian (s)

Procedure:

- Functional areas allow for individual activities and social interactions. The physical environment supports positive behaviors.
- The environment also reflects acceptance that supports and respects gender, culture, language, ethnicity, and family composition.
- Appropriate space and materials are provided to conduct a variety of activities that promote development in each domain established by the Head Start Early Learning Outcomes Frame: *Birth to Five*.
- Upon arrival campus director or designee(s) must conduct daily safety inspection to ensure that indoor, outdoor spaces and other physical arrangements are consistent with the health, safety, and developmental needs of children.
- At the end of the workday all staff must conduct a safety inspection of their area (s) to ensure that everything is safe and secure and ready for the next day.
- Use positive child guidance principles from Conscious Discipline and positive behavior support strategies to promote a positive social/emotional environment.

Learning Environment – Indoor Classroom Environment:

- Campus Directors must explain and provide the Classroom Environment Checklist to the teacher before they set up the classroom.
- Teachers must:

Commented [YC26]: Reviewed 7/1

Commented [AT27]: reviewed

Commented [BT28]: Does the housekeeper need to be addded to the list of people responsible, at many campuses that is hte person doing the safety checklist and cleaning the outdoor areas.

- Setup their classroom.
- Establish traffic patterns for entering the room, moving to and from activity areas, bathroom, and cubbies.
- Minimize large open spaces and obstacles.
- Organize the room so you can see as much as possible from every location to ensure children's safety (no hiding spaces or blind spots).
- Create an organized and aesthetically pleasing classroom.
- Provide individual cubbies for children to hang their clothing and store their personal belongings. Label cubbies with child's name and color picture of child.
- Dual Language classrooms should have English and Spanish signs and labels around the classroom.
- Display visuals, authentic work, classroom rules, etc. at children's eye level.
- Display a linear pictorial schedule at children's eye level.
- A safe place must be available in every classroom for students to encourage self-regulation. The place must be visible to all.
- Setup the following learning centers: Pretend and Learn, Writing, Library, Construction, Math and Science, Creativity, and ABC.

Commented [AT29]: Need a period or semi colon.

- Clearly define areas by using furniture. Consider floor covering, lighting, and location of resources (e.g. electric outlet, water source, etc.) when setting up areas.
- Arrange the space to allow children to work individually, in small groups, or in a large group.
- Have a classroom management system in place for entering and exiting learning centers.
- Choose and/ or adapt materials that meet the interests (attractive and relevant to children's experiences and culture) and needs (challenging but not frustrating) of all children.
- Ensure that all equipment and materials in the classroom are in good condition.
- Change the materials in the learning centers regularly to reflect the theme, maintain children's interest, extend their experiences, and reflect in new interests.
- Display materials on low, open shelves to promote accessibility and independent use by children.
- Label shelves with a color photo and name of materials to foster independence and assist with clean up.
- Use appropriate containers to hold materials with small pieces.
- Have a designated place for everything in the classroom.
- Dual Language classrooms must have English and Spanish materials available to the children.
- Reading and writing materials and Ignite by Hatch Tablets must be at each center.
- Ensure that displays are purposeful, intentional, meaningful, playful, and creative.
- Reserve most of the display space for children's authentic work at eye level.
- Change displays regularly.
- Limit the use of commercially bought materials and replace them with children's authentic work.
- Avoid overstimulation like things hanging from the ceiling or clutter.

- Post Classroom Postings (See Policy).
- Campus Directors must conduct the 1st Classroom environment Checklist before the 1st day of class and the 2nd classroom environment checklist before the 2nd semester to ensure that all classrooms have a conducive learning environment.
  See Appendix F Classroom Environment Checklist

Learning Environment – Outdoor Area:

- Campus Director or designee (s) must:
  - Conduct a health and safety playground inspection daily using the playground checklist.
  - Report any holes in the ground that may present a safety hazard and use cone to mark the place to be filled.
  - Submit work orders in GoEngage immediately.
  - Daily playground form must be posted by exit door to playground.
  - Maintain the daily playground checklist filed in the office.
  - Consult with the Education Area Director and appropriate departments to provide the materials and equipment necessary to accommodate for children's needs.
  - Adapt and modify space to meet the needs of all children. Consider the needs of children with physical and sensory needs.
  - Ensure that teachers always have an unobstructed view of the children.
  - Remain in proximity to the children and engage in teacher-child interactions.
  - Provide equipment to offer choices.
  - Assign and monitor outdoor posts for all staff to ensure the health and safety of all children. ***See Appendix G Daily Playground Checklist***
- Adhere to the program policies to foster optimal development aligned with the Head Start Early Learning Outcomes Framework: Birth to Five domains, PK Guidelines, and promote positive behaviors.
- Use Positive Child Guidance principles from Conscious Discipline and positive behavior support strategies to promote a positive and nurturing classroom social environment.

Commented [BT30]: Under normal operating conditions

System/Service Area: Education and Child Development Services	Subject: Lesson Plans
Related Regulation(s): 1302.31(b) (1) (ii); 1302.31(c) Licensing Minimum Standards: §746.2201, §246.2206	
Related Forms: Lesson Plans, Research-based Curriculum, Supplemental Resources	Related Reports:
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Commented [BT31]: Reviewed 6/30

Commented [YC32]: Reviewed 7/1

Commented [AT33]: Reviewed 7/1

Policy: HCHSP must ensure that intentional lesson plans outline what the curricula focuses on and how the plans and materials support the children at different stages of development.

Time Frame: Ongoing

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Education Area Directors
Education Coordinators
Chief Early Education Officer

Procedure:

- Campus Directors, Teachers, and Education Area Directors must ensure lesson plans meet all policies and procedures and address children's needs.
- Lesson plans are posted weekly and available in classrooms for viewing.
- During lesson planning teachers will be encouraged to provide input regarding their children's needs and interests for developmental learning.
- Review the lesson plans provided by the curriculum and adapt them to the needs of the children.
- Weekly, developmentally appropriate lesson plans include skills from formal and informal data (ongoing assessment instruments and observation).
- Individualization must be noted on the lesson plan.
- Screening and assessment data must be used to individualize each child's individual needs.
- Based on each child's developmental needs and interests, as documented from ongoing assessments, and classroom observation, teachers must incorporate learning experiences to scaffold growth and support ongoing development that include all Head Start Early Learning Outcome Framework: Ages *Birth to Five* domain, PK guidelines, aligned activities within curriculum and small group plans. Individualized goals for children are based on their developmental assessment data.
- Lesson Plans must reflect the needs of Dual Language Learners and children with disabilities.

- The lesson plan must include goals (objectives) for children. Goals (objectives) for children are taken from the Domains, Sub-domains and Indicators as stated in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and the Texas Pre-K Guidelines.
- Lesson Plans must include cognitive transitions based on the theme, progress monitoring data, seasons, and holidays, etc.
- Lesson Plan implementation and curriculum fidelity must be monitored and reviewed by the Campus Director/Education Area Director.

Lesson Plan Procedures

- Lesson planning must be conducted weekly and as needed to complete the lesson planning process.
- Lesson planning must be done a week in advance.
- The Campus Director must lead the planning sessions.
- Campus Director must prepare and complete the Sign-In sheet and agenda for lesson planning and submit them electronically to the Education Area Director 1 week after the lesson planning.
- Every teacher should be an active participant in the lesson planning process by sharing activities for skills and concepts for the upcoming week.
- Changes to the lesson plans must be made during the lesson planning process to meet the needs of the children and the classroom.
- Changes can be made electronically, in pencil, ink, etc.
- If the lesson plans are already completed and are posted, the teacher must make those changes by the end of the day.

Preparation of Materials and Activities:

- Teachers must be prepared to deliver lessons effectively every day.
- Teachers will use their preference for organizing their materials.
- Materials and resources must be placed within proximity of instruction and visible and readily available.
- Campus Directors must monitor and ensure that teachers are prepared for teaching and learning through daily walk-throughs.

Lesson Plans and Submission:

- Lesson Plans are submitted electronically in GoEngage to Campus Directors for review and approval on a weekly basis.
- Lesson Plans must be uploaded into GoEngage weekly.
- Lesson Plan activities must be carried out according to the posted lesson plan utilizing the curriculum scope & sequence and research-based curriculum implementation.
- Lesson Plan ongoing monitoring must be done by Campus Directors, Education Area Directors, and Education Coordinators.

System/Service Area: Education and Child Development Services	Subject: Lesson Planning, Meetings, and Professional Learning Communities (PLCs)
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

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Time Frame: Weekly, Monthly, or as needed

Commented [YC35]: reviewed 7/1

Person(s) Responsible: Campus Directors
HS/ISD Teachers
Campus Staff

Procedure:

- The campus directors must prepare in advance the Agenda and Sign-In Sheet for the Lesson Planning, Meetings, and PLCs.
- The campus director must conduct Lesson Planning weekly, Meetings by Monthly, and PLCs based on the arranged between the campus director and the campus principal.
- Electronically submit the Agenda and Sign-In Sheet to the Education Director within a week after the occurrence.
  ***See Appendix_H* Staff Meetings Agenda template**
  ***See Appendix_I* Sing-in sheet template**

System/Service Area: Education and Child Development Services	Subject: Meet the Teacher, Open House, and Special Events
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

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Time Frame: As needed

Commented [YC37]: reviewed 7/1

Person(s) Responsible: Campus Directors
HS/ISD Teachers

Procedure:

- The Campus Directors will:
  - Inform all the teachers in advance about the approaching event.
  - Ensure that the teachers and the classrooms are ready for Meet the Teacher Night, Open House, and other events thar are related to the collaboration.
  - Electronically submit the agendas and Sign-In sheets to the Education Area Director one week after the event.
- All classrooms must have the teachers present and in case of an emergency the Campus Director may ask the Teacher Assistant to take the place of the teacher.
- Sign-In sheets and agendas are prepared for the parents and children prior to the event.

System/Service Area: Education and Child Development Services	Subject: Monitoring Calendar
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Time Frame: Beginning of the year

Person(s) Responsible: Chief Early Education Officer
Education Area Directors

Procedure:

- The education department will develop a monitoring calendar to comply with Head Start Performance Standards, Texas Licensing Minimum Standards, Pre-K Guidelines and Head Start Early Learning Outcomes Framework.
- The monitoring calendar will be uploaded in GoEngage under Forms.
- The monitoring calendar will be updated as needed.
- All campuses will follow the monitoring calendar to comply with the federal and state policies and procedures.

Commented [BT38]: reviewed

Commented [YC39]: reviewed 7/1

System/Service Area: Education and Child Development Services	Subject: Parent and Family Engagement in Education
Related Regulation(s): 1302.31,1302.33(b)(c); 1302.34(b)(6), 1302.61(1)(2)	
Related Forms: CLI-Engage	Related Reports: Go Engage
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Policy: HCHSP must structure education and child development services to recognize parents' roles as children's lifelong educators and encourage parents to engage in their child's education.

Time Frame: On-Going

Person(s) Responsible:

HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Education Area Director
Chief Early Education Officer

Procedure:

HCHSP activities to engage parents in their child's education.

- Conduct two Home Visits per year and as needed to engage parents in learning and development.
- Allow parents to decide whether they prefer the home visit to take place anywhere other than the home or the home presents significant safety hazards for the staff.
- Invite parents to participate or serve in the Campus Parent Committee, Policy Council, Volunteer, etc.
- Welcome all parents to visit the campuses during program hours.
- Hold Parent-Teacher Conferences twice a year or more if needed to provide parents with information on the progress of their child.
- Provide resources via the curriculum or supplemental resources to the parents to enhance their knowledge and understanding on developmental progress and how to help their child at home to be ready for school.
- Allow parents to provide feedback on the curriculum and instructional materials.
- Inform parents of the purposes of and the results from the Circle Progress Monitoring and AIM tool after each administration and discuss their child's progress.

System/Service Area: Education and Child Development Services	Subject: Parent Teacher Conferences
Related Regulation(s): 1302.31,1302.33(b)(c); 1302.34(b)(6), 1302.61(1)(2)	
Related Forms: CLI-Engage	Related Reports: Go Engage
PC Approval:	Board Approval:
PC Revision:	Board Revision:

Policy: HCHSP must ensure that parents are kept well informed about their child's education, progress, growth, and development throughout the year.

Time Frame: Two times a year or as often as needed

Person(s) Responsible:

HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Education Area Director
Chief Early Education Officer

Procedure:

Teachers must:

- Conduct a minimum of two (2) parent conferences or as often as needed.
- After Wave 1 and 3 or as the school district requires but no less than two conferences.
- Provide a copy of the child summary report.
- Jointly the teacher and parent must develop the Child's Individual Plan (CIP).
- Upload CIP in GoEngage.
- Provide the Home-School Connection packet to support the child at home.

System/Service Area: Education and Child Development Services	Subject: Practice-Based Coaching (PBC)
Related Regulation(s): 1302.92 (c) (1-5), 1302.91 (f)	
Related Forms: PBC Forms	**Related Reports: GoEngage**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Commented [YC40]: Reviewed 7/1

Policy: HCHSP must implement a research-based Practice-Based Coaching (PBC) to support the quality of teacher-child interaction, implement effective teaching practices using CLASS, the curriculum, and other instructional resources to enhance professional development.

Time Frame: Daily

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Chief Early Education Officer
Education Area Directors
Education Coordinators
TSR Coaches

Procedure:

- HCHSP must:
  - Implement the 3-Cyclical PBC model to provide support in teaching and learning and adult-child interactions.
  - Use expert coaches with a minimum of a baccalaureate degree in early childhood education or related field.
  - Education Coordinators with the required credentials must coach and support teachers using the 3-Cyclical PBC model.
  - Establish a collaborative partnership by providing coaching as a safe place, creating a non-evaluative environment, strong collaborative partnership, clearly defined roles and use transparent data collection.
  - Provide support to new teachers by giving them the opportunity to participate on TSR and receive coaching from TSR coaches for three years
- Campus directors must provide support to the Practice Based Coaching Priority 2 and 3 teachers.

3-Cyclical Coaching Process

I. Shared Goals and Action Planning

- Coach and Coachee
- Establish a collaborative coaching partnership.
- Create a safe and risk-free environment.
- Assess needs.
- Select effective practices.
- Set goals for coaching.

II. Focused Observation

- Create an action plan to guide coaching.
- Conduct a focused observation.
- Provide constructive and supportive feedback.
- Review and update goals and action plan throughout the coaching process.

III. Reflection and Feedback

- Coach and Coachee meet to talk about the observation
- Changes in practice are considered, evaluated, and strengthened.
- Progress towards goals and action steps are discussed or considered.
- New action plan steps or goals may be identified for the next focus of the next coaching cycle.
- Coach guides the coachee to encourage careful consideration of the implementation of new practice the success of teaching efforts, and child responses to coachee implementation and early learning setting activities.

System/Service Area: Education and Child Development Services	Subject: Program Information Report
Related Regulation(s):	
Related Forms: Daily Schedule, Lesson Plan, Classroom Environment, Instructional Materials & Resources	**Related Reports:**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Commented [YC41]: Reviewed 7/1

Time Frame: Annually

Person(s) Responsible: Chief Early Education Officer
Education Area Directors

Procedure:

The education department will access GoEngage to:

- Provide data on the education services for children and families.
- Specify the screening assessment tool and the number of children that were assessed during the first 45-days of enrollment.
- Indicate the name of the research-based curricula.
- Identify the number and the name of teachers that received intensive coaching.
- Calculate the number of coaching hours and the documents required for coaching.
- Include other consultants and programs that provide intensive coaching to the teachers.

System/Service Area: Education and Child Development Services	Subject: Program Information System
Related Regulation(s):	
Related Forms: Daily Schedule, Lesson Plan, Classroom Environment, Instructional Materials & Resources	**Related Reports:**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Commented [YC42]: Reviewed 7/1

Time Frame: Monthly

Person(s) Responsible: Chief Early Education Officer

Procedure:

The education department will provide the required Program Information System (PIS) to the Executive Director to inform the Policy Council on the services provided to the children, families, and staff.

- Specify the screening assessment tool and the number of children that were assessed during the first 45-days of enrollment.
- Identify the number and the name of teachers that received intensive coaching.
- Calculate the number of coaching hours and the documents required for coaching.
- Include the number of CLASS observers and observations conducted.
- Report on the percentage of Home Visits and Parent-Teacher conferences conducted by the teachers.

System/Service Area: Education and Child Development Program Services	Subject: School Readiness Goals
Related Regulation(s): 1302.31, 1302.32, 1302.33, 1302. 34 (a) (b) (1-8) 1302.92 (c) (1-5), 1304.11 (c) (1-2)	
Related Forms: School Readiness Goals, Grouping Tool, Observables, Dual Language Models, Education Program Plan, Individual Education Plan	**Related Reports: School Readiness Goals**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Policy: HCHSP must implement the school readiness goals to ensure that children are ready for school, families are ready to support their children's learning, and schools are ready to embrace and welcome the children.

Time Frame: On-going

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Chief Early Education Officer
Education Area Directors
Education Coordinators

Procedure:

Observations and Assessments:

- Teachers must use the observables to collect data on children's development to assist in assessing school readiness progress.
- Teaching staff must use the DECA, Circle Progress Monitoring, Frog Street AIM, CLI Engage, to review individual children's data to intentionally plan instruction throughout the program year.
- Progress Reports and Report Cards are used during marking periods to monitor a child's education progress.
- Utilize Ignite by Hatch that provides real-time data to achieve school readiness.
- Goals are planned or updated after each Home Visit & Parent Conference.
- Child School Readiness individual goals are documented on the Home Visit/Parent Conference Form and uploaded into GoEngage.
- Share individual child progress with the family at each home visit and after each progress monitoring assessment.

HCHSP School Readiness Goals

Approaches to Learning

- The children will demonstrate emotional, behavioral, and cognitive self-regulation, show initiative and curiosity, and express creativity in thinking and communication.

Social and Emotional Development

- The children will engage and maintain positive relationships with adults and other children, demonstrate emotional functioning and recognize a sense of identity and belonging.

Language and Literacy

- The children will develop communication, speaking, writing and vocabulary skills, and demonstrate knowledge in phonological awareness, print and alphabet, comprehension, and text structure.

Cognition

- The children will develop skills in counting, cardinality, operations and algebraic thinking, measurement, geometry, spatial sense and learn how to use scientific inquiry, reasoning and problem-solving.

Perceptual, Motor, and Physical Development

- The children will exhibit skill acquisition in gross and fine motor, and demonstrate knowledge of self-care skills, personal safety, and promote nutritional food choices.

System/Service Area: Education and Child Development Services	Subject: Staff Meetings with Education Area Director
Related Regulation(s): 1302.92	
Related Forms:	Related Reports:
PC Approval:	Board Approval:
Effective Date:	Policies & Procedures Section:

Commented [BT43]: reviewed

Time Frame: As needed

Commented [YC44]: reviewed 7/1

Person(s) Responsible: Area Director

Procedure:

Education Area Director will:

- Conduct meetings with Campus Director and campus staff, as needed, to provide support and technical assistance.
- Meetings will be documented on the Training and Technical Assistance (T&TA) form ***See Appendix_J Training and Technical Assistance from***

System/Service Area: Education and Child Development Program Services	Subject: Supplemental Resources-Ignite by Hatch and Heggerty Phonemic Awareness
Related Regulation(s): 1302.32	
Related Forms: Heggerty Phonemic Awareness and Ignite by Hatch	**Related Reports: Bi-Weekly**
PC Approval:	**Board Approval:**
PC Revision:	**Board Revision:**

Time Frame: Heggerty Phonemic Awareness (Daily)
Ignite by Hatch (30 minutes every week)

Person(s) Responsible: HS/ISD Teachers & Teacher Assistants
Disability Floaters
Campus Directors
Education Area Directors
Chief Early Education Officer

Procedure:

Heggerty Phonological Awareness

- Provides children with consistent and repeated instruction which supports children in the development of decoding and encoding skills.
- It gives children the opportunity to practice alliteration, segmentation, on-set rhyme, rhyming, initial, medial, and ending sounds.
- The Heggerty Phonemic Awareness skills and concepts are aligned to CIRCLE Progress Monitoring tool, Pre-K Guidelines, and HSELOF.
- Heggerty Phonemic Awareness is taught with fidelity and consistently for 10-15 minutes daily in small groups.
- Heggerty Phonemic Awareness must be implemented in the children's Language of Instruction.
- In classrooms where there are mixed languages Heggerty Phonemic Awareness must be separated by languages.

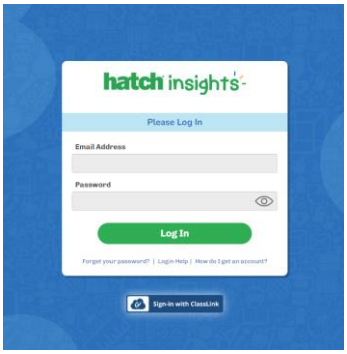
Ignite By Hatch

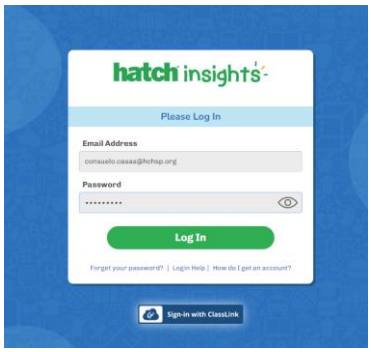
- Is a digital learning platform that offers a play-based curriculum that engages, instructs, and assesses student's skills in the broad areas of early learning and development.
- Builds on the skills of each student and is self-paced for individualized learning to ensure that students achieve kindergarten readiness.
- Directly aligned to the five domains of the HSELOF and the Pre-K Guidelines.
- Children are expected to play 30 minutes weekly.
- Ignite by Hatch tablets must be available at the Learning Centers.

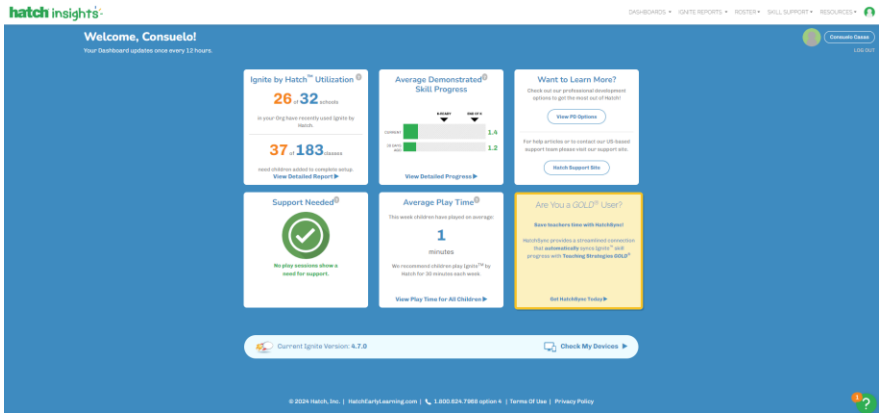
- Children can use Ignite by Hatch at home.
- The data is used for instructional purposes and to track the children's progress towards Kindergarten Readiness.
- The data is also used to monitor the fidelity of the program.

Login to Ignite by procedures:

- Go to https://rms.hatchearlychildhood.com/site/login.
- Type your username and password.
- Click Log in.
- Click on what you need to view.
- Follow the PowerPoint for instructions in Appendix on how to use and access the data and reports.







System/Service Area: Education and Child Development Program Services	Subject: Walk-Throughs and Staff Wellness Checks
Related Regulation(s):	
Related Forms: Classroom Walk-Through Forms	**Related Reports: Bi-Weekly**
PC Approval:	**Board Approval:**
Effective Date:	**Policies & Procedures Section**

Time Frame: Daily

Person(s) Responsible:

Campus Directors
Education Area Directors
Chief Early Education Officer

Procedure:

Staff Wellness Check

- Campus Directors must visit each classroom daily to make a wellness check on the staff and are ready for the day.
- Welcome and greet all the staff and children in the classrooms every morning.
- Address any issues immediately.

Walk-Throughs

- Campus Directors must conduct daily classroom walk-throughs.
  See Appendix K for Classroom Walk-Through Form
- ***See Appendix L for Walk-through Commendations and Recommendations***
- The observations must be a minimum of 15 minutes and conducted with the different components of the Daily Schedule.
- The front part of the Classroom Walk-Through Form must be utilized to document observation notes and on the back are commendations and recommendations.
- A conference with the staff must be held to provide feedback, strategies, and support.
- Signatures must be secured at the end of the conference.
- The Classroom Walk-Through Form is due weekly and must be uploaded to GoEngage.
- The Education Area Director must monitor the classroom walk-throughs via GoEngage.
- Campus directors must conduct additional classroom walk-throughs to the teachers in need of assistance.
- Campus Directors **must** conduct a **minimum** of **10 classroom observations every week** using the Classroom Walk-Through Form.
- Each classroom must be observed once during the week and the rest of the weekly observations must be conducted on the teacher(s) in need of assistance.
- Feedback on the classroom walk-through observation must be provided within three-to-five days.

Appendix A: Sample Classroom Layout



Appendix B: CLASS Observation Sheet

CLASS®

OBSERVATION SHEET

Teacher: _____ Observer: _____

Start time: _____ End time: _____

Number of adults: _____ Number of children: _____

CONTENT (circle all; check majority):			FORMAT (circle all; check majority):		
Lit/Lang Arts	Math	Science	Routine	Whole group	Individual time
Social Studies	Art	Other: _____	Meals/snacks	Small group	Free choice/centers

Circle appropriate score.

Positive Climate (PC) • Relationships • Positive affect • Positive communication • Respect	*Notes*	1 2 3 4 5 6 7
Negative Climate (NC) • Negative affect • Punitive control • Sarcasm/disrespect • Severe negativity	*Notes*	1 2 3 4 5 6 7
Teacher Sensitivity (TS) • Awareness • Responsiveness • Addresses problems • Student comfort	*Notes*	1 2 3 4 5 6 7
Regard for Student Perspectives (RSP) • Flexibility and student focus • Support for autonomy and leadership • Student expression • Restriction of movement	*Notes*	1 2 3 4 5 6 7
Behavior Management (BM) • Clear behavior expectations • Proactive • Redirection of misbehavior • Student behavior	*Notes*	1 2 3 4 5 6 7
Productivity (PD) • Maximizing learning time • Routines • Transitions • Preparation	*Notes*	1 2 3 4 5 6 7
Instructional Learning Formats (ILF) • Effective facilitation • Variety of modalities and materials • Student interest • Clarity of learning objectives	*Notes*	1 2 3 4 5 6 7
Concept Development (CD) • Analysis and reasoning • Creating • Integration • Connections to the real world	*Notes*	1 2 3 4 5 6 7
Quality of Feedback (QF) • Scaffolding • Feedback loops • Prompting thought processes • Providing information • Encouragement and affirmation	*Notes*	1 2 3 4 5 6 7
Language Modeling (LM) • Frequent conversation • Open-ended questions • Repetition and extension • Self- and parallel talk • Advanced language	*Notes*	1 2 3 4 5 6 7

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Appendix C: CLASS Observation Conference Form

Hidalgo County Head Start Program
Education Department
CLASS Observation Conference Form

Cycle: ☐ 1 & 2 CM ☐ 3 & 4 CM ☐ 5 & 6 AD (if applicable)

Name of Employee:		Date:	
Campus:		Room #	

Strengths:

1.

2.

3.

Targeted Areas for Improvement

Emotional Support	Classroom Organization	Instructional Support
☐ Positive Climate ☐ Negative Climate ☐ Teacher Sensitivity ☐ Regard for Student Perspectives	☐ Behavior Management ☐ Productivity ☐ Instructional Learning Format	☐ Concept Development ☐ Quality of Feedback ☐ Language Modeling

Recommendations:

1.

2.

3.

Position	Signature	Position	Signature
ISD or Head Start Teacher		Campus Director	
ISD or Head Start Asst. Teacher		Area Director/ Admin Staff	

09/2023

Appendix D: Daily Schedule Sample

Hidalgo County Head Start Program
Classroom Daily Schedule Collaboration

Sample

Campus: **Teacher:** **Room #**

____Eng____Bil____3 yr. Olds____4 yr. Olds____Mixed

Time	Full-Day Classroom Schedule
7:45-8:15	**Breakfast/Hygiene/Social & Emotional Development/ Arrival Routine** (Small Group & Individual)
8:15-8:45	**Greeting Circle/Hygiene** (Active Play & Whole Group) C T
8:45-9:30	**Language & Literacy/Hygiene** (Small Group) C T
9:30-10:00	**Read Aloud/Emergent Writing Activity/Hygiene** (Whole Group & Individual) CT
10:00-10:45	**Math/Hygiene** (Small Group) CT
10:45-11:15	**Indoor/Outdoor Activities/Hygiene** **10 min. Walk Start/10 min. Guided Outdoor Activity/10 min. Practice** (Active Play, Group & Individual **746.501 #18 A-D;** E please see attachment)) CT
11:15-11:30	**Phonemic Awareness/Language & Literacy/Hygiene** (Small Group) C T
11:30-12:15	**Lunch/Hygiene/ Social & Emotional Development** (Small Group) C T
12:15-1:15	**Rest Time/Hygiene** (Whole Group & Individual)
1:15-1:45	**Circle Time: Moving & Learning/Kindermusik/Science/Social Studies/Hygiene** (Active Play, Whole Group) C T
1:45-2:30	**Learning Centers/Individualization/Hygiene** (Active & Quiet Play, Small Group & Individual) CT
2:30-2:45	**Snack/Hygiene/Social & Emotional Development** (Small Group) C T
2:45-3:00	**Closing Circle/Hygiene** (Whole Group)
3:00-3:45	**Indoor/Outdoor Guided Activities/Hygiene/ Planning and Preparation Time** (Active Play, Group & Individual **746.501 #18 A-D;** E please see attachment)
3:45-5:15	**End of the Day Activities** (Active & Quiet Play, Group & Individual)

Appendix E: Field Trip Permission

Hidalgo County Head Start Program
Education Services Department

FIELD TRIP PERMISSION AND MEDICAL CONSENT FOR SCHOOL SPONSORED ACTIVITIES

FIELD TRIP PERMISSION AND AUTHORIZATION FOR EMERGENCY MEDICAL CONSENT
My child _____ has my permission to attend and participate in school sponsored activities at _____ and I authorize the campus director or person in charge to transport my child to a local physician or hospital. I give my consent for necessary emergency treatment when my child is in the care of this physician, hospital or clinic. Parent/Guardian Signature: _____ Date: _____ Staff Signature: _____ Date: _____

CONSENTIMIENTO PARA EXCURSIÓN Y AUTORIZACIÓN PARA ATENCIÓN MEDICA DE EMERGENCIA
Mi hijo/a _____ tiene mi permiso para asistir y participar en actividades patrocinadas escuela_____ y doy mi autorización al director/a o persona encargada del grupo para trasladar a mi niño/a a un médico y hospital local. Doy mi consentimiento para que allí se de a mi niño/a el tratamiento de emergencia que sea necesario. Firma de Padre/Guardián: _____ Fecha: _____ Personal de Head Start: _____ Fecha: _____

Rev. 12/02/2023

Appendix F: Classroom Environment Checklist

Hidalgo County Head Start Program

Preschool Early Language and Literacy Quick Check

Adapted from the University of Houston Health Science Center

☐ Fall
☐ Spring

Campus: _____ Teacher: _____

Date: _____ Time: _____

*Must be completed prior to first day of school

Print Rich Environment
- ☐ Visual Classroom Daily Schedule at child's eye level
- ☐ Environmental print displayed at child's eye level
- ☐ Materials and shelves are labeled with words and pictures
- ☐ Children's names visible at six or more places in the room
- ☐ Children's work displayed
- ☐ Theme is evident throughout the room
- ☐ Nursery rhymes posted
- ☐ Helper charts with words and pictures
- ☐ Library (fiction, non-fiction, theme, multicultural books)

Classroom Climate
- ☐ Teacher is friendly and sensitive to children's needs
- ☐ Smooth transitions evident
- ☐ Clearly defined routines

Language Development
- ☐ Teachers and assistants involved with students
- ☐ Children encouraged to speak in complete sentences
- ☐ Student talk outweighs teacher talk
- ☐ Effective use of L1 & L2

Learning Centers
- ☐ 7 Learning Centers
  - ➢ ABC/Writing ➢ Math ➢ Library ➢ Dramatic Play ➢ Construction ➢ Creativity/Art ➢ Science
- ☐ Labeled with words and pictures
- ☐ Used daily
- ☐ Clear boundaries/Well defined
- ☐ Management system in place
- ☐ Literary connection (books) in each center
- ☐ Variety of fun and purposeful activities and materials
- ☐ Writing materials in each center
- ☐ Language use with adult and peers
- ☐ Areas clean and organized

Circle Time
- ☐ As reflected on Classroom Daily Schedule
- ☐ Child interaction evident
- ☐ New materials introduced
- ☐ Variety of activities based on curriculum and Texas Pre-K Guidelines

Interactive Read Aloud
- ☐ As reflected on Classroom Daily Schedule
- ☐ Use of puppets, pocket charts, retell props, flash cards, etc.
- ☐ Open-ended questions: Why, How, etc.
- ☐ Student involvement

Letter Knowledge
- ☐ Name activities evident
- ☐ Alphabet activities evident
- ☐ Letter wall sequenced and continuous at child's eye level (displayed in Circle Time Area)
- ☐ Word then icon on vocabulary card
- ☐ Letter wall reflects theme & read a-loud
- ☐ Children's names and pictures on letter wall

Emergent Writing
- ☐ Evidence of shared writing
  - ➢ Daily News ➢ Morning Message
- ☐ Daily opportunities for individual/interactive writing

Journals
- ☐ Accessible to children
- ☐ Occurs daily
- ☐ Entries dated
- ☐ Evidence of teacher assistance

Lesson Plan
- ☐ Theme related activities
- ☐ Includes activities for all components of daily schedule
- ☐ Creative arts theme book- 1 book per classroom per theme
- ☐ Phonological awareness activities
- ☐ Grouping based on assessment data/ Ignite by HATCH
- ☐ Evidence of IEP activities

Me Book
- ☐ One for every child
- ☐ Children's work included
- ☐ Teacher comments
- ☐ Accessible to children and parents

Other
- ☐ Individualization
- ☐ CIRCLE Progress Monitoring / Ignite by HATCH Classroom Report
- ☐ Skills Box
- ☐ Safe Place

Comments: _____

_____

Revised 09/2023

Appendix G: Daily Playground Checklist

Hidalgo County Head Start Program
DAILY PLAYGROUND CHECKLIST

Campus: _____ **Week of:** _____

The Campus Director or designee must use this checklist to inspect the playground and its equipment daily to ensure there are no hazards present. Daily playground checklist must be completed daily and kept at the campus for further review of maintenance or repair records.

REQUIREMENTS	Mon	Tue	Wed	Thurs	Fri	Work Order Submitted Y/N	Work Order Completion Date
Playground equipment must be safe and free from sharp or rough edges and toxic paints							
Active play space and equipment inspected for hazards before children are present							
Broken equipment is repaired or removed immediately							
Play equipment is arranged properly to allow staff to always supervise children							
Gates are locked/secured							
First aid kits are available and maintained							
Check for broken glass, trash, debris, foreign objects, drainage problems							
Ensure that the loose-fill materials are always maintained at a proper depth							
Necessary accommodations and modifications are made to ensure the safety, comfort, and participation of children with disabilities							
Inspection completed by: (initials)							

Appendix H: Staff Meetings Agenda template

Hidalgo County Head Start Program
Education Department
Staff Meetings/PLCs

Agenda

Campus: _____ Date: _____

I. Welcome
II. …
III. …
IV. …
V. …

Outcome:_____
_____
_____
_____
_____

Head Start…where learning begins, and success follows.

Appendix I: Sign-in sheet template

Hidalgo County Head Start Program
Education Department
Staff Meetings/PLCs
Sign-In

Campus: _____ Date: _____

Name	Position

Head Start...where learning begins, and success follows.

Appendix J: Training and Technical Assistance Form

Hidalgo County Head Start Program
Education Services
Training and Technical Assistance (T/TA) Form
□ Staff Meeting
□ Training and Technical Assistance

Campus: _____ **Campus Director:** _____

Date: _____ **Area Director:** _____

TOPICS:

STAFF SIGNATURES:

*Attach additional staff signatures on separate page if needed.

Outcome:_____
_____
_____

Appendix K: Classroom Walk-through Form

Hidalgo County Head Start Program
Classroom Walk-Through Form

Campus Director: _____ Teacher: _____ Eng____ DL____

Campus: _____Date: _____ Time: From: _____To: _____

Select the Domain, Dimension and Behavior Markers Observed	Observation Notes
Positive Climate □ Relationships □ Positive Affect □ Positive Communication □ Respect	
Negative Climate □ Negative Affect □ Positive Control □ Sarcasm/Disrespect □ Severe Negativity	
Teacher Sensitivity □ Awareness □ Responsiveness □ Addresses Problems □ Student Comfort	
Regard for Student Perspectives □ Flexibility and Student Focus □ Support for Autonomy and Leadership □ Student Expression □ Restriction of Movement	
Behavior Management □ Clear Behavior Expectations □ Proactive □ Redirection of Misbehavior □ Student Behavior	
Productivity □ Minimizing Learning Time □ Routines □ Transitions □ Preparation	
Instructional Learning Formats □ Effective Facilitation □ Variety of Modalities and Materials □ Student Interest □ Clarity of Learning Objectives □ Teachers and Assistants Involved with Students (small groups)	
Concept Development □ Analysis and Reasoning □ Creating □ Integration □ Connections to the Real World	
Quality of Feedback □ Scaffolding □ Feedback Loops □ Prompting Thought Processes □ Providing Information □ Encouragement and Affirmation	
Language of Modeling □Frequent Conversation □ Open-Ended Questions □ Repetition and Extension □ Self and Parallel Talk □ Advanced Language □ Effective use of L1 and L2	

Appendix L: Walk-through Commendations and Recommendations

Hidalgo County Head Start Program
Commendations and Recommendations

Commendations

Recommendations

_____ _____

_____ _____

Observer (s)

_____

Observee (s)

Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

Staff Development Department

Staff Development Director: Christina Gutierrez

Policy Council Member Assigned: Annalee Romeros

Staff Development Procedures Manual

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Introduction

The Hidalgo County Head Start Program Staff Development Department aims to provide an outstanding and distinctive intellectual social and physical environment in which research, scholarship and learning may flourish, and all staff reach their potential goals. We strive to provide leadership in the implementation and management of all staff development and training activities for all program staff in accordance with the Head Start Performance Standards, Texas Minimum Standards for Licensed Child Care Centers, Head Start Program Policies and Procedures, and the Texas Education Agency Regulations. Staff Development Department strives to ensure that the professional development our staff receive refers to all the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both individual and the Program. We also focus on gaining knowledge and skills related to job performance in early childhood education (ECE) programs.

Staff Development Department will provide guidance and assistance to staff pursuing post-secondary education and degrees in early childhood education. We will also support and guide staff, especially classroom staff, to acquire associate's, bachelor's degrees along with teacher certification.

Staff Development Department is always informed by reviewing Head Start Performance Standards, Child Care Licensing Standards, program goals for high quality services and planned changes that may result in need for new knowledge skills and competencies they must share with all staff.

The Program will provide appropriate training and technical assistance or orientation to the governing body, and advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

The HCHSP operates its Staff Development Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
    - https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii
- Head Start Act (As Amended December 12, 2007)
    - https://eclkc.ohs.acf.hhs.gov/policy/head-start-act
- Texas Health and Human Services Commission-Texas Minimum Standards for Licensed Child Care Centers
    - https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf

Acknowledgements: N/A

Department Overview

Staff

Staff Development Director
Staff Development Coordinator

Responsibilities

- Provide leadership in the coordination and organization of all staff development and training activities as required by the Head Start Performance Standards, Minimum Standards for Child Care Centers.
- Assist in the development and implementation of the Technical Assistance and Training Plan and all related functions.
- Assist staff members in the development and implementation of their individual Professional Development Plan.
- Establish and maintain record keeping and reporting procedures for participation and evaluation of all professional development and training activities/sessions as required by the Program and Child Care Regulations.
- Assist in providing orientation sessions to new employees.
- Support and maintain the Employee Higher Education Assistance Program for staff enrolling in higher education class, especially those pursuing degrees in early childhood education and social work.
- Coordinate the preparation of the Alternative Certification Program to assist employees in career development compatible with Program requirements.
- Direct the preparation of the pre-service sessions for Annual Training conducted annually for Program staff.
- Secure and maintain current records for all employes credentials, transcripts, and degree plan, etc. and keep this information current in the employee personal file.
- Prepares and submits yearly reports to the Executive Director on employee education records/credentials, enrollment in higher education classes, and expenditures covered by the Program.
- Participate in “trainer of trainer” programs to assist in providing training as needed in the different departments.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Alternative Certification Program Participants (Teach Us)	Teachers	Weekly until complete
Beginning Teacher Series	Campus Directors / Teachers	One month from DOH
Business Management Courses	Campus Directors/Human Resource Department/Compliance/ Staff Development Department	Upon Hire
Child Development Associate (CDA)	Disability Aid/Floater & Campus Directors	Upon hire & renew every 3 years
Educational Attainment	All Staff/Staff Development Department	Fall/Spring Semester
Educational Incentives	All Staff & Staff Development Department	Fall/Spring Semester
Educational Leave	All Staff & Staff Development Department	Fall/Spring Semester
Leave of Absence for Student Teaching/ Internship/Practicum Placement	All Staff	Fall/Spring Semester
Professional Development Plan	All Staff	DOH/October/April
Program Information Summary (PIS)	Department Director	Monthly
Training: Professional Development		
- **Annual**	All Staff/Staff Development Department /Human Resources Department	Yearly
- **Ongoing Training**	All Staff/Campus Directors	Ongoing
- **Pre-Service/On Boarding**	New Staff Members/Staff Development Department/Human Resources Department	Within 90 days of DOH
- **Tracking Log Annual Training**	All Staff/Campus Directors	Yearly
- **Tracking Log Ongoing Training**	All Staff/Campus Directors	Ongoing
- **Tracking Log Pre-Service**	All Staff/Campus Directors	Within 90 Days of DOH
- **Certificates**	All Staff/Campus Directors / Staff Development Department	Ongoing
- **Evaluation**	All Staff/Campus Directors / Staff Development Department	Ongoing
- **Questionnaire /** - **Pre-Post Test (AgriLife)**	All Staff/Campus Directors / Staff Development	Ongoing

System/Service Area: Staff Development	Subject: Alternative Certification Program Teach Us
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Weekly until complete

Person(s) Responsible: Teachers & Staff Development Department

Procedure: Teachers will be given an opportunity to enroll into Teach Us; the Teacher Certification Program. They must pass Science, Teaching, and Reading (STR), and EC-6 CORE exam by June 2024. They will be given one year after completing STR & EC-6 exams to complete Pedagogy & Professional Responsibilities (PPR) and Bilingual Target language Proficiency (BTLPT) Spanish exam.

- Teachers will be given sufficient time to study and complete course work given by a Teach US Representative.
- Teachers must benchmark at 80% before being approved to take the exam.
- Submit results of exam to Staff Development Department.
- Once Staff has passed STR and CORE EC-6 exam, they will become eligibility for Internship with the District assigned to them for one year.
- Staff must proceed in completing the remaining exams (PPR and BTLPT).

https://tea.texas.gov/texas-educators/preparation-and-continuing-education/consumer-information-about-educator-preparation-programs/consumer-information-about-educator-preparation-programs

System/Service Area: Staff Development	Subject: Beginning Teacher Series
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 1 month from date of hire

Person(s) Responsible: Teachers and Campus Directors

Procedure: New Teachers will complete the self-paced courses based on staff roles and interest on the ECLKC website. This resource will assist staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities.

- Visit the Head Start Early Childhood Learning & Knowledge Center (ECLKC) website.
- Click on iPD icon
- Create an account
- Search Beginning Teacher Series Preschool
- Complete 9 course videos
- Send Certificates to Staff Development Department and keep a copy at the Campus.

Appendix: **A** Beginning Teacher Series

System/Service Area: Staff Development	Subject: Business Management Courses
Related Regulation(s): §1302.91	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Upon Hire

Person(s) Responsible: Campus Directors/Human Resources/Compliance/Staff Development

Procedure: Campus Directors are required to have two Business Management Courses. If lacking these courses upon hire, Campus Directors must enroll to take courses with Dr. Beverly Ashley at A+ Center for Education, LLC. or Gloria Castillo at Early Learning Association.

System/Service Area: Staff Development	Subject: Child Development Credential (CDA)
Related Regulation(s): §1302.91 (e)(1)(3)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy HCHSP will ensure Disability Aide/Floaters have a minimum of a Child Development Associate (CDA) credential or compared credential and have been trained or have equivalent coursework in early childhood development with a focus in preschool development.

Time Frame: Upon hire/renew every 3 years.

Person(s) Responsible: Disability Aide/Floater and Campus Directors

Procedure: Staff will obtain a Child Development Credential and ensure that it is maintained.

- Visit the Council for Professional Recognition website.
- Complete the steps to renew CDA.
- The Chief Human Resources Officer will verify employment and training hours.
- Complete the renewal process and make payment.
- A copy of the CDA Credential will be kept in the staff file, Human Resources Department and Staff Development Department.

System/Service Area: Staff Development	Subject: Education Attainment
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Fall/Spring Semester

Person(s) Responsible: All Staff

Procedure: Staff intending to enroll in college courses must consult with the Staff Development Department prior to enrollment. The guidelines for attending classes contained herein will be reviewed and discussed. Continued contact is required throughout the staff enrollment in classes every semester. Staff must attend classes after working hours.

System/Service Area: Staff Development	Subject: Educational Incentives
Related Regulation(s): Civil Service 7.218-7.223	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Spring/Fall Semester

Person(s) Responsible: Campus Staff

Procedure: Staff may request financial assistance for tuition and books while attending College/University.
In order to be considered for financial assistance/reimbursement of College Expenses, eligible Staff must furnish the Head Start Staff Development Director written documentation reflecting the following:

- College Expenses are associated with actual attendance in classes required for a degree ("Degree Plan") in Early Childhood Development, or a related field approved by the Head Start Executive Director;
- The Staff has at least a 2.5 grade point average on all course work associated with the Staff's Degree Plan, and at least a "C" grade on any course for which reimbursement of College Expenses is requested;
- The Staff applied for financial assistance in the form of loans, grants, scholarships, etc., and the Staff was either denied, or ineligible, for such financial assistance;
- Course work has not interfered with the Staff's performance of assigned work under the Head Start Program; and
- Requested reimbursement of College Expenses may not exceed amounts associated with more than nine (9) course hours in any one semester.
- Staff must submit denial letter from financial aid, a semester schedule, detail bill from the College/University to Staff Development Department.
- Staff must complete a Tuition Reimbursement Agreement form before being eligible for financial assistance.
- Once the agreement form is complete, the Staff Development Department will submit the request for financial assistance to the Finance Department for payment to College/University or reimbursement to Staff.

Appendix: **B** Educational Attainment (Tuition Reimbursement Form)

System/Service Area: Staff Development	Subject: Educational Leave
Related Regulation(s): Civil Service 7.173-7.177	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Spring/Fall Semester

Person(s) Responsible: All Staff/Campus Director

Procedure: Staff are granted up to 4 work hours per week, with pay, of Educational Leave in order to attend approved courses that are not offered during staff non-work hours. Staff on Leave without Pay status or unpaid Family and Medical Leave are not eligible for Educational Leave.

- Once Staff registers for a class at a College/University, they will complete an Educational Leave Request form.
- Submit a copy along with a copy of their schedule for approval to Staff Development Department.
- Once approved by the Assistant Director for Programmatic Services, the Staff Development Department will submit the request to the Finance Department.

Appendix: **C** Educational Leave

System/Service Area: Staff Development	Subject: Leave of Absence for Student Teaching/Internship/Practicum Placement
Related Regulation(s): Civil Service	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Fall / Spring Semester

Person(s) Responsible: All Staff

Procedure: Staff may be granted leave of absence, not to exceed one school semester, for Student Teaching, Internship, or Practicum Placement. The Staff shall notify the Program of a desire to return to active duty no later than 30th day before the expected date of return. Staff will be eligible to receive compensation for Educational Leave for the semester requested and to utilize any accumulated personal leave. Educational Leave will be granted for the semester calculated 4 hours per week. All benefits will continue until both the educational leave and the personal leave have been exhausted. During the period an eligible Staff takes an Educational Leave of Absence and after the Staff exhausts the accumulated Personal leave, the Staff may continue to participate in the Group Health Plan if said Staff arranges to pay the insurance premium by making payment through the payroll department for the duration of the Staff leave of absences. Such leave shall be without benefit of experience increments for the period of the absence after exhausting the paid leave. Neither Personal Leave nor Sick Leave may be earned during the Leave of Absence.

- Staff must submit an Educational Leave Request form along with the semester schedule, Field Placement Agreement, Practicum Placement, and a detailed explanation of dates to be taken.
- A request in writing must be submitted to the Staff Development Department two months prior to the requested leave.

System/Service Area: Staff Development	Subject: Professional Development Plan
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Date of Hire, October, and April

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will complete a Professional Development Plan to identify strengths and needs while they set short-and long-term goals.

- New Staff will complete the form during Pre-Service training.
- Teachers, Assistant Teachers and ISD Staff will complete the Professional development Plan to reflect on the CLASS observation has been completed and the Campus Directors has conducted a conference with them.
- Teachers, Assistant Teachers and ISD Staff will set goals referring to outcomes of the CLASS observations.
- All other staff must complete the form by referring to job duties or a career path.
- In April staff will evaluate themselves to see if they accomplish their goal.

Appendix: **D 1-3** Professional Development Plan (All Staff except Teachers and Assistant Teachers)
Professional Development Plan (Teachers and Assistant Teachers only)
Professional Development Plan (District Teachers and Assistant Teachers)

System/Service Area: Staff Development	Subject: Program Information Summary (PIS)- Staff Development
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Department Director

Procedure: Department will submit Staff Development activities monthly to Executive Director/Secretary.

- Beginning Teacher Series
- Childhood Development Association (CDA)
- Educational Attainment
- Annual Training
- Ongoing Training
- Pre-Service Training
- Teach Us Study Sessions
- Professional Development Plans

System/Service Area: Staff Development	Subject: Training and Professional Development
Related Regulation(s): §746.1309(a)(b)(c)(e)(f)(g)(h)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program will provide annual training to all New Staff. Campus Staff must obtain their annual training within 12 months from the date of their employment and during each subsequent 12-month period. Training will assist Staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities. HCHSP will provide orientation to all new Staff. Training will assist Staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities. Staff are required to maintain records of their attendance at the Campus.

Time Frame: Annual Training- Start of a new year / yearly.
Ongoing Training- Ongoing throughout the year
Pre-Service/Onboarding Training- within 90 days of hire, and yearly thereafter.

Person(s) Responsible: Program/ISD Staff / Campus Directors / Staff Development Department

Procedure:

Annual / Pre-Service/Onboarding Training:

- Staff will complete 24 hours of professional development.
- Staff will complete a questionnaire and evaluation for each presentation.

Ongoing Training:

- Staff will attend the required training presentations being provided throughout the year.

System/Service Area: Staff Development	Subject: Training Tracking Log
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Annual Training: Start of a new school year/yearly.
Ongoing: Ongoing throughout the year
Pre-Service/Onboarding Training: Within 90 Day of Hire

Person(s) Responsible: Program/ISD Staff / Campus Directors

Procedure:

Annual Training Tracking Log:

- Staff will keep track of all training presentations they attend during the start of a new school year.

Ongoing Training Tracking Log:

- Staff will keep track of all training presentations they attend throughout the school year.

Pre-Service/Onboarding Training:

- Staff will keep track of training presentations attended within 90 days of hire.

Appendix: **E 1-3** Tracking Log Annual Training
Tracking Log Ongoing Training
Tracking Log Pre-Service Onboarding Training

System/Service Area: Staff Development	Subject: Training Certificates
Related Regulation(s): § 746.801(3), § 746.901, § 746.1317, § 746.1329	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will have records of training hours, including documentation to provide to Childcare Licensing to verify that Staff have met training requirements. Staff will maintain the original certificate documenting the completion of training at their Campus. Staff will maintain and make the training certificates provided by Program and AgriLife available for review upon request.

Certificate must provide:

- The participant's name
- Date of the training
- Title/Subject of the training
- The trainer's name, or source of the training for self-instructional training
- The trainer's qualifications must meet the criteria.
- Length of the training specified in clock hours, CEUs, or college credit hours, appropriate.
- Must keep records for at least three years.

System/Service Area: Staff Development	Subject: Training Evaluation
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: After attending any presentation, Staff must complete an evaluation regarding if the training meets their expectations. The purpose of this is to see if the structure of the training process was clear. Staff/Participants are asked to rate their satisfaction with the training program and provide feedback on various aspects such as the quality of training materials, the instructor's presentation skills, and the convenience of the training facilities.

Appendix: **F** Evaluation Form

System/Service Area: Staff Development	Subject: Training Questionnaire/Pre-Post Test (AgriLife)
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will complete a questionnaire to evaluate their own knowledge, point of view and skills before and after a training presentation. Staff will keep a questionnaire alongside the certificate, for the same topic, at the Campus for their records. Staff will also keep the Pre-Post test from AgriLife alongside the certificate of the same training topic at the Campus.

Appendix: **G** Questionnaire Form

Appendices

Appendix – A

BEGINNING TEACHER SERIES

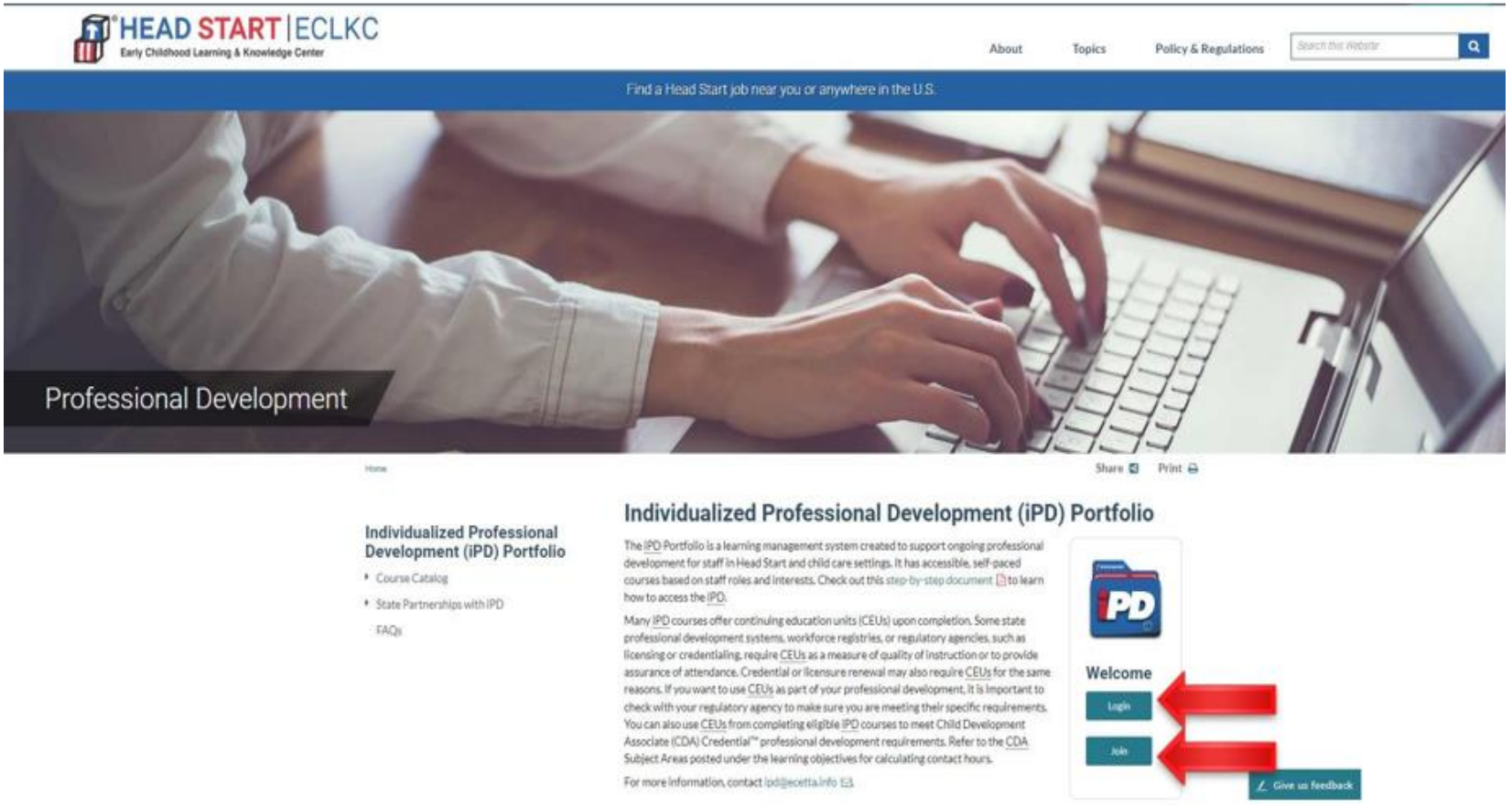
Log in to ECLKC Website.

https://eclkc.ohs.acf.hhs.gov/

Appendix – A con't.

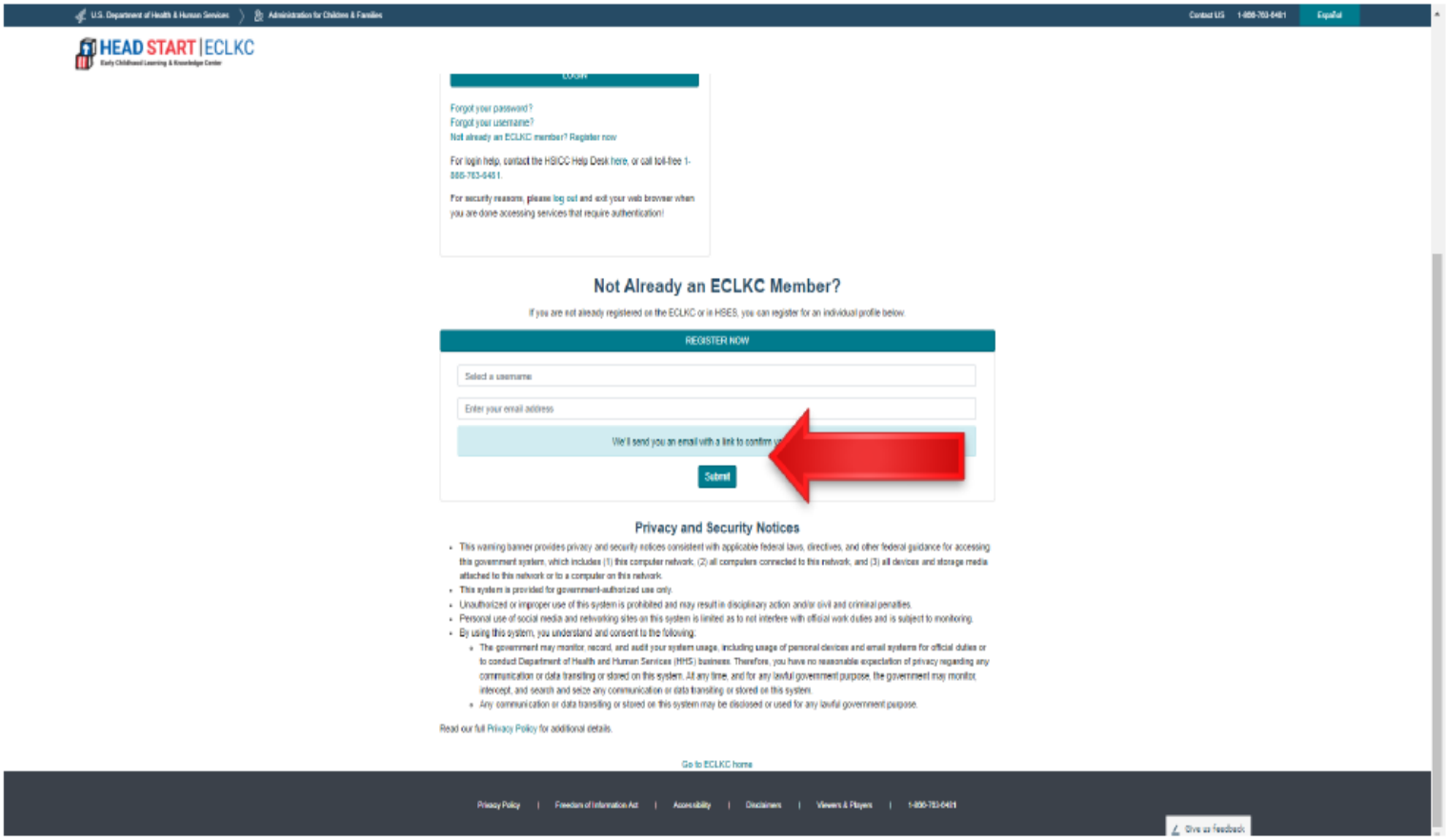


If you're already a member, click Login…



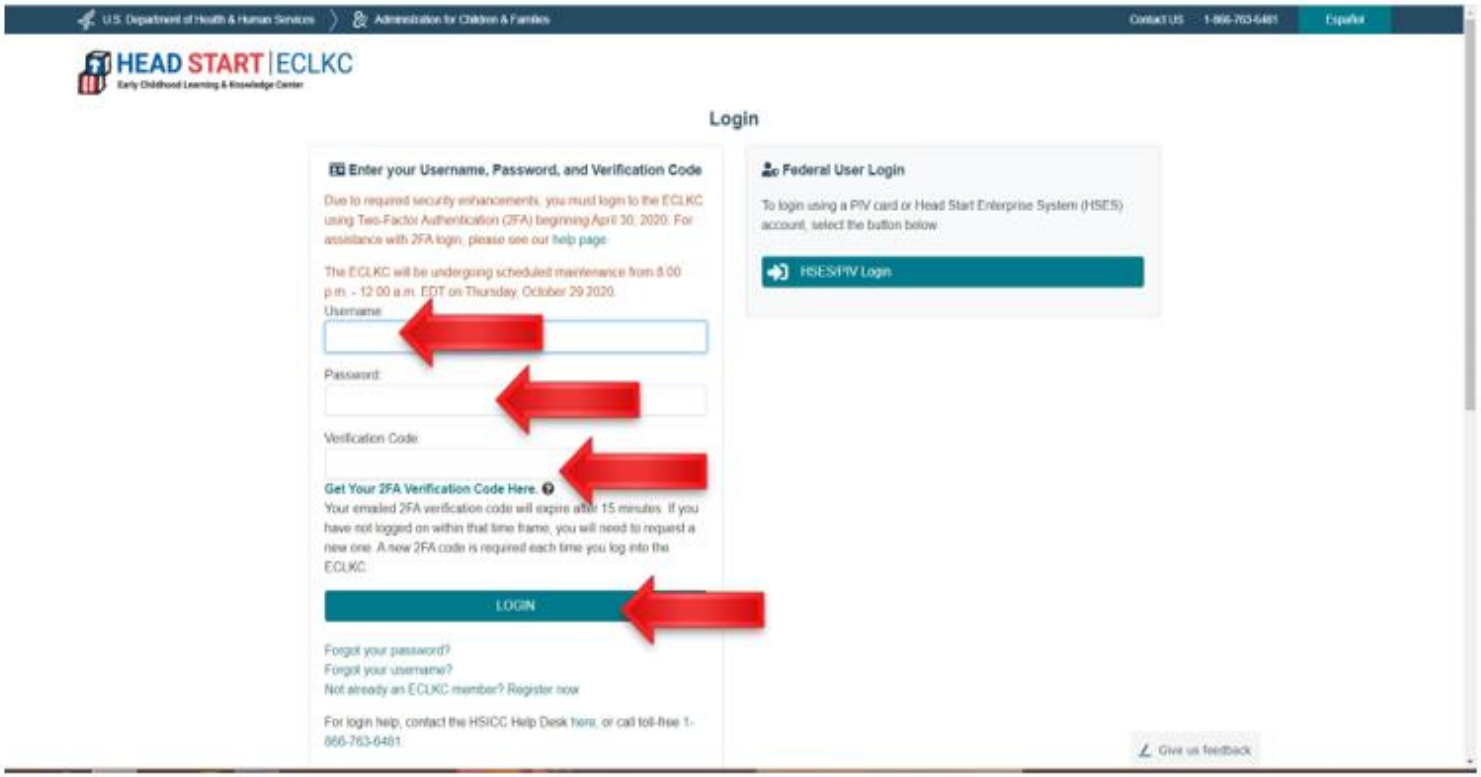
For New Members, click Join…

To register, select and create a username and type in your Head Start email address. Once you register, you will create a password…



Type in Username and Password and request a verification code.
You must request a verification code each time you log in.

Once you receive an email with the code, type it in and click LOGIN…



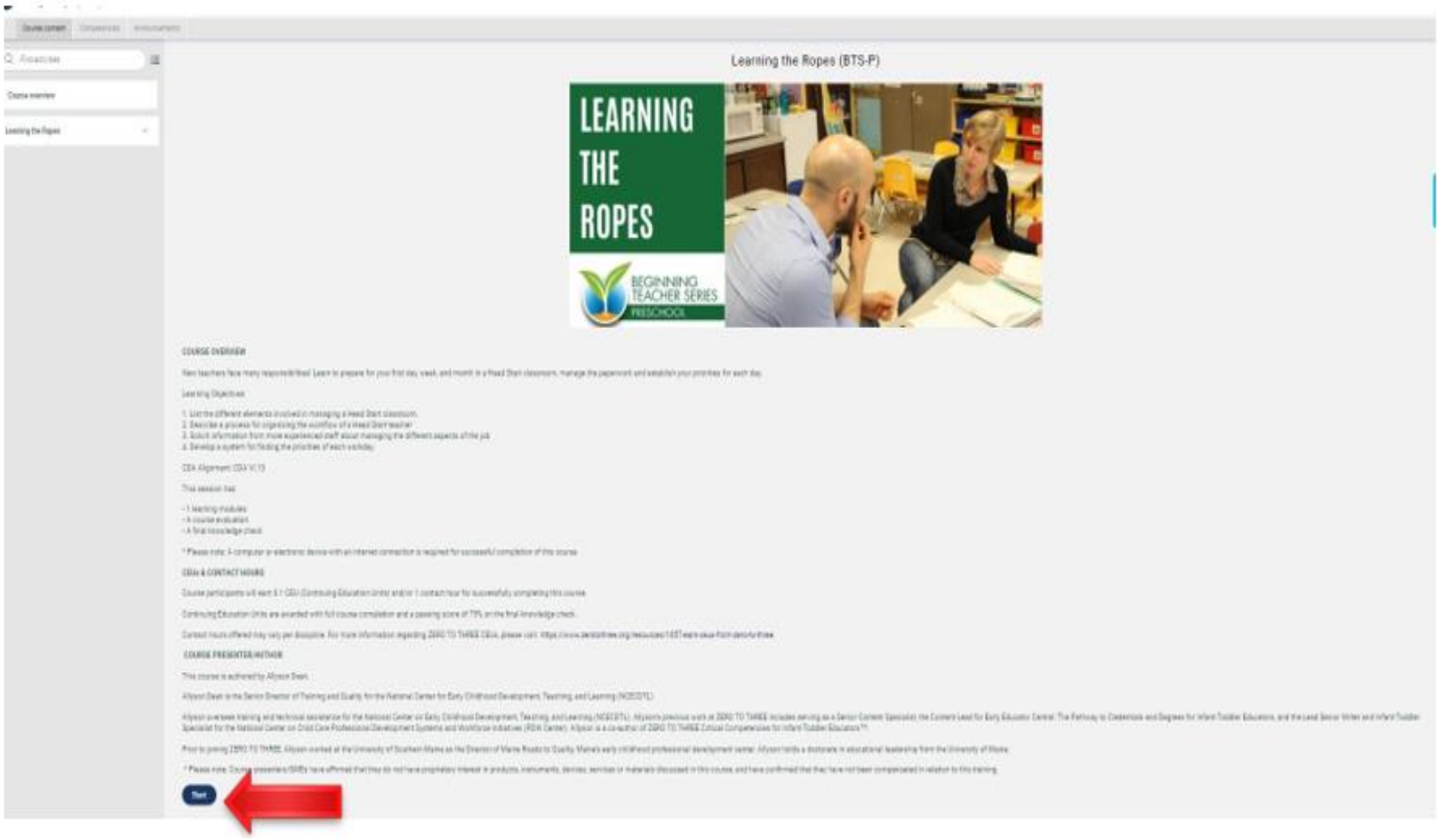
Once you are in the dashboard, click on the course's icon…



Appendix – A con't.



You are ready to start the series of courses.



Appendix – B

TUITION REIMBURSEMENT AGREEMENT

WHEREAS, the **HIDALGO COUNTY HEAD START PROGRAM,** (herein referred to as "Head Start") established an educational incentive program for its qualified employees enrolled in higher education courses, as set out in the Programs Policy, which is attached and incorporated by reference; and

WHEREAS, the incentive policy provides for payment and fees by **Head Start** on behalf of the employee, in reliance on the employee's representation of that he/she will reimburse **Head Start** if the employee does not receive at least a grade point average of 2.0 (including the incompletion of a course for whatever reason) or if the employee after having completed the course (s) does not return to work for **Head Start**;

WHEREAS, this agreement serves as the employee's representation that he/she will reimburse **Head Start** under the conditions recited herein.

In consideration of payment of tuition and fees, the undersigned _____, Herein referred to as the "employee" agrees to reimburse **Head Start** the sum of **$**_____("principal") in lawful and legal tender of the United States of America, together with interest of 5% per annum and payable as follows:

1. **INTEREST-**Interest shall accrue on the principal and unpaid balance at the rate of 5% per annum prior to the date of demand for payment and after demand for payment at the maximum rate permitted by law, but in no event less than 5% per annum.
2. **PAYMENT-**Reimbursement of tuition fees and interest is due and payable as follows:

    a. Tuition and fees ('principal") and interest shall be due and payable upon the employment termination of _____(employee's name) from Hidalgo County Head Start _____ hereby expressively authorizes Head Start or the County of Hidalgo to deduct such amount from his/her final paycheck to reimburse Hidalgo County Head Start such amount, otherwise one-third of the principal and interest shall be forgiven on each anniversary date hereafter so long _____(employee) remains an employee of Hidalgo County Head Start Program.

    b. Provide however notwithstanding the above, should (employee) not achieve a grade point average of 2.0 or drop out of a course(s) to which the proceeds of this agreement applied and should _____**(**employee) remain employed by Head Start, then penalty and interest shall be due and payable in four equal monthly payments; which _____(employee) does hereby expressly authorize Head Start of Hidalgo County to withhold/deduct said amount from employee's paycheck.

Appendix – B con't.

Any check, draft, money order or other instrument given in payment of all or any portion of this agreement may be accepted by Head Start and handled in collection in the customary manner, but the same shall not constitute payment under this agreement or diminish any right of Head Start except to the extent that actual cash proceeds of such instrument are initially received by Hidalgo County Head Start Program.

3. **Prepayment-**Employee, at any time subsequent to the execution of this agreement, shall have the right to prepay this obligation in whole or in part at any time, and in such amounts in whole or in part as the employee shall so desire and from time to time as the employee sees fit. Interest shall immediately cease o accrue as of the date of prepayment on any amount of the principal that is so prepaid. Any repayment of the principal shall be credited to the payment of the installments last accruing under this agreement. Prepayment of a part of this agreement shall not affect the employee's obligations to continue a waiver of Head Start's right to exercise such option in the event of any subsequent default.
4. **Default-**It is agreed that time is of the essence under this agreement. If default is made in any part or the principal or interest of the agreement as the same becomes due and payable upon the performance of any obligation, or covenant contained in any instrument securing payment of this agreement, then in either event, the Hidalgo County Head Start Program shall have the option to declare the entire unpaid balance of both the principal and accrued interest immediately due and payable without notice. Failure of Head Start to exercise this option shall not constitute a waiver of Head Start's right to exercise such option in the event of any subsequent default.
5. **Attorney's Fees-**In the event of default under this agreement, or under any of the accompanying instruments securing payment agreement, or if this obligation, is submitted to an attorney for collection, regardless of whether or not suit if filed, or if the obligation is collected by suit or legal process including, but not limited to, through the probate court or bankruptcy proceedings, employee is obligated to pay an additional sum equal to fifteen percent (15%) of all sums than due on the agreement, including principal and interest, as attorney's fees and expenses of collection, or such greater amount as may authorized by law.
6. **Waivers-**Employee and any and all sureties, guarantors and endorsers of this Agreement, and all other parties now or hereafter liable on this agreement, severally waive grace, demand, presentment for payment, protest, notice of any kind (including, but not limited to, notice of dishonor, notice of protest, notice of intention to accelerate, and notice of acceleration), and diligence in collecting and bringing suit against any party hereto and agree:
    a. to all extensions and partial payments, with or without notice, before or after maturity.
    b. to the release of any part primarily or secondarily liable to this agreement; and:

Appendix – B con't.

c. That it will not be necessary for Head Start, in order to enforce payment of this agreement, to first institute, or exhaust Head Start's remedies against employee or any other party liable therefore, or against any security for this agreement.

7. **Personal liability-**This obligation shall be the joint and several obligations of the employee and of all endorsers and shall be binding upon them, individually and severally, their heirs, legal representatives, successors, and assigns. The employee and endorser hereby, jointly and severally, waives presentment for payment, demand, protest, and notice thereof.
8. **Assignment-**This agreement and all rights and powers under this instrument, may be transferred and assigned by Head Start on such time and on such terms as Head Start may deem advisable, and assignee shall succeed to all rights and powers of Head Start under this instrument.
9. **Construction-**This agreement shall be governed by and construed under the laws of the State of Texas and the laws of the United States of America.

IN WITNESS WHEREOF, the undersigned has executed this agreement on the date first written above,

Employee: _____

By: _____

Accepted this day: _____

Hidalgo County Head Start Program

By: _____

DATE OF GRADUATION: _____

EMPLOYEE'S TERMINATION DATE: _____

THREE (3) YEAR COMPLETION DATE: _____

****INVOICES WILL BE ATTACHED TO EMPLOYEE CONTRACT FOLDER**

Appendix – C

HIDALGO COUNTY HEAD START PROGRAM

STAFF DEVELOPMENT DEPARTMENT
EDUCATIONAL LEAVE REQUEST FORM

NAME:	CENTER:
POSITION:	DATE:

EMPLOYEE WORK STATUS: ❑ PROBATION ❑ REGULAR FULL TIME

EMPLOYEE WORK SCHEDULE: ❑ 7:45 – 4:15 ❑ 8:00 – 4:30 ❑ 8:45 – 5:15

REASON FOR LEAVE: _____

NAME OF COURSE(S)	TIME COURSE(S) IS OFFERED
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

AMOUNT OF TIME BEING REQUESTED PER WEEK: _____

DAYS OF THE WEEK COURSE(S) IS OFFERED: _____

_____ _____

EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE

_____ ❑ APPROVE ❑ DISAPPROVE

STAFF DEV. SPECIALIST SIGNATURE DATE

_____ ❑ APPROVE ❑ DISAPPROVE

PROGRAM DIRECTOR SIGNATURE DATE

Educational Leave, up to four (4) hours per week, with pay, is available to eligible Head Start Program employees in order to attend approved course(s) WHICH ARE JOB RELATED.

NOTE: *Please attach copy of your class schedule with your request. If not included, your request will not be processed.*

ORIGINAL - *STAFF DEVELOPMENT DEPARTMENT* YELLOW - EMPLOYEE PINK – *SUPERVISOR* REV.7/19

Appendix – D-1

Hidalgo County Head Start Program
Professional Development Plan

Completed by:
All Staff
(except Teachers & Asst. Teachers)

Name _____Position _____

Center _____Program year _____

Professional Goals:

I will participate in training and staff development activities to:

1._____

2._____

3._____

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

*** Submit copy to Staff Development Department**

END OF YEAR EVALUATION
Evaluation of Goals:

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

**** Submit original form to Staff Development Department**

Appendix – D-2

Hidalgo County Head Start Program
Professional Development Plan

Completed by:

☐ Teacher

☐ Asst. Teacher

Name of employee:	
Center:	**Room #**
Professional Development Goals based on CLASS Results and Professional Growth:	
1.	
2.	
3.	
Targeted date of Completion: End of Year	
Employee Signature: Date:	**Center Manager Signature: Date:**

*** Submit copy to Staff Development Dept. by end of CLASS Cycle 1 & 2 for Head Start Teachers**

END OF YEAR EVALUATION	
Evaluation of Goals:	
Employee Signature: Date:	**Center Manager Signature: Date:**

**** Submit original form to Staff Development Dept. by end of year**

Appendix – D-3

Hidalgo County Head Start Program
Professional Development Plan

Completed by:
District Staff
(Teachers & Asst. Teachers)

Name _____Position _____

Center _____Program year _____

Professional Goals:

I will participate in training and staff development activities to:

1._____

2._____

3._____

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

*** Submit copy to Staff Development Department**

END OF YEAR EVALUATION
Evaluation of Goals:

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

**** Submit original form to Staff Development Department**

Appendix – E-1

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER ANNUAL TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee: _____ **ID#:** _____ **Date of Hire:** _____ **Center:** _____

CPR	First Aid
Exp. Date:	Exp. Date:

License Child Care Center or Licensed Child Care Home: Each caregiver must obtain at least 24 clock hours of training.

§746.1309 (b)At least six hours of annual training must be in one or more of the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Child Growth and Development from Infancy to School Age	**Child Growth and Development**	Education Agrilife
1		Positive Guidance & Discipline	**Guidance and Discipline**	Compliance Agrilife
1 1		State Research-Based Curriculum Phonemic Awareness	**Age-appropriate curriculum**	Education Districts Education Dept.
2		CLASS Emotional Support CLASS Classroom Organization CLASS Instructional Support	**Teacher-Child interaction**	Education Department

*§746.1309 (c)At least **one clock hour** of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, including:*

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Reporting Child Abuse and Neglect Policy Child Maltreatment	**Factors indication a child is at risk for abuse or neglect:**	Compliance Agrilife
2		Minimum Standards Child Maltreatment	**Warning signs indicating a child may be a victim of abuse or neglect**	Compliance Agrilife
2		Minimum Standards Child Maltreatment	**Procedures for reporting child abuse or neglect**	Compliance Agrilife
1 1		Community Partners: Meeting the need of Head Start Families	**Community organizations that have training programs available to employees, children, and parents**	Silva-Longoria

§746.1309 (e)While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Minimum Standards- How to Exercise Your Emergency Evacuation Plan	**Emergency preparedness (Emergency planning for childcare providers)**	Compliance Agrilife
1 1		Communicable Diseases Texas Vaccines for Children Program	**Preventing the spread of communicable diseases, including immunizations**	Health
2		Medication Administration in child care	**Administering medication**	Health Agrilife
1		Nutrition Food Allergies	**Preventing and responding to emergencies due to food or an allergic reaction**	Nutrition
1		Procedures on Safety Issues and Preventing Work Related Injuries	**Understanding building and physical premises safety, including identification and protection from hazards that cause bodily injury such as electric hazards, bodies of water, and vehicular traffic**	HR
1		Safety and Hazardous Materials Disposal	**Handling, storing and disposing of hazardous materials**	Field Operations

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§746.1309 (f)The remaining clock hours of annual training must be in one or more of the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Supporting the Establishment of strong peers and adult-child relationship in the inclusive child care environment	**Care of children with special needs**	Special Service Agrilife
1		Child Nutrition Food Program	**Child health (ex. nutrition and activity)**	Nutrition
1		Injury prevention and child safety in child care settings	**Safety**	Compliance Agrilife
1		Procedures on Safety Issues and Preventing Work Related Injuries	**Risk Management**	HR
2		Infection Control in Child Care settings	**Identification and care of ill children**	Health Agrilife
1		Parent, Family & Community Engagement Framework	**Cultural diversity for children and families**	Family Service
1		Effective Communication with Parents	**Professional development (effective communication with families, time and stress management).**	Family Service
2		Social Emotional in Preschool	**Topics relevant to the particular age group the caregiver is assigned (ex. biting and toilet training)**	Special Services Agrilife
1		Lesson Plan and Daily Schedule	**Planning developmentally appropriate learning activities**	Education Districts
1		Progress Monitoring Assessment CIRCLE	**Observation and assessment**	Education Districts
1		Stress, Trama, and Resilience in Preschoolers	**Attachment and responsive care giving**	Mental Health Agrilife
1		Overview of Minimum Standards & How do they apply to you.	**Minimum standards and how they apply to the caregiver**	Compliance

§746.1316 (b) The two hours of transportation safety training are exclusive of any requirements for orientation, pre-service training, and annual training.

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Safety Practices Performance Standards Fixed Routes. Alternate Routes Certification Requirements Documentation Requirement	**Transportation Safety Training**	Transportation

§746.1311(f)(1) Directors: Five or fewer years must complete at least six hours in Management Techniques, Leadership Staff Supervision.

Hours	Date	Title/Objective	Training	Trainer Qual.
		Leadership Training	**Ensure supervision, management and leadership skills for all staff.**	Agrilife

§746.1311(f)(2) Directors: More than five years must complete at least three hours of the annual training in Management Techniques, Leadership Staff Supervision.

Hours	Date	Title/Objective	Training	Trainer Qual.
		Leadership Training	**Ensure supervision, management and leadership skills for all staff.**	Agrilife

Total Self Instructional:_____ **Total Instructor Lead:**_____

§746.1309(g) AT LEAST FIVE OF THE 24 REQUIRED ANNUAL TRAINING HOURS MUST COME FROM INSTRUCTOR-LED TRAINING. THE REMAINING 19 REQUIERED ANNUAL TRAINIG HOURS MAY COME FROM SELF-INSTRUCTIONAL TRAINING, OF WHICH NO MORE THAN THREE HOURS MAY COME FROM SELF-STUDY TRAINING.

TOTAL HOURS EARNED FOR TRAINING YEAR:____24____

_____ _____

Employee Signature Date

_____ _____

Reviewed and Acknowledge by Campus Director Date

Appendix – E-2

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER ANNUAL TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee:_____ ID#: _____ Date of Hire: _____ Center: _____

Hours	Date	Title/Objective	Training

TOTAL HOURS EARNED FOR TRAINING YEAR:_____

_____ _____

Employee Signature Date

_____ _____

Reviewed and Acknowledge by Campus Director Date

Appendix – E-3

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER PRE-SERVICE TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee: _____ **ID#:** _____ **Date of Hire:** _____ **Center:** _____

Pre-Service 24 hours	Orientation/Policies	CPR	First Aid
Date: ED	Date: HR	Exp. Date	Exp. Date

License Child Care Center or Licensed Child Care Home: Each caregiver must obtain at least 24 clock hours of pre service training.

§746.1303. Orientation for employees must include at least the following

Hours	Date	Title/Objective	Training	Trainer Qual.
5		Participants will be able to identify the Texas Department of Health and Human Services-Child Care Licensing Minimum Performance Standard and review how the standards apply to their job responsibilities.	**Overview of the minimum standards**	COMPLIANCE
1		Participants will acknowledge and understand all operational policies including the release of children.	**Overview of operational policies including discipline and guidance; procedures for the release of children**	HR
1		Participants will understand and acknowledge the importance of child maltreatment, warning signs of abuse and neglect through videos, community organizations.	**Overview of policy on prevention, recognition and reporting of child maltreatment including: factors indicating a child is at risk of abuse and neglect; warning signs indicating a child may be a victim of abuse and neglect; procedures for reporting child abuse and neglect; community organizations that have training programs available to employees, children, and parents.**	HR
1		Participants will be able to identify the Texas Department of Health and Human Services-Child Care Licensing Minimum Standard and review how the standards apply to their job responsibilities such as being prepared to respond to emergencies. Contacting the parents, law enforcement, fire department, etc.	**Overview of the procedures to follow in handing emergencies, sharing the emergency preparedness plan with all employees. Emergencies may include fire, explosion, tornado, toxic fumes, volatile person, and severe injury or illness of a child or adult.**	COMPLIANCE

Hours	Date	Title/Objective	Training	Trainer Qual.
1		Participants with hands on activities know where all fire extinguishers are located.	**Location and use of fire extinguisher and first aid equipment.**	FIELD OPERATION
2		Participants will be trained by staff when administrating medication.	**Administering medication, if applicable including compliance with 746.3803**	HEALTH
1		Participants will understand the importance of nutrition food and identify food allergies.	**Preventing and responding to emergencies due to food or an allergic reaction.**	NUTRITION
1		Participants will be able to identify procedures on Safety Issues and Preventing Work Related Injuries.	**Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic.**	COMPLIANCE

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Hours	Date	Title/Objective	Training	Trainer Qual.
1		Participants will identify safety materials and hazardous materials that are disposable.	**Handling, storing and disposing of hazardous materials including compliance with 746.3425.**	FIELD OPERATION
1		Participants will be able to implement rules for safety and will acquire knowledge on the required paperwork to transport children.	**Precautions in transporting children if your center transports a child whose chronological or developmental age is younger than nine years old.**	TRANSPORATION W/COMPLIANCE

§746.1316 (b) The two hours of transportation safety training are exclusive of any requirements for orientation, pre-service training, and annual training.

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Safety Practices Performance Standards Fixed Routes. Alternate Routes Certification Requirements Documentation Requirement	**Transportation Safety Training**	TRANSPORTATION W/COMPLIANCE

746.1305 Pre-service training for caregivers

Hours	Date	Title/Objective	Training	Trainer Qual.
1		Early Learning Outcomes Framework Curriculum - Pacing Guide - Lesson Planning.	**Developmental stages of children**	EDUCATION
1		Phonemic Awareness	**Age-appropriate activities for children**	EDUCATION
1		Minimum Standards and the Emergency Preparedness Plan.	**Positive guidance and discipline of children**	COMPLIANCE
1		Participants will learn and identify meeting the needs of Head Start Children through the Parent, Family & Community Engagement Framework.	**Fostering children's self-esteem**	FAM. SERV
1		Participants will understand all safety Practices and fixed routes. Alternate Routes Certification requirements and document. Children safety on the bus.	**Supervision and safety practices in the care of children**	TRANSPORTATION W/COMPLIANCE
1		CLASS Emotional Support CLASS Classroom Organization CLASS Instruction al Support	**Positive interaction with children**	EDUCATION
1		Participants will learn how to properly care for sick children and prevent the spread of communicable diseases.	**Preventing and controlling the spread of communicable diseases, including immunizations**	HEALTH

Total Self Instructional:_____ **Total Instructor Lead:**_____

NO MORE THAN 80% OF THE REQUIRED ANNUAL TRAINING HOURS MAY BE OBTAINED THROUGH SELF-INSTRUCTIONAL TRAINING. NO **MORE THAN THREE HOURS**
OF THE SELF-INSTRUCTIONAL TRAINING MAY COME FROM A PERSON READING WRITTEN MATERIALS OR WATCHING A VIDEO ON THEIR OWN.
*THE 24 CLOCK HOURS OF ANNUAL TRAINING ARE EXCLUSIVE OF ANY REQUIREMENTS FOR ORIENTATION, PRE-SERVICE TRAINING, CPR AND FIRST AID TRAINING, TRANSPORTATION SAFETY TRAINING AND HIGH SCHOOL CHILD CARE WORK STUDY CLASSES.

TOTAL HOURS EARNED FOR TRAINING YEAR:_____24_____

_____ _____
Employee Signature Date

_____ _____
Reviewed and Acknowledge by Campus Director Date

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions?	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions?	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

Hidalgo County Head Start Program
Questionnaire

Name _____ **Center**_____ **Date**_____

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

Staff Development Procedures Manual

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Introduction

The Hidalgo County Head Start Program Staff Development Department aims to provide an outstanding and distinctive intellectual social and physical environment in which research, scholarship and learning may flourish, and all staff reach their potential goals. We strive to provide leadership in the implementation and management of all staff development and training activities for all program staff in accordance with the Head Start Performance Standards, Texas Minimum Standards for Licensed Child Care Centers, Head Start Program Policies and Procedures, and the Texas Education Agency Regulations. Staff Development Department strives to ensure that the professional development our staff receive refers to all the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both individual and the Program. We also focus on gaining knowledge and skills related to job performance in early childhood education (ECE) programs.

Staff Development Department will provide guidance and assistance to staff pursuing post-secondary education and degrees in early childhood education. We will also support and guide staff, especially classroom staff, to acquire associate's, bachelor's degrees along with teacher certification.

Staff Development Department is always informed by reviewing Head Start Performance Standards, Child Care Licensing Standards, program goals for high quality services and planned changes that may result in need for new knowledge skills and competencies they must share with all staff.

The Program will provide appropriate training and technical assistance or orientation to the governing body, and advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

The HCHSP operates its Staff Development Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
    - https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii
- Head Start Act (As Amended December 12, 2007)
    - https://eclkc.ohs.acf.hhs.gov/policy/head-start-act
- Texas Health and Human Services Commission-Texas Minimum Standards for Licensed Child Care Centers
    - https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf

Acknowledgements: N/A

Department Overview

Staff

Staff Development Director
Staff Development Coordinator

Responsibilities

- Provide leadership in the coordination and organization of all staff development and training activities as required by the Head Start Performance Standards, Minimum Standards for Child Care Centers.
- Assist in the development and implementation of the Technical Assistance and Training Plan and all related functions.
- Assist staff members in the development and implementation of their individual Professional Development Plan.
- Establish and maintain record keeping and reporting procedures for participation and evaluation of all professional development and training activities/sessions as required by the Program and Child Care Regulations.
- Assist in providing orientation sessions to new employees.
- Support and maintain the Employee Higher Education Assistance Program for staff enrolling in higher education class, especially those pursuing degrees in early childhood education and social work.
- Coordinate the preparation of the Alternative Certification Program to assist employees in career development compatible with Program requirements.
- Direct the preparation of the pre-service sessions for Annual Training conducted annually for Program staff.
- Secure and maintain current records for all employes credentials, transcripts, and degree plan, etc. and keep this information current in the employee personal file.
- Prepares and submits yearly reports to the Executive Director on employee education records/credentials, enrollment in higher education classes, and expenditures covered by the Program.
- Participate in “trainer of trainer” programs to assist in providing training as needed in the different departments.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Alternative Certification Program Participants (Teach Us)	Teachers	Weekly until complete
Beginning Teacher Series	Campus Directors / Teachers	One month from DOH
Business Management Courses	Campus Directors/Human Resource Department/Compliance/ Staff Development Department	Upon Hire
Child Development Associate (CDA)	Disability Aid/Floater & Campus Directors	Upon hire & renew every 3 years
Educational Attainment	All Staff/Staff Development Department	Fall/Spring Semester
Educational Incentives	All Staff & Staff Development Department	Fall/Spring Semester
Educational Leave	All Staff & Staff Development Department	Fall/Spring Semester
Leave of Absence for Student Teaching/ Internship/Practicum Placement	All Staff	Fall/Spring Semester
Professional Development Plan	All Staff	DOH/October/April
Program Information Summary (PIS)	Department Director	Monthly
Training: Professional Development		
- **Annual**	All Staff/Staff Development Department /Human Resources Department	Yearly
- **Ongoing Training**	All Staff/Campus Directors	Ongoing
- **Pre-Service/On Boarding**	New Staff Members/Staff Development Department/Human Resources Department	Within 90 days of DOH
- **Tracking Log Annual Training**	All Staff/Campus Directors	Yearly
- **Tracking Log Ongoing Training**	All Staff/Campus Directors	Ongoing
- **Tracking Log Pre-Service**	All Staff/Campus Directors	Within 90 Days of DOH
- **Certificates**	All Staff/Campus Directors / Staff Development Department	Ongoing
- **Evaluation**	All Staff/Campus Directors / Staff Development Department	Ongoing
- **Questionnaire /** - **Pre-Post Test (AgriLife)**	All Staff/Campus Directors / Staff Development	Ongoing

System/Service Area: Staff Development	Subject: Alternative Certification Program Teach Us
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Weekly until complete

Person(s) Responsible: Teachers & Staff Development Department

Procedure: Teachers will be given an opportunity to enroll into Teach Us; the Teacher Certification Program. They must pass Science, Teaching, and Reading (STR), and EC-6 CORE exam by June 2024. They will be given one year after completing STR & EC-6 exams to complete Pedagogy & Professional Responsibilities (PPR) and Bilingual Target language Proficiency (BTLPT) Spanish exam.

- Teachers will be given sufficient time to study and complete course work given by a Teach US Representative.
- Teachers must benchmark at 80% before being approved to take the exam.
- Submit results of exam to Staff Development Department.
- Once Staff has passed STR and CORE EC-6 exam, they will become eligibility for Internship with the District assigned to them for one year.
- Staff must proceed in completing the remaining exams (PPR and BTLPT).

https://tea.texas.gov/texas-educators/preparation-and-continuing-education/consumer-information-about-educator-preparation-programs/consumer-information-about-educator-preparation-programs

System/Service Area: Staff Development	Subject: Beginning Teacher Series
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 1 month from date of hire

Person(s) Responsible: Teachers and Campus Directors

Procedure: New Teachers will complete the self-paced courses based on staff roles and interest on the ECLKC website. This resource will assist staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities.

- Visit the Head Start Early Childhood Learning & Knowledge Center (ECLKC) website.
- Click on iPD icon
- Create an account
- Search Beginning Teacher Series Preschool
- Complete 9 course videos
- Send Certificates to Staff Development Department and keep a copy at the Campus.

Appendix: **A** Beginning Teacher Series

System/Service Area: Staff Development	Subject: Business Management Courses
Related Regulation(s): §1302.91	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Upon Hire

Person(s) Responsible: Campus Directors/Human Resources/Compliance/Staff Development

Procedure: Campus Directors are required to have two Business Management Courses. If lacking these courses upon hire, Campus Directors must enroll to take courses with Dr. Beverly Ashley at A+ Center for Education, LLC. or Gloria Castillo at Early Learning Association.

System/Service Area: Staff Development	Subject: Child Development Credential (CDA)
Related Regulation(s): §1302.91 (e)(1)(3)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy HCHSP will ensure Disability Aide/Floaters have a minimum of a Child Development Associate (CDA) credential or compared credential and have been trained or have equivalent coursework in early childhood development with a focus in preschool development.

Time Frame: Upon hire/renew every 3 years.

Person(s) Responsible: Disability Aide/Floater and Campus Directors

Procedure: Staff will obtain a Child Development Credential and ensure that it is maintained.

- Visit the Council for Professional Recognition website.
- Complete the steps to renew CDA.
- The Chief Human Resources Officer will verify employment and training hours.
- Complete the renewal process and make payment.
- A copy of the CDA Credential will be kept in the staff file, Human Resources Department and Staff Development Department.

System/Service Area: Staff Development	Subject: Education Attainment
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Fall/Spring Semester

Person(s) Responsible: All Staff

Procedure: Staff intending to enroll in college courses must consult with the Staff Development Department prior to enrollment. The guidelines for attending classes contained herein will be reviewed and discussed. Continued contact is required throughout the staff enrollment in classes every semester. Staff must attend classes after working hours.

System/Service Area: Staff Development	Subject: Educational Incentives
Related Regulation(s): Civil Service 7.218-7.223	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Spring/Fall Semester

Person(s) Responsible: Campus Staff

Procedure: Staff may request financial assistance for tuition and books while attending College/University.
In order to be considered for financial assistance/reimbursement of College Expenses, eligible Staff must furnish the Head Start Staff Development Director written documentation reflecting the following:

- College Expenses are associated with actual attendance in classes required for a degree ("Degree Plan") in Early Childhood Development, or a related field approved by the Head Start Executive Director;
- The Staff has at least a 2.5 grade point average on all course work associated with the Staff's Degree Plan, and at least a "C" grade on any course for which reimbursement of College Expenses is requested;
- The Staff applied for financial assistance in the form of loans, grants, scholarships, etc., and the Staff was either denied, or ineligible, for such financial assistance;
- Course work has not interfered with the Staff's performance of assigned work under the Head Start Program; and
- Requested reimbursement of College Expenses may not exceed amounts associated with more than nine (9) course hours in any one semester.
- Staff must submit denial letter from financial aid, a semester schedule, detail bill from the College/University to Staff Development Department.
- Staff must complete a Tuition Reimbursement Agreement form before being eligible for financial assistance.
- Once the agreement form is complete, the Staff Development Department will submit the request for financial assistance to the Finance Department for payment to College/University or reimbursement to Staff.

Appendix: **B** Educational Attainment (Tuition Reimbursement Form)

System/Service Area: Staff Development	Subject: Educational Leave
Related Regulation(s): Civil Service 7.173-7.177	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Spring/Fall Semester

Person(s) Responsible: All Staff/Campus Director

Procedure: Staff are granted up to 4 work hours per week, with pay, of Educational Leave in order to attend approved courses that are not offered during staff non-work hours. Staff on Leave without Pay status or unpaid Family and Medical Leave are not eligible for Educational Leave.

- Once Staff registers for a class at a College/University, they will complete an Educational Leave Request form.
- Submit a copy along with a copy of their schedule for approval to Staff Development Department.
- Once approved by the Assistant Director for Programmatic Services, the Staff Development Department will submit the request to the Finance Department.

Appendix: **C** Educational Leave

System/Service Area: Staff Development	Subject: Leave of Absence for Student Teaching/Internship/Practicum Placement
Related Regulation(s): Civil Service	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Fall / Spring Semester

Person(s) Responsible: All Staff

Procedure: Staff may be granted leave of absence, not to exceed one school semester, for Student Teaching, Internship, or Practicum Placement. The Staff shall notify the Program of a desire to return to active duty no later than 30th day before the expected date of return. Staff will be eligible to receive compensation for Educational Leave for the semester requested and to utilize any accumulated personal leave. Educational Leave will be granted for the semester calculated 4 hours per week. All benefits will continue until both the educational leave and the personal leave have been exhausted. During the period an eligible Staff takes an Educational Leave of Absence and after the Staff exhausts the accumulated Personal leave, the Staff may continue to participate in the Group Health Plan if said Staff arranges to pay the insurance premium by making payment through the payroll department for the duration of the Staff leave of absences. Such leave shall be without benefit of experience increments for the period of the absence after exhausting the paid leave. Neither Personal Leave nor Sick Leave may be earned during the Leave of Absence.

- Staff must submit an Educational Leave Request form along with the semester schedule, Field Placement Agreement, Practicum Placement, and a detailed explanation of dates to be taken.
- A request in writing must be submitted to the Staff Development Department two months prior to the requested leave.

System/Service Area: Staff Development	Subject: Professional Development Plan
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Date of Hire, October, and April

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will complete a Professional Development Plan to identify strengths and needs while they set short-and long-term goals.

- New Staff will complete the form during Pre-Service training.
- Teachers, Assistant Teachers and ISD Staff will complete the Professional development Plan to reflect on the CLASS observation has been completed and the Campus Directors has conducted a conference with them.
- Teachers, Assistant Teachers and ISD Staff will set goals referring to outcomes of the CLASS observations.
- All other staff must complete the form by referring to job duties or a career path.
- In April staff will evaluate themselves to see if they accomplish their goal.

Appendix: **D 1-3** Professional Development Plan (All Staff except Teachers and Assistant Teachers)
Professional Development Plan (Teachers and Assistant Teachers only)
Professional Development Plan (District Teachers and Assistant Teachers)

System/Service Area: Staff Development	Subject: Program Information Summary (PIS)- Staff Development
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Department Director

Procedure: Department will submit Staff Development activities monthly to Executive Director/Secretary.

- Beginning Teacher Series
- Childhood Development Association (CDA)
- Educational Attainment
- Annual Training
- Ongoing Training
- Pre-Service Training
- Teach Us Study Sessions
- Professional Development Plans

System/Service Area: Staff Development	Subject: Training and Professional Development
Related Regulation(s): §746.1309(a)(b)(c)(e)(f)(g)(h)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program will provide annual training to all New Staff. Campus Staff must obtain their annual training within 12 months from the date of their employment and during each subsequent 12-month period. Training will assist Staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities. HCHSP will provide orientation to all new Staff. Training will assist Staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities. Staff are required to maintain records of their attendance at the Campus.

Time Frame: Annual Training- Start of a new year / yearly.
Ongoing Training- Ongoing throughout the year
Pre-Service/Onboarding Training- within 90 days of hire, and yearly thereafter.

Person(s) Responsible: Program/ISD Staff / Campus Directors / Staff Development Department

Procedure:

Annual / Pre-Service/Onboarding Training:

- Staff will complete 24 hours of professional development.
- Staff will complete a questionnaire and evaluation for each presentation.

Ongoing Training:

- Staff will attend the required training presentations being provided throughout the year.

System/Service Area: Staff Development	Subject: Training Tracking Log
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Annual Training: Start of a new school year/yearly.
Ongoing: Ongoing throughout the year
Pre-Service/Onboarding Training: Within 90 Day of Hire

Person(s) Responsible: Program/ISD Staff / Campus Directors

Procedure:

Annual Training Tracking Log:

- Staff will keep track of all training presentations they attend during the start of a new school year.

Ongoing Training Tracking Log:

- Staff will keep track of all training presentations they attend throughout the school year.

Pre-Service/Onboarding Training:

- Staff will keep track of training presentations attended within 90 days of hire.

Appendix: **E 1-3** Tracking Log Annual Training
Tracking Log Ongoing Training
Tracking Log Pre-Service Onboarding Training

System/Service Area: Staff Development	Subject: Training Certificates
Related Regulation(s): § 746.801(3), § 746.901, § 746.1317, § 746.1329	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will have records of training hours, including documentation to provide to Childcare Licensing to verify that Staff have met training requirements. Staff will maintain the original certificate documenting the completion of training at their Campus. Staff will maintain and make the training certificates provided by Program and AgriLife available for review upon request.

Certificate must provide:

- The participant's name
- Date of the training
- Title/Subject of the training
- The trainer's name, or source of the training for self-instructional training
- The trainer's qualifications must meet the criteria.
- Length of the training specified in clock hours, CEUs, or college credit hours, appropriate.
- Must keep records for at least three years.

System/Service Area: Staff Development	Subject: Training Evaluation
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: After attending any presentation, Staff must complete an evaluation regarding if the training meets their expectations. The purpose of this is to see if the structure of the training process was clear. Staff/Participants are asked to rate their satisfaction with the training program and provide feedback on various aspects such as the quality of training materials, the instructor's presentation skills, and the convenience of the training facilities.

Appendix: **F** Evaluation Form

System/Service Area: Staff Development	Subject: Training Questionnaire/Pre-Post Test (AgriLife)
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will complete a questionnaire to evaluate their own knowledge, point of view and skills before and after a training presentation. Staff will keep a questionnaire alongside the certificate, for the same topic, at the Campus for their records. Staff will also keep the Pre-Post test from AgriLife alongside the certificate of the same training topic at the Campus.

Appendix: **G** Questionnaire Form

Appendices

Appendix – A

BEGINNING TEACHER SERIES

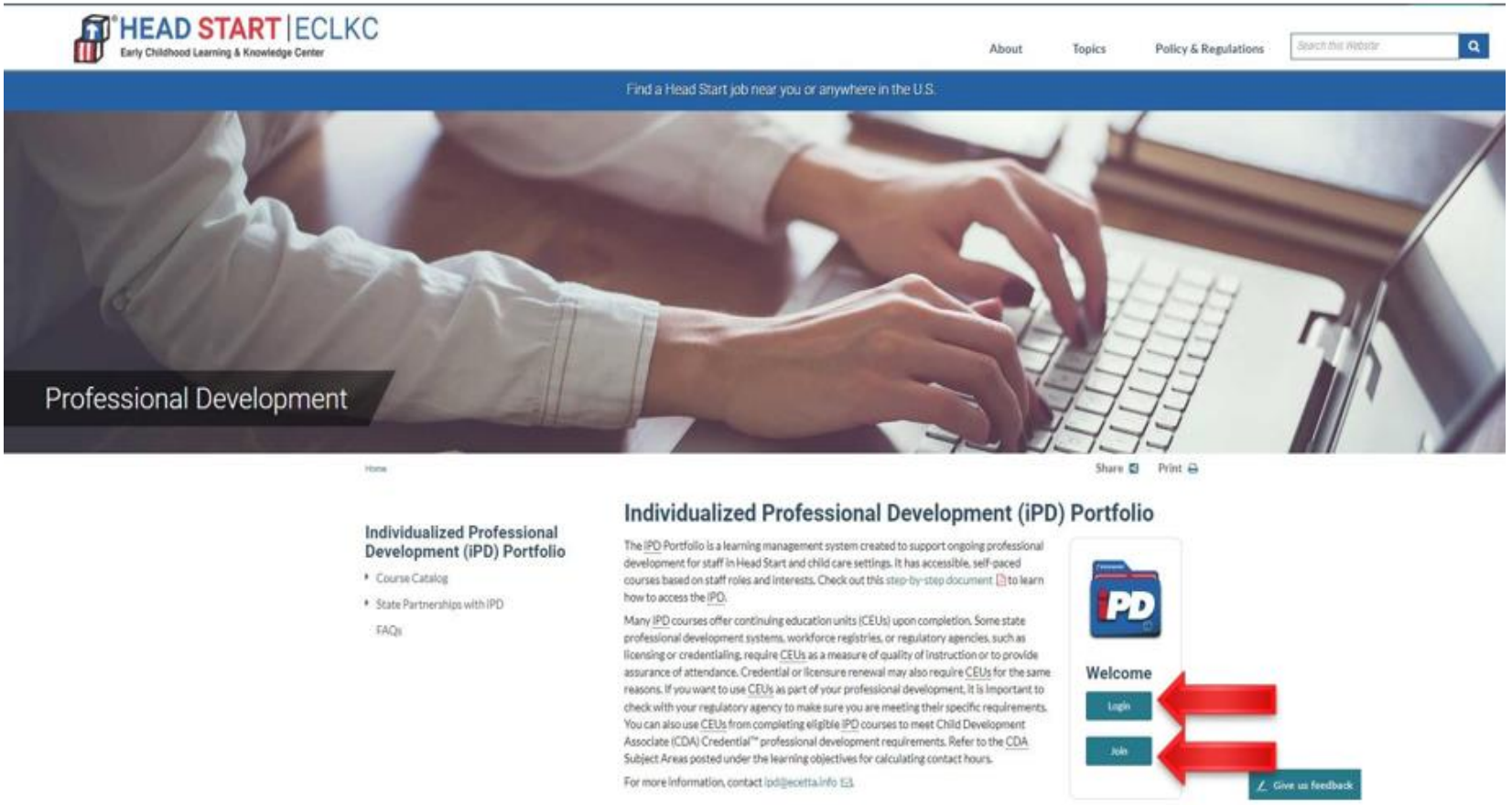
Log in to ECLKC Website.

https://eclkc.ohs.acf.hhs.gov/

Appendix – A con't.

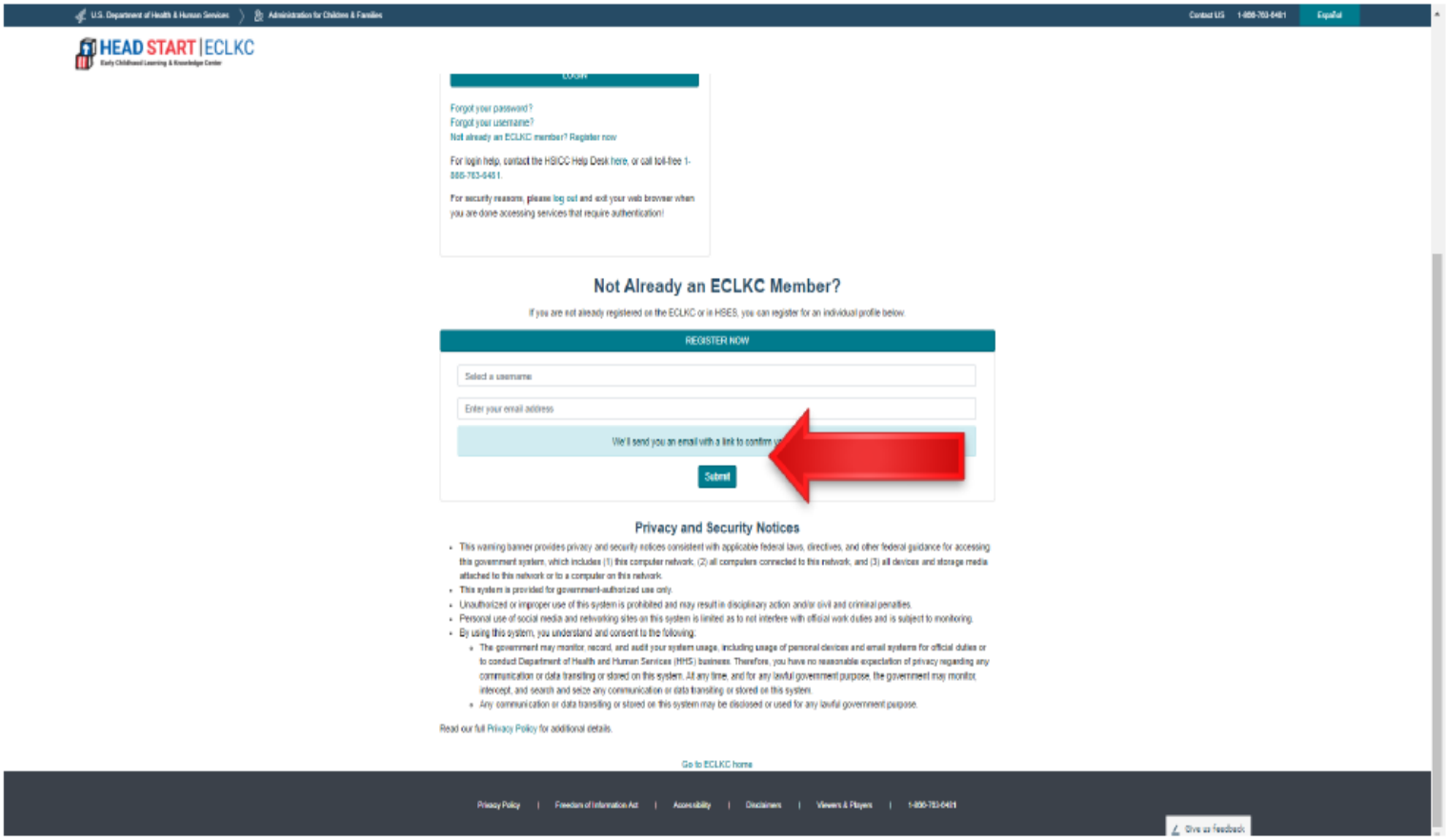


If you're already a member, click Login…



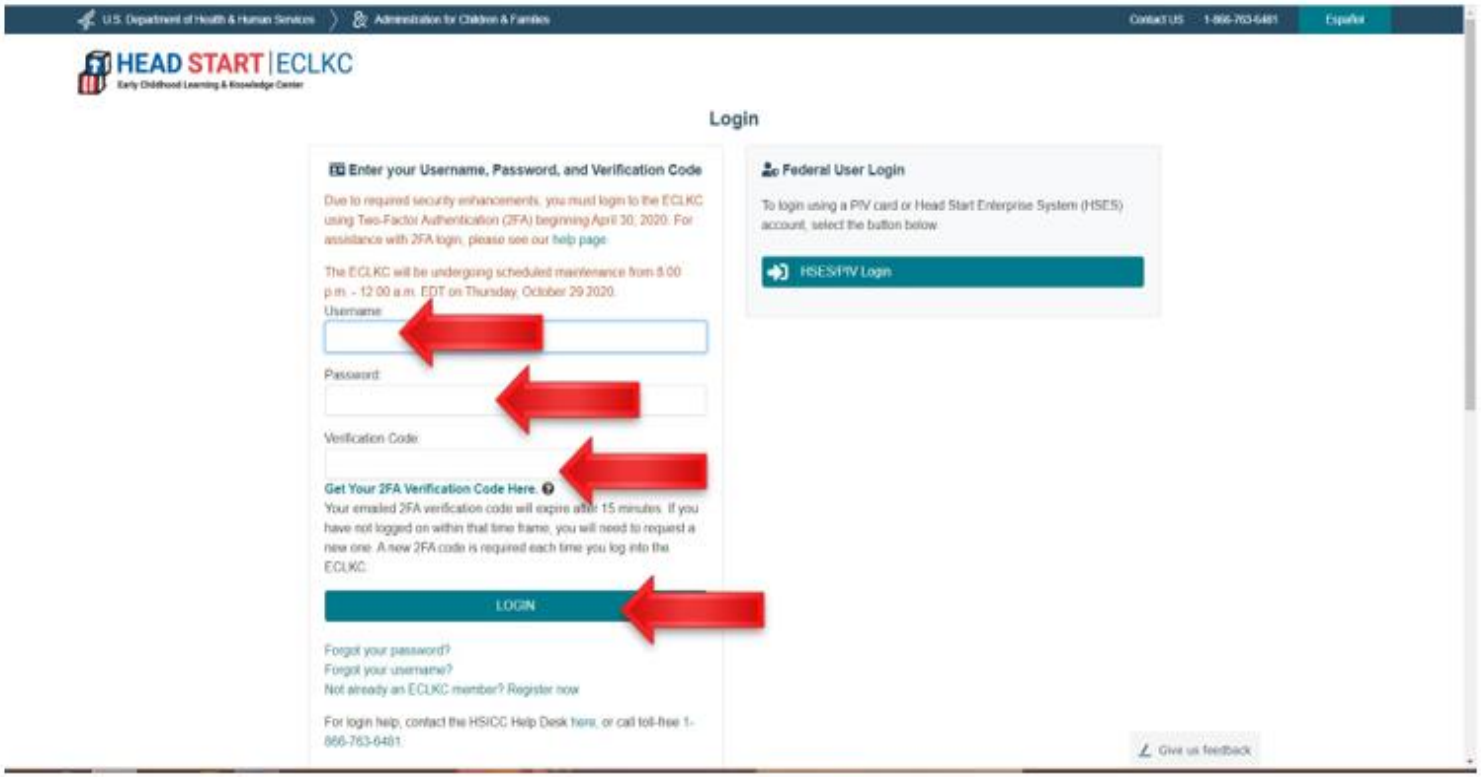
For New Members, click Join…

To register, select and create a username and type in your Head Start email address. Once you register, you will create a password…



Type in Username and Password and request a verification code.
You must request a verification code each time you log in.

Once you receive an email with the code, type it in and click LOGIN…



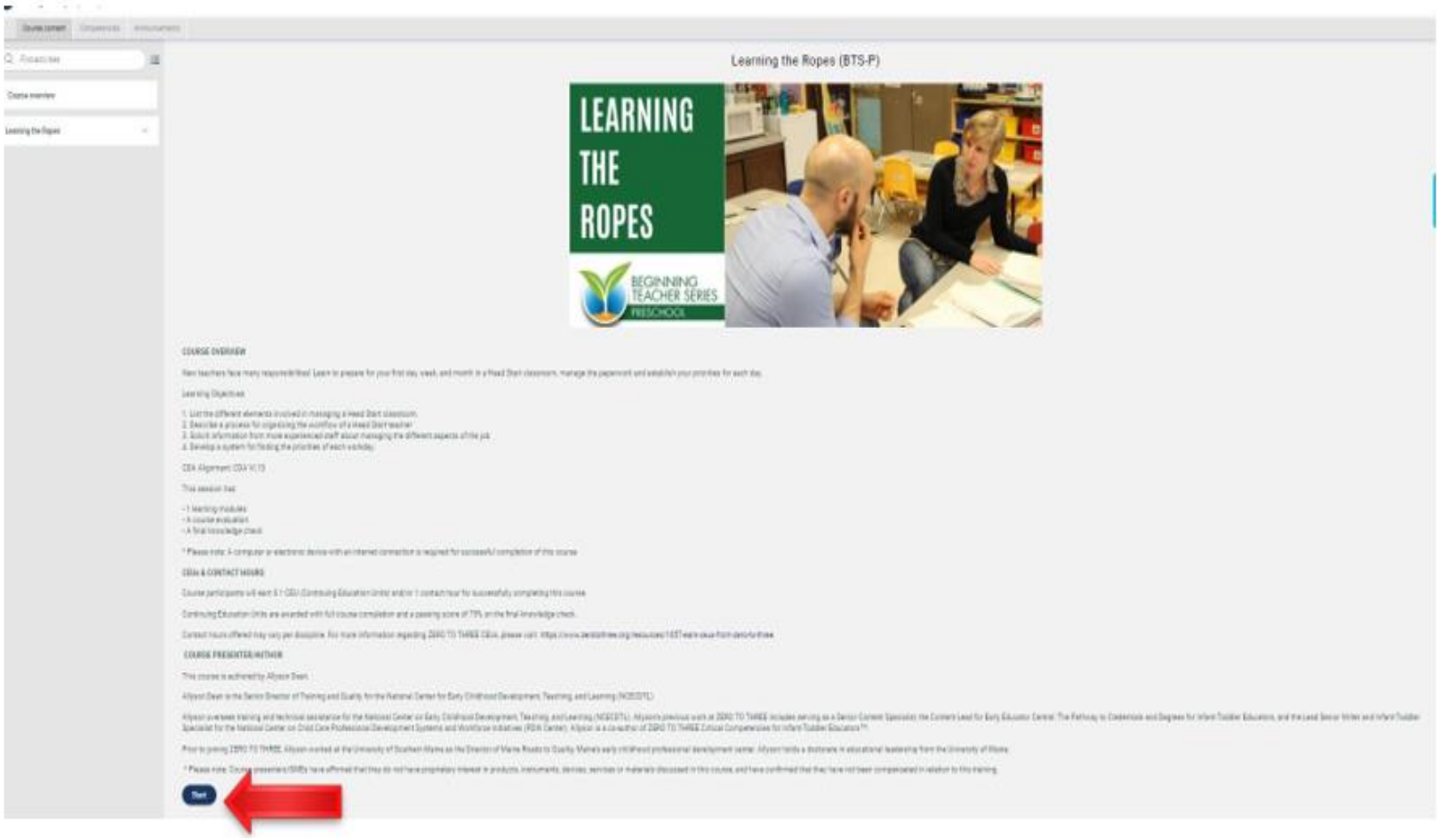
Once you are in the dashboard, click on the course's icon…



Appendix – A con't.



You are ready to start the series of courses.



Appendix – B

TUITION REIMBURSEMENT AGREEMENT

WHEREAS, the **HIDALGO COUNTY HEAD START PROGRAM,** (herein referred to as "Head Start") established an educational incentive program for its qualified employees enrolled in higher education courses, as set out in the Programs Policy, which is attached and incorporated by reference; and

WHEREAS, the incentive policy provides for payment and fees by **Head Start** on behalf of the employee, in reliance on the employee's representation of that he/she will reimburse **Head Start** if the employee does not receive at least a grade point average of 2.0 (including the incompletion of a course for whatever reason) or if the employee after having completed the course (s) does not return to work for **Head Start**;

WHEREAS, this agreement serves as the employee's representation that he/she will reimburse **Head Start** under the conditions recited herein.

In consideration of payment of tuition and fees, the undersigned _____, Herein referred to as the "employee" agrees to reimburse **Head Start** the sum of **$**_____("principal") in lawful and legal tender of the United States of America, together with interest of 5% per annum and payable as follows:

1. **INTEREST-**Interest shall accrue on the principal and unpaid balance at the rate of 5% per annum prior to the date of demand for payment and after demand for payment at the maximum rate permitted by law, but in no event less than 5% per annum.
2. **PAYMENT-**Reimbursement of tuition fees and interest is due and payable as follows:

    a. Tuition and fees ('principal") and interest shall be due and payable upon the employment termination of _____(employee's name) from Hidalgo County Head Start _____ hereby expressively authorizes Head Start or the County of Hidalgo to deduct such amount from his/her final paycheck to reimburse Hidalgo County Head Start such amount, otherwise one-third of the principal and interest shall be forgiven on each anniversary date hereafter so long _____(employee) remains an employee of Hidalgo County Head Start Program.

    b. Provide however notwithstanding the above, should (employee) not achieve a grade point average of 2.0 or drop out of a course(s) to which the proceeds of this agreement applied and should _____**(**employee) remain employed by Head Start, then penalty and interest shall be due and payable in four equal monthly payments; which _____(employee) does hereby expressly authorize Head Start of Hidalgo County to withhold/deduct said amount from employee's paycheck.

Appendix – B con't.

Any check, draft, money order or other instrument given in payment of all or any portion of this agreement may be accepted by Head Start and handled in collection in the customary manner, but the same shall not constitute payment under this agreement or diminish any right of Head Start except to the extent that actual cash proceeds of such instrument are initially received by Hidalgo County Head Start Program.

3. **Prepayment-**Employee, at any time subsequent to the execution of this agreement, shall have the right to prepay this obligation in whole or in part at any time, and in such amounts in whole or in part as the employee shall so desire and from time to time as the employee sees fit. Interest shall immediately cease o accrue as of the date of prepayment on any amount of the principal that is so prepaid. Any repayment of the principal shall be credited to the payment of the installments last accruing under this agreement. Prepayment of a part of this agreement shall not affect the employee's obligations to continue a waiver of Head Start's right to exercise such option in the event of any subsequent default.
4. **Default-**It is agreed that time is of the essence under this agreement. If default is made in any part or the principal or interest of the agreement as the same becomes due and payable upon the performance of any obligation, or covenant contained in any instrument securing payment of this agreement, then in either event, the Hidalgo County Head Start Program shall have the option to declare the entire unpaid balance of both the principal and accrued interest immediately due and payable without notice. Failure of Head Start to exercise this option shall not constitute a waiver of Head Start's right to exercise such option in the event of any subsequent default.
5. **Attorney's Fees-**In the event of default under this agreement, or under any of the accompanying instruments securing payment agreement, or if this obligation, is submitted to an attorney for collection, regardless of whether or not suit if filed, or if the obligation is collected by suit or legal process including, but not limited to, through the probate court or bankruptcy proceedings, employee is obligated to pay an additional sum equal to fifteen percent (15%) of all sums than due on the agreement, including principal and interest, as attorney's fees and expenses of collection, or such greater amount as may authorized by law.
6. **Waivers-**Employee and any and all sureties, guarantors and endorsers of this Agreement, and all other parties now or hereafter liable on this agreement, severally waive grace, demand, presentment for payment, protest, notice of any kind (including, but not limited to, notice of dishonor, notice of protest, notice of intention to accelerate, and notice of acceleration), and diligence in collecting and bringing suit against any party hereto and agree:
    a. to all extensions and partial payments, with or without notice, before or after maturity.
    b. to the release of any part primarily or secondarily liable to this agreement; and:

Appendix – B con't.

c. That it will not be necessary for Head Start, in order to enforce payment of this agreement, to first institute, or exhaust Head Start's remedies against employee or any other party liable therefore, or against any security for this agreement.

7. **Personal liability-**This obligation shall be the joint and several obligations of the employee and of all endorsers and shall be binding upon them, individually and severally, their heirs, legal representatives, successors, and assigns. The employee and endorser hereby, jointly and severally, waives presentment for payment, demand, protest, and notice thereof.
8. **Assignment-**This agreement and all rights and powers under this instrument, may be transferred and assigned by Head Start on such time and on such terms as Head Start may deem advisable, and assignee shall succeed to all rights and powers of Head Start under this instrument.
9. **Construction-**This agreement shall be governed by and construed under the laws of the State of Texas and the laws of the United States of America.

IN WITNESS WHEREOF, the undersigned has executed this agreement on the date first written above,

Employee: _____

By: _____

Accepted this day: _____

Hidalgo County Head Start Program

By: _____

DATE OF GRADUATION: _____

EMPLOYEE'S TERMINATION DATE: _____

THREE (3) YEAR COMPLETION DATE: _____

****INVOICES WILL BE ATTACHED TO EMPLOYEE CONTRACT FOLDER**

Appendix – C

HIDALGO COUNTY HEAD START PROGRAM

STAFF DEVELOPMENT DEPARTMENT
EDUCATIONAL LEAVE REQUEST FORM

NAME:	CENTER:
POSITION:	DATE:

EMPLOYEE WORK STATUS: ❑ PROBATION ❑ REGULAR FULL TIME

EMPLOYEE WORK SCHEDULE: ❑ 7:45 – 4:15 ❑ 8:00 – 4:30 ❑ 8:45 – 5:15

REASON FOR LEAVE: _____

NAME OF COURSE(S)	TIME COURSE(S) IS OFFERED
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

AMOUNT OF TIME BEING REQUESTED PER WEEK: _____

DAYS OF THE WEEK COURSE(S) IS OFFERED: _____

_____ _____

EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE

_____ ❑ APPROVE ❑ DISAPPROVE

STAFF DEV. SPECIALIST SIGNATURE DATE

_____ ❑ APPROVE ❑ DISAPPROVE

PROGRAM DIRECTOR SIGNATURE DATE

Educational Leave, up to four (4) hours per week, with pay, is available to eligible Head Start Program employees in order to attend approved course(s) WHICH ARE JOB RELATED.

NOTE: *Please attach copy of your class schedule with your request. If not included, your request will not be processed.*

ORIGINAL - *STAFF DEVELOPMENT DEPARTMENT* YELLOW - EMPLOYEE PINK – *SUPERVISOR* REV.7/19

Appendix – D-1

Hidalgo County Head Start Program
Professional Development Plan

Completed by:
All Staff
(except Teachers & Asst. Teachers)

Name _____Position _____

Center _____Program year _____

Professional Goals:

I will participate in training and staff development activities to:

1._____

2._____

3._____

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

*** Submit copy to Staff Development Department**

END OF YEAR EVALUATION
Evaluation of Goals:

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

**** Submit original form to Staff Development Department**

Appendix – D-2

Hidalgo County Head Start Program
Professional Development Plan

Completed by:

☐ Teacher

☐ Asst. Teacher

Name of employee:	
Center:	**Room #**
Professional Development Goals based on CLASS Results and Professional Growth:	
1.	
2.	
3.	
Targeted date of Completion: End of Year	
Employee Signature: Date:	**Center Manager Signature: Date:**

*** Submit copy to Staff Development Dept. by end of CLASS Cycle 1 & 2 for Head Start Teachers**

END OF YEAR EVALUATION	
Evaluation of Goals:	
Employee Signature: Date:	**Center Manager Signature: Date:**

**** Submit original form to Staff Development Dept. by end of year**

Appendix – D-3

Hidalgo County Head Start Program
Professional Development Plan

Completed by:
District Staff
(Teachers & Asst. Teachers)

Name _____Position _____

Center _____Program year _____

Professional Goals:

I will participate in training and staff development activities to:

1._____

2._____

3._____

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

*** Submit copy to Staff Development Department**

END OF YEAR EVALUATION
Evaluation of Goals:

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

**** Submit original form to Staff Development Department**

Appendix – E-1

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER ANNUAL TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee: _____ **ID#:** _____ **Date of Hire:** _____ **Center:** _____

CPR	First Aid
Exp. Date:	Exp. Date:

License Child Care Center or Licensed Child Care Home: Each caregiver must obtain at least 24 clock hours of training.

§746.1309 (b)At least six hours of annual training must be in one or more of the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Child Growth and Development from Infancy to School Age	**Child Growth and Development**	Education Agrilife
1		Positive Guidance & Discipline	**Guidance and Discipline**	Compliance Agrilife
1 1		State Research-Based Curriculum Phonemic Awareness	**Age-appropriate curriculum**	Education Districts Education Dept.
2		CLASS Emotional Support CLASS Classroom Organization CLASS Instructional Support	**Teacher-Child interaction**	Education Department

*§746.1309 (c)At least **one clock hour** of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, including:*

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Reporting Child Abuse and Neglect Policy Child Maltreatment	**Factors indication a child is at risk for abuse or neglect:**	Compliance Agrilife
2		Minimum Standards Child Maltreatment	**Warning signs indicating a child may be a victim of abuse or neglect**	Compliance Agrilife
2		Minimum Standards Child Maltreatment	**Procedures for reporting child abuse or neglect**	Compliance Agrilife
1 1		Community Partners: Meeting the need of Head Start Families	**Community organizations that have training programs available to employees, children, and parents**	Silva-Longoria

§746.1309 (e)While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Minimum Standards- How to Exercise Your Emergency Evacuation Plan	**Emergency preparedness (Emergency planning for childcare providers)**	Compliance Agrilife
1 1		Communicable Diseases Texas Vaccines for Children Program	**Preventing the spread of communicable diseases, including immunizations**	Health
2		Medication Administration in child care	**Administering medication**	Health Agrilife
1		Nutrition Food Allergies	**Preventing and responding to emergencies due to food or an allergic reaction**	Nutrition
1		Procedures on Safety Issues and Preventing Work Related Injuries	**Understanding building and physical premises safety, including identification and protection from hazards that cause bodily injury such as electric hazards, bodies of water, and vehicular traffic**	HR
1		Safety and Hazardous Materials Disposal	**Handling, storing and disposing of hazardous materials**	Field Operations

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§746.1309 (f)The remaining clock hours of annual training must be in one or more of the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Supporting the Establishment of strong peers and adult-child relationship in the inclusive child care environment	**Care of children with special needs**	Special Service Agrilife
1		Child Nutrition Food Program	**Child health (ex. nutrition and activity)**	Nutrition
1		Injury prevention and child safety in child care settings	**Safety**	Compliance Agrilife
1		Procedures on Safety Issues and Preventing Work Related Injuries	**Risk Management**	HR
2		Infection Control in Child Care settings	**Identification and care of ill children**	Health Agrilife
1		Parent, Family & Community Engagement Framework	**Cultural diversity for children and families**	Family Service
1		Effective Communication with Parents	**Professional development (effective communication with families, time and stress management).**	Family Service
2		Social Emotional in Preschool	**Topics relevant to the particular age group the caregiver is assigned (ex. biting and toilet training)**	Special Services Agrilife
1		Lesson Plan and Daily Schedule	**Planning developmentally appropriate learning activities**	Education Districts
1		Progress Monitoring Assessment CIRCLE	**Observation and assessment**	Education Districts
1		Stress, Trama, and Resilience in Preschoolers	**Attachment and responsive care giving**	Mental Health Agrilife
1		Overview of Minimum Standards & How do they apply to you.	**Minimum standards and how they apply to the caregiver**	Compliance

§746.1316 (b) The two hours of transportation safety training are exclusive of any requirements for orientation, pre-service training, and annual training.

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Safety Practices Performance Standards Fixed Routes. Alternate Routes Certification Requirements Documentation Requirement	**Transportation Safety Training**	Transportation

§746.1311(f)(1) Directors: Five or fewer years must complete at least six hours in Management Techniques, Leadership Staff Supervision.

Hours	Date	Title/Objective	Training	Trainer Qual.
		Leadership Training	**Ensure supervision, management and leadership skills for all staff.**	Agrilife

§746.1311(f)(2) Directors: More than five years must complete at least three hours of the annual training in Management Techniques, Leadership Staff Supervision.

Hours	Date	Title/Objective	Training	Trainer Qual.
		Leadership Training	**Ensure supervision, management and leadership skills for all staff.**	Agrilife

Total Self Instructional:_____ **Total Instructor Lead:**_____

§746.1309(g) AT LEAST FIVE OF THE 24 REQUIRED ANNUAL TRAINING HOURS MUST COME FROM INSTRUCTOR-LED TRAINING. THE REMAINING 19 REQUIERED ANNUAL TRAINIG HOURS MAY COME FROM SELF-INSTRUCTIONAL TRAINING, OF WHICH NO MORE THAN THREE HOURS MAY COME FROM SELF-STUDY TRAINING.

TOTAL HOURS EARNED FOR TRAINING YEAR:____24____

_____ _____

Employee Signature Date

_____ _____

Reviewed and Acknowledge by Campus Director Date

Appendix – E-2

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER ANNUAL TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee:_____ ID#: _____ Date of Hire: _____ Center: _____

Hours	Date	Title/Objective	Training

TOTAL HOURS EARNED FOR TRAINING YEAR:_____

_____ _____

Employee Signature Date

_____ _____

Reviewed and Acknowledge by Campus Director Date

Appendix – E-3

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER PRE-SERVICE TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee: _____ **ID#:** _____ **Date of Hire:** _____ **Center:** _____

Pre-Service 24 hours	Orientation/Policies	CPR	First Aid
Date: ED	Date: HR	Exp. Date	Exp. Date

License Child Care Center or Licensed Child Care Home: Each caregiver must obtain at least 24 clock hours of pre service training.

§746.1303. Orientation for employees must include at least the following

Hours	Date	Title/Objective	Training	Trainer Qual.
5		Participants will be able to identify the Texas Department of Health and Human Services-Child Care Licensing Minimum Performance Standard and review how the standards apply to their job responsibilities.	**Overview of the minimum standards**	COMPLIANCE
1		Participants will acknowledge and understand all operational policies including the release of children.	**Overview of operational policies including discipline and guidance; procedures for the release of children**	HR
1		Participants will understand and acknowledge the importance of child maltreatment, warning signs of abuse and neglect through videos, community organizations.	**Overview of policy on prevention, recognition and reporting of child maltreatment including: factors indicating a child is at risk of abuse and neglect; warning signs indicating a child may be a victim of abuse and neglect; procedures for reporting child abuse and neglect; community organizations that have training programs available to employees, children, and parents.**	HR
1		Participants will be able to identify the Texas Department of Health and Human Services-Child Care Licensing Minimum Standard and review how the standards apply to their job responsibilities such as being prepared to respond to emergencies. Contacting the parents, law enforcement, fire department, etc.	**Overview of the procedures to follow in handing emergencies, sharing the emergency preparedness plan with all employees. Emergencies may include fire, explosion, tornado, toxic fumes, volatile person, and severe injury or illness of a child or adult.**	COMPLIANCE

Hours	Date	Title/Objective	Training	Trainer Qual.
1		Participants with hands on activities know where all fire extinguishers are located.	**Location and use of fire extinguisher and first aid equipment.**	FIELD OPERATION
2		Participants will be trained by staff when administrating medication.	**Administering medication, if applicable including compliance with 746.3803**	HEALTH
1		Participants will understand the importance of nutrition food and identify food allergies.	**Preventing and responding to emergencies due to food or an allergic reaction.**	NUTRITION
1		Participants will be able to identify procedures on Safety Issues and Preventing Work Related Injuries.	**Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic.**	COMPLIANCE

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Hours	Date	Title/Objective	Training	Trainer Qual.
1		Participants will identify safety materials and hazardous materials that are disposable.	**Handling, storing and disposing of hazardous materials including compliance with 746.3425.**	FIELD OPERATION
1		Participants will be able to implement rules for safety and will acquire knowledge on the required paperwork to transport children.	**Precautions in transporting children if your center transports a child whose chronological or developmental age is younger than nine years old.**	TRANSPORATION W/COMPLIANCE

§746.1316 (b) The two hours of transportation safety training are exclusive of any requirements for orientation, pre-service training, and annual training.

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Safety Practices Performance Standards Fixed Routes. Alternate Routes Certification Requirements Documentation Requirement	**Transportation Safety Training**	TRANSPORTATION W/COMPLIANCE

746.1305 Pre-service training for caregivers

Hours	Date	Title/Objective	Training	Trainer Qual.
1		Early Learning Outcomes Framework Curriculum - Pacing Guide - Lesson Planning.	**Developmental stages of children**	EDUCATION
1		Phonemic Awareness	**Age-appropriate activities for children**	EDUCATION
1		Minimum Standards and the Emergency Preparedness Plan.	**Positive guidance and discipline of children**	COMPLIANCE
1		Participants will learn and identify meeting the needs of Head Start Children through the Parent, Family & Community Engagement Framework.	**Fostering children's self-esteem**	FAM. SERV
1		Participants will understand all safety Practices and fixed routes. Alternate Routes Certification requirements and document. Children safety on the bus.	**Supervision and safety practices in the care of children**	TRANSPORTATION W/COMPLIANCE
1		CLASS Emotional Support CLASS Classroom Organization CLASS Instruction al Support	**Positive interaction with children**	EDUCATION
1		Participants will learn how to properly care for sick children and prevent the spread of communicable diseases.	**Preventing and controlling the spread of communicable diseases, including immunizations**	HEALTH

Total Self Instructional:_____ **Total Instructor Lead:**_____

NO MORE THAN 80% OF THE REQUIRED ANNUAL TRAINING HOURS MAY BE OBTAINED THROUGH SELF-INSTRUCTIONAL TRAINING. NO **MORE THAN THREE HOURS**
OF THE SELF-INSTRUCTIONAL TRAINING MAY COME FROM A PERSON READING WRITTEN MATERIALS OR WATCHING A VIDEO ON THEIR OWN.
*THE 24 CLOCK HOURS OF ANNUAL TRAINING ARE EXCLUSIVE OF ANY REQUIREMENTS FOR ORIENTATION, PRE-SERVICE TRAINING, CPR AND FIRST AID TRAINING, TRANSPORTATION SAFETY TRAINING AND HIGH SCHOOL CHILD CARE WORK STUDY CLASSES.

TOTAL HOURS EARNED FOR TRAINING YEAR:_____24_____

_____ _____
Employee Signature Date

_____ _____
Reviewed and Acknowledge by Campus Director Date

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions?	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions?	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

Hidalgo County Head Start Program
Questionnaire

Name _____ **Center**_____ **Date**_____

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

Family Services Department

Family Services Director: Sonia Balderas

Policy Council Member Assigned: Avelina Peña Segovia

Family Services Procedures Manual

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Introduction

It is the policy of the Hidalgo County Head Start Program (HCHSP) to provide Head Start services to eligible children, three to five years of age regardless of race, sex, creed, color, national origin or disabling condition. The program shares the responsibility with the community to promote the overall development of children and their families. The HCHSP Family Services Department plays a critical role in implementing the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) process. Eligibility criteria for children to the HCHSP is based on the premise that children of poverty-stricken families and children with disabilities can benefit most overall. The Family Services department plays a pivotal role in managing the ERSEA process, ensuring that eligible children and families have access to high quality early childhood education and support services.

Acknowledgements:

The HCHSP operates its Family Services Department Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- Head Start Early Childhood Learning & Knowledge Center-Information Memoranda
- Head Start Early Childhood Learning & Knowledge Center-Program Instructions
- Texas Department of Family and Protective Services Childcare Minimum Standards
- Individuals with Disabilities Education Act (IDEA) and Americans with Disabilities Act (ADA) Federal Regulations

Department Overview

Staff

The Family Services Department Staff consists of the following staff members:

- Family Services Director
- Family Services Coordinators
- Secretary

Responsibilities

The primary responsibilities of the Family Services Department consist of:

- Developing, implementing, managing, and monitoring policies, procedures, and systems of the functions regarding the funded enrollment quota of children for HCHSP to comply with state and federal regulation.
    - **E**ligibility
    - **R**ecruitment
    - **S**election
    - **E**nrollment
    - **A**ttendance
- Monitoring the verification of income and eligibility qualifications of children and their families.
- Ensuring applications are complete and entered accurately and timely into the GoEngage Database.
- Creating and maintaining records and reporting policies for enrollment, attendance, timelines, schedules, procedures, and the waiting list in accordance with designated federal program requirements.
- Providing clear and consistent training To HCHSP staff on ERSEA policies and procedures.
- Ensuring the establishment and maintenance of full program enrollment throughout the year.
- Monitoring income and disability percentages to ensure the program is meeting performance standards.
- Establishing and planning effective recruitment strategies and activities.
- Establishing and maintaining an effective record-keeping system that safeguards appropriate confidentiality of the information on the GoEngage system.
- Monitoring data for Program Information Report (PIR) and Program Information Summary (PIS) and submit on a monthly basis.
- Submit monthly report on actual enrollment to Head Start Enterprise System (HSES)
- HCHSP implements an annual self-assessment in collaboration with the Governing Board, the Policy Council, program staff and parents.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Application Pool	FSW/CD/FSC/FSD	Daily
Children Missing Attendance-GoEngage Report	FSW/CD/FSC/FSD	Daily
Consecutive Absent Attendance Report-GoEngage Report	FSW/CD/FSC/FSD	Daily
Daily Attendance and Meals-GoEngage Task	Teacher Assistant Teacher Disability Aid Floater/FSW/CD	Daily
Pre-Application Queue	FSW/CD/FSC/FSD	Daily
Monthly Attendance and Meals-GoEngage Task	Teacher/Assistant Teacher Disability Aide Floater FSW/CD	Daily
Program Outcomes Portal (POP-ERSEA)	FSD/FSC	Daily
Head Start Enterprise System (HSES) Report	FSD/Assistant Administrator of Fiscal Operations	Monthly
Program Information Report (PIR)	FSD/FSC	Monthly
Program Information Summary (PIS)	FSD/FSC	Monthly
Attendance Policy E-File	FSW/CD	At Enrollment
Consents E-File	FSW/CD	At Enrollment
Parent Handbook	CD/FSW/FSC/FSD	At Enrollment
Acknowledgement of ERSEA Policies and Procedures	FSW/CD/FSC/FSD	Annually
Contract for Returning Children	FSW/CD	Annually
Recruitment Training	FSC/FSD	February/Ongoing
Income Poverty Guidelines	FSD/FSC	February
Priority Guidelines for Selection and Enrollment	FSD/FSC	February
Recruitment	All Staff	Ongoing
Attendance Success Plan	FSW/CD	Ongoing
Family Case Notes	CD/FSW	Ongoing

System/Service Area: Family Services-ERSEA	Subject: Attendance Policy
Related Regulation(s) §1302.15, §1302.17	
Related Forms: Attendance Policy, Attendance Success Plan, Program Calendar	**Related Reports: GoEngage Reports: Average Daily Attendance, Consecutive Absent Attendance, Average Enrolled Attendance, Children Missing Attendance**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of HCHSP to implement strategies to promote and track attendance. Children are required to attend daily except for those absences that are considered excused. Staff will assist families to promote daily attendance.

Time Frame: Daily and Ongoing

Person(s) Responsible:
Family Services Workers
Teachers/Classroom Staff
Campus Directors
Family Services Coordinator
Family Services Director

Procedure: HCHSP will track attendance for each child to promote regular attendance in order to improve school readiness. Individual child attendance data is used to identify children with patterns of absences that put them at risk for missing 10% of program days per year. Appropriate strategies have been explained to improve attendance among identified children such as direct contact with parents or intensive case management, as necessary.

HCHSP implements strategies to promote attendance by:

- Informing parents about the Attendance Policy at time of enrollment. Parents will sign the Attendance Policy electronically on GoEngage.
- Each campus conducts a Parent Orientation meeting prior to the start of the program year and parents are provided with the Parent Handbook that outlines attendance policies. Parents will be informed about the Head Start Attendance Policy at the time of enrollment, orientation, home visits, and parent committee meetings.
- Parents are given the benefits of regular attendance throughout the year through parent education materials (*Attendance Works*) that are in the families' preferred language.

Children will be physically present to be counted in the attendance roster as they arrive. Attendance will be completed prior to the first meal of the day for the child.

A child will be counted present (P) for the entire day if the child is physically present for any length of time in the day.

- It is the teachers' responsibility to enter attendance daily, no later than 30 minutes when instruction time begins. If the teacher is unable to enter attendance, the classroom staff will input attendance on to GoEngage. Family Services Workers/Campus Director will enter attendance if classroom staff is not able to do so.

- Excused absences include child illness, medical or related appointments, court hearings, family emergencies or crisis, etc. If the extended absence is because of the child's documented medical condition, a plan will be developed which will include the provision of educational and family support services at home.

- Campuses with ISD collaborations should follow the same process for entering classroom attendance.

HCHSP tracks child attendance in the GoEngage database system.

- CD/FSW will ensure and verify that all campus attendance data is completed daily using GoEngage. If there's any technical issues that prohibit data entry, staff will record information manually.
- GoEngage Report that can be utilized when doing attendance will be *Children Missing Attendance* report.

- The HCHSP school messenger system will contact the parent(s) of unexcused absent children within one (1) hour of program start time for corresponding ISD campus. In the event the parent(s) do not alert the HS campus of the reason for absence, the FSW will contact the parent(s). Reason for child absences will be documented in the case notes under the attendance section. A home visit will be conducted if unable to contact parent. Home visits and daily calls to parents will be conducted when absences continue and/or parents have made no contact with Head Start campus staff.

FSW and CD will implement strategies to promote attendance by providing information about the benefits of regular attendance during the parent orientation and meetings and by providing parent education materials related to the benefits of regular attendance.

- FSW will document Documentation is entered on child's case notes on GoEngage under Attendance section. Home visits and daily calls to parents will be conducted when absences continue and/or parents have made no contact with Head Start campus staff.

- In the event there is evidence of chronic absenteeism, the FSW will work with families to develop an **Attendance Success Plan** to assist families needing support and referrals, if necessary. The Attendance Success Plan will outline educational family activities that promote and support regular attendance.

- If the child ceases to attend, the HCHSP will make appropriate efforts to re-engage the family to resume attendance by completing appropriate attendance strategies.

- If the child's attendance does not resume, the program will consider that slot vacant. This action is not considered expulsion.

- HCHSP staff will monitor Individual Child's monthly ADA report to identify children with patterns of absence that put them at risk of missing 10% of program days per year. Contact with parents will be conducted to provide strategies to improve attendance through the use of the Attendance Success Plan in GoEngage.

HCHSP will manage systematic program attendance issues. If the program's ADA falls below 85%, the Family Services Department staff will analyze the location, causes of absenteeism, and identify systematic issues.

- Campus Directors and FSWs will run daily and weekly GoEngage ADA reports in order to identify individual children or classroom trends.

- The Family Services Department will run the program's weekly and monthly GoEngage ADA reports to identify specific classroom or campus trends.

    - Analyze the causes of absenteeism to identify any systematic issues that contribute to the programs' low absentee rate.
    - Work with other HCHSP departments to identify patterns such as health issues, transportation, or family and staff needs.
    - Monitor daily and monthly attendance every morning using reports generated on GoEngage system.
    - Identify issues of chronic and consecutive absenteeism.
    - Contact Campus Directors, Family Services Workers, and district staff via email, telephone calls, and visits to Head Start campuses.
    - Collect and review documentation from child's case notes, documentation of home visits and conference notes.

- In addition to contact made by campus staff, Family Services staff will contact family when such absences are excessive (4 or more absences).

- If absenteeism persists, FSW will schedule a conference with the parent(s) to include CD, Teacher, and FSC to determine next steps.

The program will support the attendance of **homeless children**. HCHSP will determine is the child is eligible under 1202.12(c)(1)(iii) and it will allow the child to attend for up to 90 days or as long as TDFPS Child Care Licensing requirements, without immunization or other records, to give the family reasonable time to present documents. HCHSP will work with families to get children immunized as soon as possible.

Appendix – A: Instructions for Average Daily Attendance Report

Appendix – B: Children Missing Attendance

System/Service Area: Family Services-ERSEA	Subject: Eligibility/Application Intake Process
Related Regulation(s): §1302.10; §1302.11; §1302.12; §1302.14; §1302.15	
Related Forms: U.S. Federal Poverty Guidelines for Eligibility for Head Start Programs, HCHSP Priority Guidelines for Selection and Enrollment, HCHSP Definitions, HCHSP Employment Verification Form, HCHSP Homeless Verification Statement, Head Start Eligibility Verification Form	**Related Reports: GoEngage Class Listing, GoEngage Pre-Enrollment Listing by Center/Class, Application Pool- Applied Status/Accepted Status**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of HCHSP to ensure that Head Start eligibility determination and selection criteria adhere to the CFR and the Head Start Act. The program has a family application process that assists families to determine, document, and verify Head Start eligibility. The program provides services to children 3 to 5 years of age regardless of race, sex, creed, color, national origin, or learning, and/or physical disability.

Time Frame: Daily

Person(s) Responsible:
Family Services Director
Family Services Coordinators
Family Services Workers
Campus Directors
Department Directors/Coordinators

Purpose: To maintain eligibility, application process and selection procedure that can identify eligible children and families using allowable acceptance and enrollment documents.

Eligibility: A Community Assessment conducted by the program and the Head Start Federal Guidelines outline the qualifying standards. The HCHSP staff will conduct an in-person interview with each family to verify eligibility information as required. Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.

The criteria include:

AGE: A child WILL be 3 years old **BY** September 1st of the current year and is eligible until the child meets eligibility to enter kindergarten.

Verification of Age for Child – Acceptable Documents

- Birth Certificate (US or Foreign)
- Hospital Birth Facts

- Baptismal Record of Birth
- Immunization Records or ImmTrac2 – Texas Immunization Registry or other State Immunization Registry
- Court Order or legal document or government-issued document of a written statement from a child welfare official demonstrating the child is in foster care.
- Written statement from official or homeless provider, school personnel, or other public service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency.
- Other documents that establish categorical eligibility, such as TANF Records that lists child's name and date of birth.

CATEGORICALLY ELIGIBLE: Children from low-income families shall be eligible for participation in Head Start if the family is homeless, the child is in foster care, or receiving public assistance (TANF, SNAP, SSI).

NOTE: If a family meets the criteria of "Categorically Eligible," **NO** income information is necessary to qualify for Head Start services.

Homeless Children: Homeless children are defined as children who lack a fixed, regular, and adequate nighttime residence: specifically includes children and youth living in shelters, transitional housing, cars, campgrounds, motels, sharing the housing of others due to loss of housing, economic hardship, or children living with non-parent caregivers due to similar reasons" Reference: McKinney Vento Act 42 USC §11434a(2).

The documentation required for the Head Start application can include any of the following:

- Letters from homeless shelters, written statements from officials or homeless provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness.

- Self-Declaration: To verify homelessness, to include extreme hardship such as domestic violence victims, the HCHSP Homeless Verification Statement.

Foster Care: Requirements for verification may be any of the following i.e., court orders, CPS documentation, other legal documents, government-issued

documents, or a written statement from a child welfare official demonstrating the child is in foster care.

SNAP – Supplemental Nutrition Assistance Program: Requirement for verification for SNAP include copy of the benefits card or eligibility letter.

SSI – Supplemental Security Income: Requirements for verification include the most recent eligibility letter.

TANF – Temporary Assistance to Needy Families: Requirements for verification for TANF include a copy of benefits card or eligibility letter.

DEFINITIONS:

CHILDREN WITH DISABILITIES: The term child with a disability means a child that is eligible for services under IDEA (Individuals with Disabilities Education Act). Documentation needed for verification for eligibility can be the ARD, or the IEP-Individual Education Plan.

FAMILY: The term "family" is defined as all persons living in the same household who are supported by the child's parent(s)' or guardian's income; and are related to the child's parent(s) or guardian(s) by blood, marriage, or adoption; or are the child's authorized caregiver or legally responsible party.
NOTE: Determination of definition of family will determine required income verification. The parents shall declare their family category as one of the following.

1. **Two Parent Household**: A two-parent family refers to parents who are married to each other or living with each other in the **same household**. They are the biological, legally adoptive or stepparents to the child that may be HS eligible.
2. **One parent household:** A single parent family refers to a parent who is single, separated or divorced and is the biological or legal guardian of the child that may be eligible for HS/ enrollment.
3. **Teen Parent:** A teen parent is considered a family of her/his own, even if she/he resides with the teen's parents. (Reference: Final Rule on Eligibility/OHS effective March 12, 2015) *Note: Pregnant teens or teen parents will provide verification of age*.
4. **Legal Guardianship:** A legal guardian has legal authority of the child that may be eligible for HS enrollment. NOTE: temporary guardianship may be granted by the court, Child Protective Services (CPS), or by parents transferring authority of guardianship because of incarceration,

abandonment of child/ren, etc. A court ordered document, notarized letter from biological or legal guardian or a CPS order is required to establish status. Documentation could include Notarized, SNAP or Medicaid letter listing the non-parent as the recipient of benefits for the child, with other documentation such as incarceration.

5. **Foster Parent**: CPS, the Court, or other legal government entity has granted the foster parent temporary guardianship.

FAMILY SIZE: When completing the number of family members of the application, the following definition will be used to be considered as a member of a family. A person will live in the same household, be supported by the income of the parent(s) or guardian(s) of the child enrolling in the Head Start program and be related to the parent(s) or guardian(s) by blood, marriage, or adoption. A foster child is considered a family of one person. There may be other people residing in the household that **do not** meet the definition of a family member.

INCOME: Income means gross cash income and includes earned income, military income (including pay and allowances, except those described in Section 645 (a)(3)(B) of the Act), veteran's benefits, Social Security benefits (SSA and Retirement), unemployment compensation, and public assistance benefits. To be eligible for Head start services, a family will be income eligible within 100% of the poverty guidelines. Families may be eligible if their income is between 100% through 130% of the poverty guidelines. Ref: https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines

Verification of Income for Family – Acceptable Documents:

- Income Tax Return 1040
- IRS Transcript
- W-2 Statements or 1099 Statements
- Pay Stubs
- Unemployment Compensation
- SSA – Social Security Benefits (Retirees, Survivor Benefits)
- Child Support Statement (Court Order, AG Order)
- Federal School Grants

CALCULATING ANNUAL INCOME: In determining whether a child who has applied for enrollment meets the eligibility criteria; consideration of evidence of family income may be done by:

- **Review of Income:** Review all sources of the family's income for the 12 months before the month in which the application is submitted (Example, pay stubs for the last 12 months) or:
- Review of the previous calendar year in which the application is submitted (Example, prior year's income tax return) whichever more accurately reflects the needs of the family at the time of application.
- If the family can demonstrate a significant change in income for the relevant time, program staff may consider current income circumstances.
- **Verifying Eligibility:** To verify eligibility based on income, program staff will use tax forms, pay stubs, child support, unemployment benefits, workers comp benefits, federal school grants, **OR** other proof of income to determine the family income for the calculation of the annual income or relevant time. Following are other circumstances and guidance to assist families in collecting necessary documentation.
- **No Proof of Income:** If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time, program staff may accept written statements from employers, and/or people who are self-employed, for the relevant time and use information provided to calculate total annual income with appropriate multipliers. ***Review: HCHSP Employment Verification Statement***
- **No Income:** If the family reports no income for the relevant time, program staff may accept the family's signed declaration to that effect. ***Review: HCHSP Employment Verification Statement***

POVERTY INCOME GUIDELINES:

- **Income 100% Poverty:** Families will be income eligible within 100% of the poverty guidelines to receive Head Start and Early Head Start services. *Ref:* https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines

- **Income 100% to 130% Poverty:** Families **may be enrolled** if their income is between 100% through 130% of the poverty guidelines. *Ref: P.L.110-134, ACF-IM-HS-08-01.* **NOTE:** Children with valid IEPs are eligible if there are no other children on the waitlist that are within the 100% poverty guidelines. *The Family Services Coordinator will approve all children who fall within this category.*

- **Income Over 130% Poverty:** Families **may be enrolled** if their income is above the poverty guidelines. *Ref: 1302.12 (c)(2).* NOTE: Children with valid IEPs are eligible if there are no other children on the waitlist that are within the 100% poverty guidelines. *The Family Services Director and/or the Head*

Start Assistant Program Directors will approve all children who fall within this category.

PROOF OF RESIDENCY: There is no proof of residency requirement for children and families in Head Start Performance Standards or the Head Start Act. OHS states that programs should determine what works best for the families to ensure that we are meeting the needs of the community. If a family would rather or prefer to enroll their child in the Head Start Campus without ISD Collaboration, they can do that if it meets all their criteria and works for all the other factors in their selection process. ***NOTE: ONLY ISD Enrollment Packets require Proof of Residency.***

RECORD KEEPING:
Online Intake Application: HCHSP uses the GoEngage system for the intake application process and to collect all necessary data and documents from families to be considered for selection.

- **Parents:** Parents can complete a Pre-Application Queue on the HCHSP website. Once completed the Campus Director/Family Services Worker will contact the parent to complete the application. Parents can apply in person as well.

- **Family Services Workers/Campus Directors:** FSWs or CDs will complete all GoEngage Intake Applications online. When possible, parents will electronically sign the application upon completion. If the electronic signature capability is unavailable, FSW/CD will send a link to the parent to sign the application.

- **Supporting Documents:** All supporting documents will be uploaded in child's e-file on the GoEngage system. Attachments will include acceptable evidence listed in this document regarding age, income and/or categorically eligible requirements as needed. ***Employee personal devices (cell phones/tablets) cannot be used to make copies of documents.***

- **Application Review by Family Services Workers and Campus Directors:** FSWs and CDs will review applications carefully to ensure that all of the information on the GoEngage Intake Application is correct and complete, to include accuracy of all data entry fields on GoEngage. Upon verification of all information, the FSW and CD will sign the GoEngage Intake Application.

Processing and Verifying Applications for Selection

- **Application Review by the Family Services Coordinators:** Family Services Coordinators will review all applications. FSCs will certify eligibility for all complete applications. All incomplete applications will not be processed and will be returned to the FSW/CD for corrections.
- **Head Start Eligibility Verification Form:** Family Services Coordinators will complete and sign the Head Start Eligibility Verification Form for all applications.
- **Pre-Enrollment Listing by Center/Class:** FSWs will run GoEngage Pre-Enrollment Listing by Center/Class to identify applied and/or accepted applications.
- **Audit of Applications by Family Services Coordinator:** Family Services Coordinators will examine all applications to ensure applications have supporting documents: Age, and categorically eligible status or income eligibility (100%, 100-130% or 130+ %)
- **Final Selection of Applications:** Family Services Coordinators will provide CDs and FSWs with a report of all children that are selected for enrollment.

- **Notification of Selection Status to Parents:** FSWs/CDs will call parents to advise them of status and inform them they will receive an email notice of approval to qualified families.
- **Suspected Fraud and/or Detection for Parents:** While it is extremely difficult to detect fraudulent activity by the parents, management has established control procedures necessary to ensure eligibility requirements. FSWs/CDs who suspect that parents are providing fraudulent information will immediately notify the Family Services Director. The Family Services Director will coordinate efforts with the Assistant Program Director for Fiscal Operations and will conduct an internal investigation. Parents will be notified of the internal investigation. The Head Start Executive Director will notify the Policy Council of the investigation. *Parents Certification: Parents are required to sign the Intake Application that attests: "I certify that this information is true. If any part is false, my participation in this agency's programs may be terminated and I may be subject to legal action".*
- **Suspected Fraud and/or Detection for Staff:** For reported fraudulent activity by HCHSP staff regarding violation of child and family eligibility policies and procedures. Any staff member that suspects fraudulent activity of any staff member may call the HCHSP Human Resources Department, the Family Services Director or the Assistant Program Director. The FS Director and the Chief Human Resources Officer will conduct an internal investigation and report those findings to the Head Start Executive Director. The Executive Director will notify the Policy Council Executive Committee of the investigation. *Employee Certification: All HCHSP Employees receive the HCHSP Employee Handbook upon hire and annually. All employees are required to sign and acknowledge receipt and attest to complying with all its contents.*

- **Conflict of Interest:** Hidalgo County Head Start staff and their families are eligible to apply for Head Start services. Family Services Workers and Campus Directors **cannot** take any applications for any of their family members or friends.

Task	Responsible
Completing Intake Applications with Family	Family Services Workers/Campus Directors
Certifying Eligibility at Campus Level	Family Services Workers/Campus Directors
Processing and Verifying Applications	Family Services Coordinators/FS Director
Notification to Families Regarding Status of Application	Family Services Workers/Campus Directors

Eligibility Duration

- A child determined eligible will remain eligible through the end of the succeeding program year.
- If a child moves from an Early Head Start Program to a Head Start Program, the family's eligibility will be verified again.

Eligibility Determination Records

The HCHSP will keep eligibility determination records on the GoEngage system for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.

Training on Eligibility

The Family Services Coordinators and Family Services Director will provide a training on eligibility procedures to staff who determine eligibility at:

- New Staff Onboarding
- Annual Training
- Small Group Training
- Individual Training

Appendix – C: Poverty Income Guidelines
Appendix – D: Priority Guidelines for Selection and Enrollment
Appendix – E: Definitions
Appendix – F: Employment-Income Verification
Appendix – G: HCHSP Homeless Declaration
Appendix – H: Head Start Eligibility Verification
Appendix – I: Application online- Instructions for FSW and CD

System/Service Area: Family Services-ERSEA	Subject: Eligibility Duration
Related Regulation(s): §1302.12	
Related Forms: Contract for Returning Children	**Related Reports: GoEngage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP children who are determined eligible will remain eligible through the end of succeeding program year.

Time Frame: Ongoing

Person(s) Responsible: Family Services Worker
Campus Director

Procedure: In the Spring, Staff will:

- Provide parents/guardians with the Agreement for Returning Children informing them how to secure a placement in the following year's Head Start program.
- Send a list of returning children to the Family Services Department.
- Inform parents/guardians to update the child's information and complete required paperwork for Head Start and ISD. All paperwork will be completed before the child begins school.
- Update child's information in GoEngage using the information received.

Appendix – J: Contract for Returning Children-Eng
Contract for Returning Children -Span

System/Service Area: Family Services-ERSEA	Subject: Enrollment Process
Related Regulation(s): §1302.15	
Related Forms: HCHSP Priority Guidelines for Selection & Enrollment, Contract for Returning Children	**Related Reports: GoEngage- Application Pool: Accepted Status report,GoEngage- Child List by Program Age, GoEngage- Class Roster by Center (P12), GoEngage- Class Listing, GoEngage- Program Outcomes Portal (POP)**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will maintain its funded enrollment. When the program determines that a vacancy exists, no more than 30 calendar day may lapse before the vacancy is filled. Enrollment means the official acceptance of a family by the Head Start Program and the completion of all procedures necessary for a child and family to begin receiving services.

Time Frame:
Daily
Weekly
Monthly
Annually

Person(s) Responsible:
Family Services Director
Family Services Coordinators
Family Services Workers
Campus Directors

Procedure: Upon determination that a child is eligible for enrollment; the child will be placed in a campus or that campus wait list; child's parents/guardians complete all necessary forms; finally, the child will be placed in a particular classroom.

Child's Comprehensive E-File

- An individualized child's record is maintained on GoEngage for each child that is scheduled to be enrolled. The contents of the child's record include: child and family data, parental agreement for enrollment and consents, examination and screening records, confidentiality statements, case notes, etc.

Classroom Rosters

- The rosters are based specifically on age and language if necessary. Consideration will be taken on children with disabilities. Parents are unable to request changes on classroom rosters. (NO EXCEPTIONS)
  - Report: GoEngage- Classroom Listing
  - Report: GoEngage- Child List by Program Age, Class Roster by Center (P12**)**
- Quota for three (3) year old classrooms will be no more than 20 children.
- Quota for four (4) year old classrooms will be no more than 24 children.

- Mixed classrooms will be assigned the predominant age level quota.
- If there are more 4-year-old children than 3-year old, the quota is 24.
- If there are more 3-year-old children than 4-year old, the quota is 20.
- All children will be assigned classroom depending on ISD requirements such as age/language.
- Children who are related to a staff member cannot be assigned to a classroom where the staff member works. (NO EXCEPTIONS)
- Children who are related to the Campus Director and are assigned to the campus where the Campus Director works must follow all campus rules and requirements. (NO EXCEPTIONS)
- **GoEngage children's records information is confidential and may only be accessed by authorized Head Start and School District staff.**

Enrollment Interviews (E-File)

- Scheduling Interviews
  It is the responsibility of the Campus Directors/and or Family Services Workers to call parents and schedule appointments. Parents must be contacted as soon as possible, in order to avoid unnecessary inconveniences. Parents will be notified that this is a requirement for registration. It is required that all consents and enrollment documents be submitted and signed by parent or legal guardian before a child can participate in the program.
- All information regarding children and family will be kept strictly confidential in accordance with HIPPA and FERPA guidelines.
- Parental Agreement- There is no fee for Head Start services. This agreement is an acknowledgment statement of services, and an acceptance by parent(s) regarding policies and procedures set forth by HCHSP and the local school district.
- Parent Handbook- Parent will acknowledge receipt of electronic or hard copy of HCHSP Parent Handbook.
- Parent Agreement for Dual Enrollment-Parent agrees to enroll child with the local ISD.
- Change of Status/Dismissal Form - This is to be completed as needed, if there is a change of status, or a voluntary withdrawal statement. Change will be done by FSW through **Demographics Tab** on GoEngage. The completed form with parent signature must be uploaded on the GoEngage system: ***Family Directory section, Documents tab, Form: Emergency Information.***
- Court Orders related to custody will be uploaded on the GoEngage system: ***Demographics, Eligible Child tab, Custody papers section.***

Health Requirements for Children Prior to Being Enrolled

- All children must have all up-to-date immunizations and TB Skin Test Questionnaire as required by the TX. Dept. of Health and the Head Start Program. NO CHILD will be allowed to begin classes until this requirement is met.

Parent Orientation Meetings

- It will be required that parents attend a Parent Orientation Meeting before a child can begin classes. Notification of the parent orientation meetings will be provided to parents. Parents unable to attend will be provided an individualized training by Campus Director or Family Services Worker.

Enrollment Date- First Day of Class

- A child is considered enrolled on his/her first day of Head Start classroom services.

Enrollment Opportunities

- Enrollment Opportunities means vacancies that exist at the beginning of the enrollment year or during the year because a child leaves the program that must be filled so the program can achieve and maintain full funded enrollment.

Withdrawals

- A child is considered withdrawn from the program when the parent has chosen to withdraw the child and program staff complete the transition procedure. Must contact the Family Services Coordinator for campus before withdrawing a child.

Replacement of Vacancies

- Replacement of a vacant slot will take place as soon an opening is declared. The vacancy will be filled with the first child seeking a transfer from another Head Start center; if none is available, then the slot will be filled with the 1st child on the waiting list. There will be a 3-year-old wait list and a 4-year-old wait list. Waiting lists must be retained all times so there may be a pool of potential enrollees.
  - Report: GoEngage- Application Pool: Accepted Status

Funded Enrollment

- HCHSP must maintain its funded enrollment at all times. The program must fill any vacancy within 30 days or as soon as possible.
  - Report: GoEngage- Program Outcomes Portal (POP)

Continuity of Enrollment

- Each child enrolled in Head Start must be allowed to remain in Head Start until eligible for Kindergarten except in extenuating circumstances where the program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start.
  - Contract for Returning Children- must be signed by parent if child will be returning for a second year. Contract will be uploaded to the GoEngage system***: Family Directory, Documents, Form: Family.*** It is the responsibility of the Campus Director to keep a log of returning children.
- Income is verified upon entry to the Head Start program and then again if a child is eligible to attend for a third year.

Appendix – K: Instructions Applied Status
Appendix – L: Instructions Accepted Status

System/Service Area: Family Services-ERSEA	Subject: Policy on Fees
Related Regulation(s): §1302.18	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP do not charge any fees for participation in the program. HCHSP staff may not request parents to provide any supplies, materials, money, or any other items. Teachers may accept donations for special celebrations or events but cannot exclude a child's participation in events contingent on donations. HCHSP encourages all Head Start staff to follow district and campus policies, procedures, and guidelines regarding special celebrations and events, including birthday celebrations.

Time Frame: Ongoing

Person(s) Responsible: All HS Staff

System/Service Area: Family Services	Subject: Program Information Summary (PIS)-Family Services
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Family Services Director

Procedure: Family Services Director will submit Family Services-ERSEA monthly reports to Executive Director/Secretary to include the following:

- Funded Enrollment Slots
- Actual Enrollment
- YTD ADA Percentage-Funded enrollment
- YTD ADA Percentage-Actual enrollment

System/Service Area: Family Services-ERSEA	Subject: Recruitment of Children
Related Regulation(s): §1302.13	
Related Forms: Recruitment Contact Sheets, Head Start Recruitment Information Flyers (English & Spanish), Head Start Recruitment Information Posters (English & Spanish), Program Information Door Hangers	**Related Reports: GoEngage POP-Recruitment**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Daily
Weekly
Monthly
Annually

Person(s) Responsible: Campus Directors
Family Services Director
Family Services Coordinators
Family Services Workers

Procedure: HCHSP reaches out to the families most in need of services by developing and implementing a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services. Recruitment is an ongoing and collaborative process. All recruitment strategies encourage and assist families to apply for admission to the program. HCHSP maintains partnerships with various school districts and local agencies to disseminate information and application opportunities.

Strategies for recruitment include:

- Pre-Application Queue (parent inquiries)
- Community Fairs
- Door to Door Canvassing
- Recruitment flyers and posters placed in high traffic areas of schools and community.
- Head Start participating families- word of mouth recruitment efforts.
- Social Media
- Publicized opportunities in local newspapers, radio and television stations, newsletters, and public service announcements (PSAs)
- School district publicity opportunities
- Program information provided to LEA Departments
    - Special Education Departments
    - Easter Seals
    - Region One Service Center

- Program information distributed at local agencies (included but not limited to)

        - Housing Authority
        - WIC Offices
        - Homeless Shelters
        - Foster Care Agencies
        - Department of Health & Human Services
    - Program information distributed at local area businesses (included but not limited to)
        - Medical clinics
        - Dental clinics
        - Stores
        - Flea markets

    - Head Start Special Services Staff will collaborate with LEA Special Education Staff and other campus staff to ensure students receiving special education services have the opportunity to apply for Head Start services.

    - Incentives promoting HCHSP are distributed to the community.

    - All recruitment information will be distributed in dual language mediums.

    - Campus Directors and Family Services Workers (FSWs) are trained by the Family Services department staff throughout the year at:
        - New Employee Onboarding
        - Annual Training
        - Small group sessions
        - Individual training

Appendix – M: Recruitment Contact Sheet

System/Service Area: Family Services-ERSEA	Subject: Selection Process
Related Regulation(s): §1302.14	
Related Forms: HCHSP Priority Guidelines for Selection & Enrollment	**Related Reports: Application Pool: Applied/Accepted Status report**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The HCHSP establishes a selection criterion that weigh the prioritization of selection of participants based on community needs, and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, and other relevant family factors.

Time Frame:
Daily
Weekly
Monthly
Annually

Person(s) Responsible:
Family Services Director
Family Services Coordinators
Family Services Workers
Campus Directors

Procedure: A systematic process is developed based upon information collected from PIR findings, self-assessment findings, and the needs of the community assessment.

- Application for Head Start services is approved.
- Each child's application will be identified by Family Identification (FID) numbers.

- Each application for Head Start services is given a priority ranking based on the Priority Guidelines for Selection and Enrollment approved by the Grantee board. The priority guidelines rank each application from 1 to 16 based on the needs of the family, with Priority 1 being the most need.
- Children will be enrolled by order of the application priority ranking starting with Priority 1 as having the most need.
- At least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA.
- After assessing all applicants below the 100% poverty income guidelines, a family may be enrolled between the 100% - 130% poverty guidelines if all others have been exhausted.
    - Authorization by the Executive Director will be required for all families that are approved between 100%-130% of the poverty guidelines (Priority 14) before enrolling.
    - The Family Services Director and Coordinators will monitor and ensure that the 35% limit of the total enrollment is not exceeded.

- Families that are considered over-income (> 130%) may be enrolled if all other avenues have been exhausted.
    - Authorization by the Executive Director will be required for all over-income (Priority 15 & Priority 16) families before enrolling.
    - The Family Services Director and Coordinators will monitor and ensure that the 10% limit of the total enrollment is not exceeded.

Appendix – C: Poverty Income Guidelines
Appendix – D: Priority Guidelines for Selection and Enrollment
Appendix – E: Definitions

System/Service Area: Family Services-ERSEA	Subject: Suspension and Expulsion
Related Regulation(s): §1302.17	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP severely limits the use of suspension and prohibits expulsion or unenrollment of a child from Head Start because of a child's behavior. HCHSP will only use program suspension as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced through reasonable interventions and modifications. Such suspensions may only be temporary in nature. The program will work in coordination with the family to secure alternative services to support the child to ensure that the child's needs are being appropriately addressed, with the goal of allowing a safe and successful return to Head Start programming.

Time Frame: Ongoing

Person(s) Responsible:
Family Services Director
Family Services Coordinator
Mental Health/Disability Director
Assistant Program Director
Executive Program Director

Procedure:

- A temporary suspension will be used only as a last resort in extraordinary circumstances where there is a serious safety threat.
- Before the program determines whether a temporary suspension is necessary, the program will engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources– such as behavior coaches, psychologists, other appropriate specialists, or other resources- as needed, to determine no other reasonable option is appropriate.
- If a temporary suspension is deemed necessary, the program will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:
    - Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;
    - Developing a written plan to document the action and support needed;
    - Providing services that include home visits; and,
    - Determining whether a referral to a local agency responsible for implementing IDEA is appropriate.
    - HCHSP Mental/Disability Director will approve temporary placement if deemed necessary.

<u>Refer to Mental Health Procedures Manual</u>

System/Service Area: Family Services-ERSEA	Subject: Tardiness Policy
Related Regulation(s): § 1302.16(a)(b)(c)	
Related Forms: Sign In and Out	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of HCHSP to go beyond treating attendance and tardiness simply as a matter of compliance, but to identify when tardiness is undercutting a child's opportunity to learn. The program will engage parents in understanding the relationship between attendance and success in school and encourage positive attendance habits from the onset of children's first school experience. **Children will not be suspended or expelled because of tardiness.** However, staff will support and develop strategies with parents to overcome barriers to getting to school on time and remaining in school throughout the day to lay a strong foundation for student achievement.

Time Frame: Daily

Person(s) Responsible: Teachers
Teacher Assistants
Campus Directors
Family Services Workers

Procedure: Parents:
Children should arrive at school no later than their ISD school start time and picked up no earlier than 2:30 pm. Parents or designee will sign child in at the time of arrival on the Children's Sign-In & Out Form.

Staff:

- FSW or CD will document in GoEngage in the child's individual Attendance Tab.
  Examples of Entry by Date in GoEngage:
  - ✓ *Child dropped off at 8:50 am. Reason provided by parent – flat tire.*
  - ✓ *Early dismissal at 2:00 pm. Reason provided by parent – WIC appointment.*
- FSW will schedule a conference with parent if tardiness or early dismissal has been identified as chronic. Chronic is considered any levels under 90% attendance.
- FSW will work with parent to identify obstacles or barriers and will develop strategies to assist families to get children's attendance to acceptable levels.
- Homeless families will be provided additional supports to reengage to resume attendance, to include assistance with tardiness and early dismissal. If transportation is an issue, staff will engage community resources to assist the family.

Appendix – N: Sign In and Out Sheet

System/Service Area: Family Services-ERSEA	Subject: Violation of Eligibility Determination
Related Regulation(s): §1302.12 (1)	
Related Forms: ERSEA Policies and Procedures Acknowledgement	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Staff who intentionally violate federal and program eligibility determination regulations and who enroll children that are not eligible to receive Head Start services will follow the actions stated on the HCHSP ***Personnel Policy Manual***. Implementation of the provisions of this policy is one of the standards which by the performance of all levels of employees will be measured.

Time Frame: Annually

Person(s) Responsible:
Campus Directors
Family Servicecs Workers
Family Services Coordinator
Family Services Director

Procedure: All employees will apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in determining eligibility, recruitment, selection, enrollment, and attendance. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions.

- Employees will not participate in the eligibility, recruitment, selection, enrollment, and attendance application process if a real or apparent conflict of interest is involved. Such a conflict would arise when the employee is related to a family, friend, relative or an acquaintance. HCHSP staff and their families are eligible to apply for Head Start services, however, Family Services Workers and Campus Directors **cannot** take any applications for any of their family members and/or friends. Employees will not intentionally enroll children who are not eligible for Head Start Services.

- Employees that suspect fraudulent activity of any staff member regarding violation of child and family eligibility policies and procedures will notify the HCHSP Human Resources Department, the Family Services Director, and/or the Executive Director. The Family Services Director and the Chief Human Resources Officer will conduct an internal investigation and report those findings to the Executive Director. The Executive Director will notify the Policy Council and the Grantee Board regarding the investigation.

- Any employee charged with a violation of this policy will be afforded an opportunity to explain his/her action(s) before disciplinary action is taken. Failure to comply with the standards contained in this policy will result in disciplinary action which may include termination and/or referral for criminal prosecution. Decisions to prosecute

or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management.

- These policies and procedures apply to any fraud or suspected fraud involving employees, officers, or directors employed with the HCHSP. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship with HCHSP. All violations of Federal criminal law involving fraud will be reported in writing to the Department of Health and Human Services (DHHS) in a timely manner as stated in ***45 CFR §75.113 Mandatory disclosures***.

Appendix – O: **ERSEA Policies and Procedures Acknowledgement**

System/Service Area: Family Services-ERSEA	Subject: Withdrawal Process
Related Regulation(s): §1302.15; §1302.17	
Related Forms: Parent Sign in and Out	**Related Reports: GoEngage-Program Status**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP will withdraw a child from the roster if a parent has informed the staff that the child will no longer be participating in the program. If a child ceases to attend, the program will make appropriate efforts to reengage the family to resume attendance. If the child's attendance does not resume, then the program will consider that slot vacant. This action is not considered expulsion. All vacant slots will be filled within 30 calendar days.

Time Frame: Daily and Ongoing

Person(s) Responsible:
Family Services Workers
Campus Directors
Family Services Coordinators
Family Services Director

Procedure: Withdrawing Individual Children:

For children whose parents have advised staff that their child will no longer interested in participating in the program, the drop date will be the last day the child is physically present in the classroom.

- Staff will confirm the first day of class in GoEngage as the first day the child was physically present in the classroom.
- Staff will document in GoEngage the reason parents have stated to withdraw their child.
- Encourage parent to provide a written note with reason of why they are dropping their child. Upload document in GoEngage ERSEA Tab.
- Staff will offer parents an opportunity to remain engaged with the program and will place the child on the waitlist in the event the parent requests an opportunity to re-enroll in the program.
- If the family is moving to another community in Hidalgo County, staff will offer parents an opportunity to transfer to another HCHSP location. If there are no vacant slots in the HS that they are interested in, the child will be placed on a waitlist and given priority as a transfer child/student.
- If a child ceases to attend, the program will make appropriate efforts to reengage the family to resume attendance. If the child's attendance does not resume, then the program will consider that slot vacant. This action is not considered expulsion.

- Staff will document all efforts made to contact family. Staff will contact parents at their last known employment or school. Staff will contact all emergency contacts listed.
- Staff will receive authorization from the FSC or FSD to drop the child from the roster. The FSC or FSD will review GoEngage to confirm all efforts listed to contact family.
- The FSC will issue the drop date to staff and staff will resume enrolling the next child on the waitlist to fill the vacant slot.
- The vacant slot will be filled within thirty calendar days.

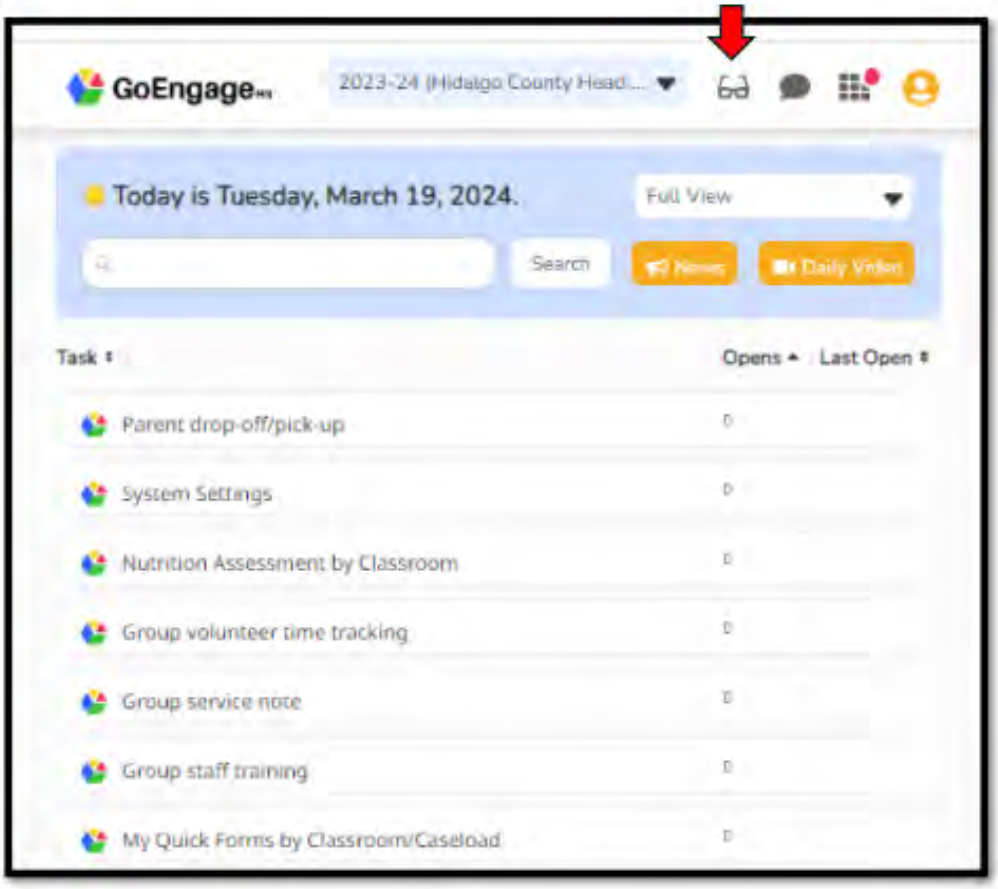
Appendices

Appendix – A: Instructions for Average Daily Attendance Report
Appendix – B: Children Missing Attendance
Appendix – C: Poverty Income Guidelines
Appendix – D: Priority Guidelines for Selection and Enrollment
Appendix – E: Definitions
Appendix – F: Employment-Income Verification
Appendix – G: HCHSP Homeless Declaration
Appendix – H: Head Start Eligibility Verification
Appendix – I: Application online- Instructions for FSW and CD
Appendix – J: Contract for Returning Children-Eng
Contract for Returning Children -Span
Appendix – K: Instructions Applied Status
Appendix – L: Instructions Accepted Status
Appendix – M: Recruitment Contact Sheet
Appendix – N: Sign In and Out Sheet
Appendix – O: ERSEA Policies and Procedures Acknowledgement

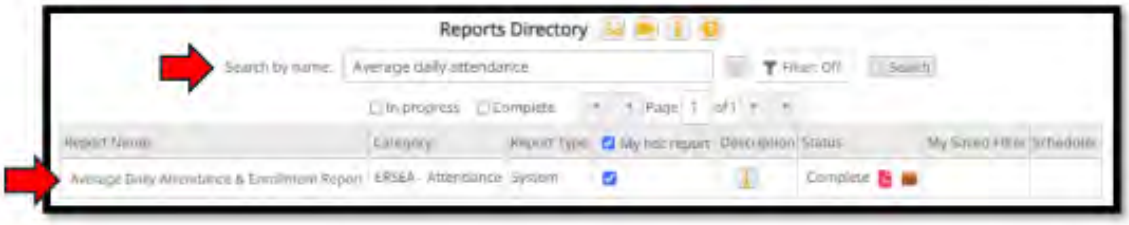
Appendix – A

Average Daily Attendance Report

1. Select "Reports Directory"

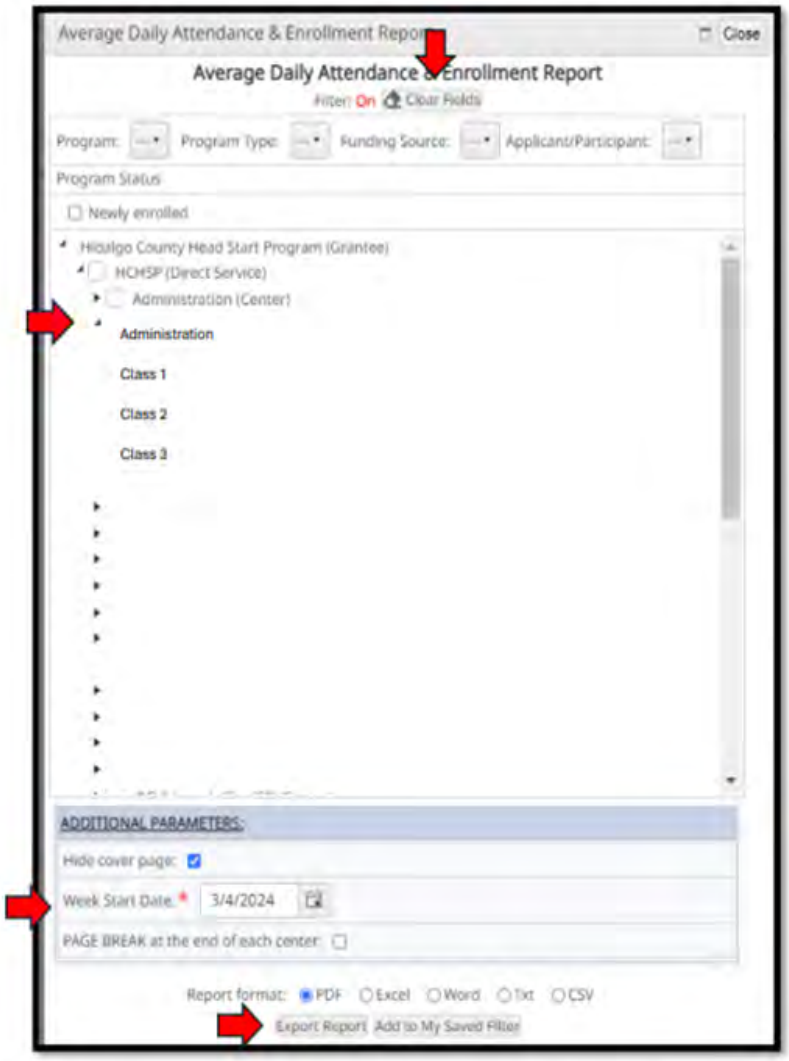


2. Search "Average Daily Attendance and Enrollment Report" and click on "Average Daily Attendance & Enrollment Report"

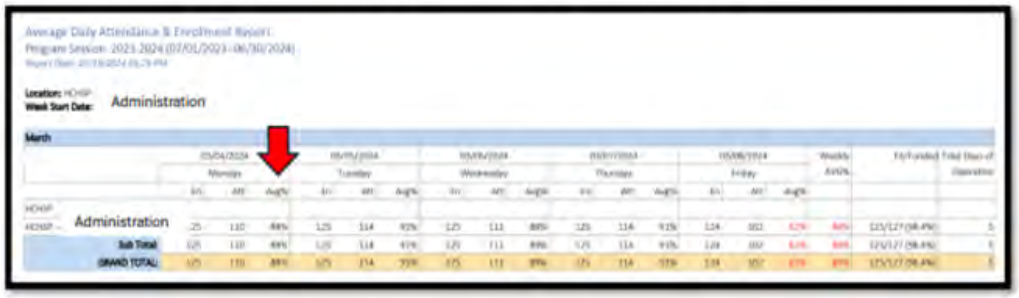


Appendix – A

3. Select "Clear Fields," select "Center," Enter date for the Day and "Export Report"



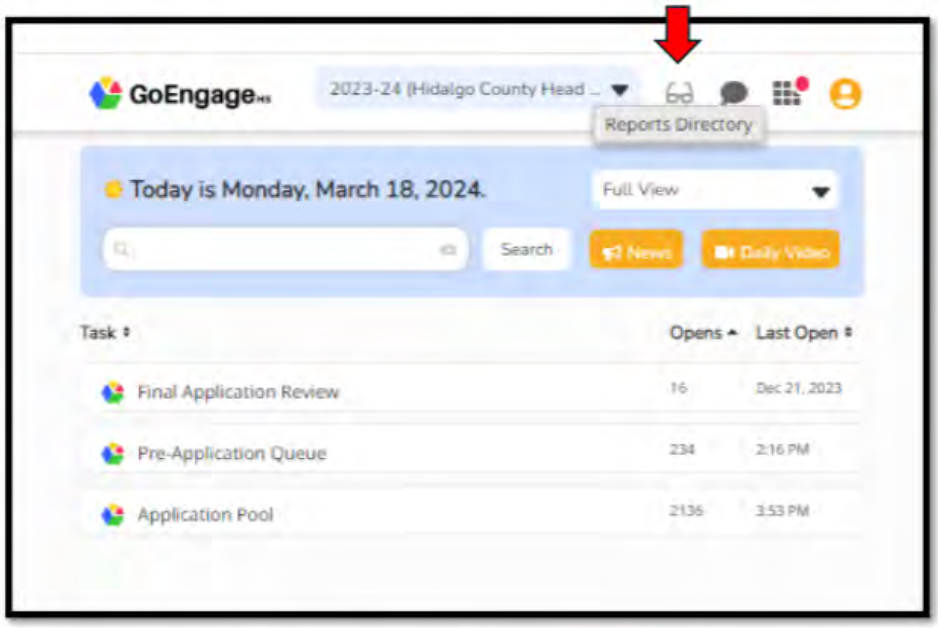
4. The "Average Daily Attendance & Enrollment Report" will generate.



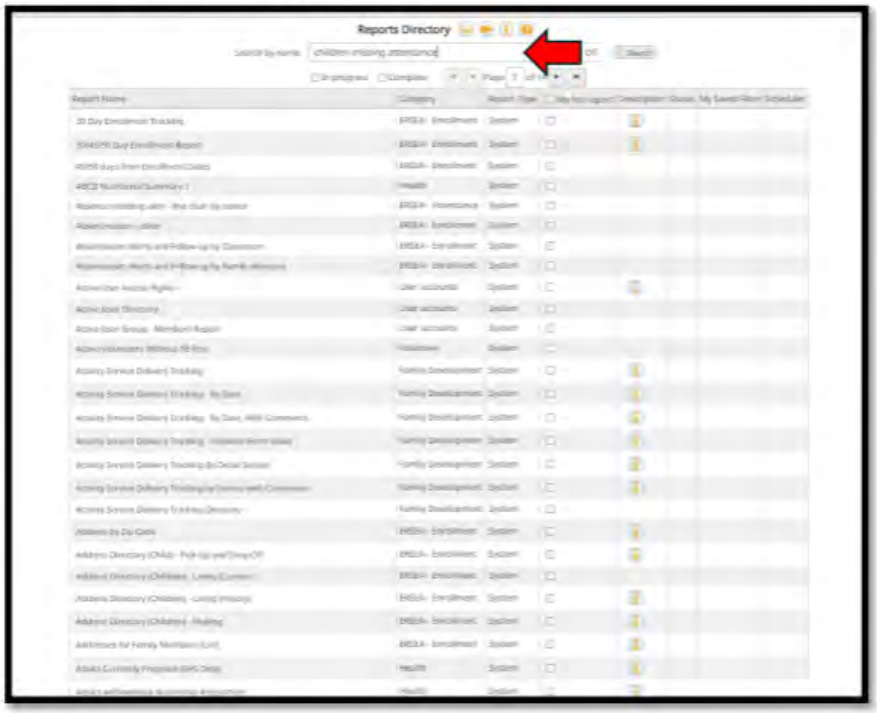
Appendix – B

Children Missing Attendance

1. Click on "Reports Directory"

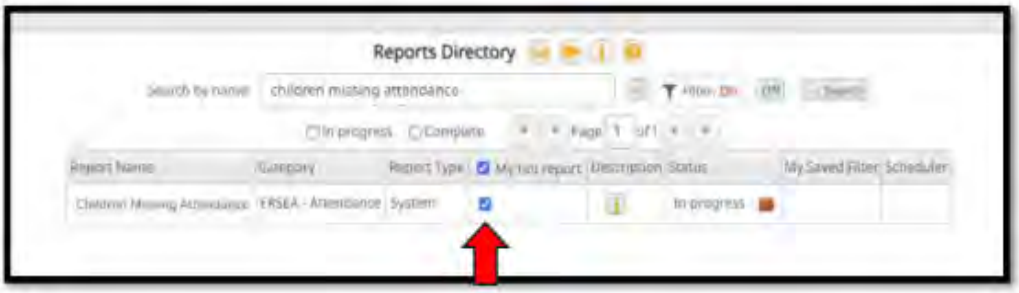


2. Type in search bar "Children Missing Attendance"

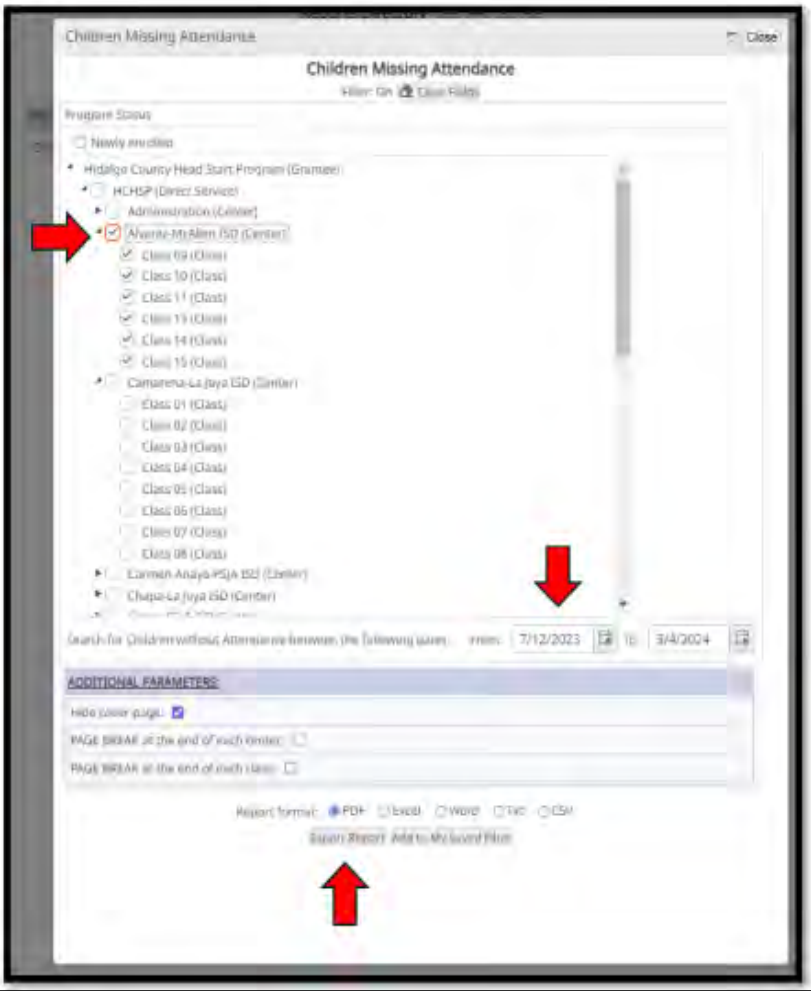


Appendix – B

3. Set as "My Hot Report"

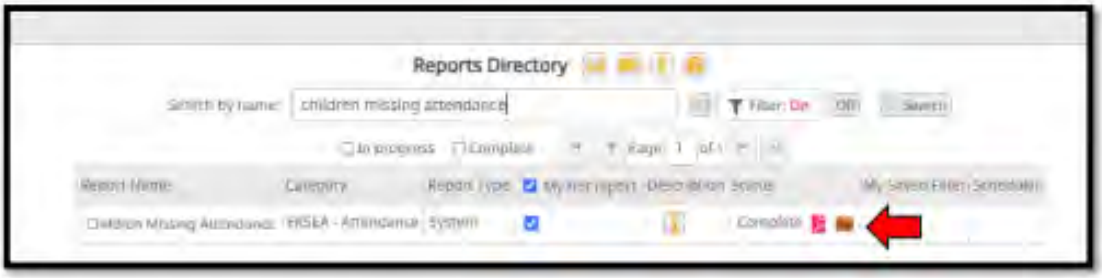


4. Select your center and classrooms, select date(s) and Export Report



Appendix – B

5. Report will run and once complete click on



6. Monitor report for any Children Missing Attendance.



Appendix – C

HIDALGO COUNTY HEAD START PROGRAM
P.O. BOX 0117
EDINBURG, TEXAS 78540
956-383-0706

U.S. Federal Poverty Guidelines for Eligibility for Head Start Programs
Program Year: 2024-2025

Persons in family/household	100% Poverty Annual Income	130% Poverty Annual Income
1	15,060	19,578
2	20,440	26,572
3	25,820	33,566
4	31,200	40,560
5	36,580	47,554
6	41,960	54,548
7	47,340	61,542
8	52,720	68,536
For families/households with more than 8 persons, add $5,380 for each additional family member.		

Source: https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines

Policy Council Approval: 2 / 21 / 2024
Grantee Board Approval: 3 / 05 / 2024

Appendix – D

HIDALGO COUNTY HEAD START PROGRAM
P.O. BOX 0117
EDINBURG, TEXAS 78540
956-383-0706

Priority Guidelines for Selection and Enrollment
Program Year: 2024-2025

Priority Ranking	
1	Children who are 3 or 4 years of age of families who are homeless. §1305.2
2	Children who are 3 or 4 years of age who are in foster care. §1305.2
3	Children who are 3 or 4 years of age of families that receive SNAP, TANF or SSI benefits.
4	Children who are 3 or 4 years of age who are disabled. Must be income eligible. 10% of enrollment opportunities are available to children eligible for services under IDEA. Once the program has met the 10% enrollment quota, children with disabilities and non-disabled children will compete equally based on need as described in Priority Rankings. §1302.14(b)
5	Children from Head Start wait list from previous year.
6	Children previously enrolled in Early Head Start. Must be income eligible.
7	Children who are 3 or 4 years of age, whose parent(s) are active in the "Uniformed Services" of the United States. Uniformed Services are Army, Navy, Air Force, Marines, or Coast Guard. Must be income eligible. §645(3)(A) of the Head Start Act: 37 USC 101: 37 USC 310: USC 403: 10 USC 2871-2872 and 2882
8	Children who are 3 or 4 years of age, whose parent(s) are disabled or elderly (60+ years). Must be income eligible.
9	Children who are 3 or 4 years of age of single parents who work full time or are full time students or are in training for 30+ hours. Must be income eligible.
10	Children who are 3 or 4 years of age of a two-parent household, who both work full time, or full-time students or are in training for 30+ hours. Must be income eligible.
11	Children who are 3 or 4 years of age of single parents who are unemployed. Must be income eligible.
12	Children who are 3 or 4 years of age in a two-parent household where one parent is employed, in school, or in training and the other is unemployed. Must be income eligible.
13	Children who are 3 and 4 years of age of two-parent household, where both parents are unemployed. Must be income eligible.
14	Children who are 3 or 4 years of age whose families' income is between 100% thru 130% of the poverty guidelines. (Note: No children who fall within this ranking will be enrolled until all other rankings are exhausted.) Priority 14 must not exceed 35% of the funded enrollment. §1302.12(d)
15	Children who are 3 or 4 years of age who are disabled and whose families' income is above 130% of the Priority Guidelines. (Note: No children who fall within this ranking will be enrolled until all other rankings are exhausted.) Eligible children above 130% must not exceed 10% of the funded enrollment. §1302.12(d)
16	Children who are 3 or 4 years of age whose families' income is above 130% of the Priority Guidelines. (Note: No children who fall within this ranking will be enrolled until all other rankings are exhausted.) Eligible children above 130% must not exceed 10% of the funded enrollment. §1302.12(d)

Policy Council Approval: 2 / 21 / 2024
Grantee Board Approval: 3 / 05 / 2024

Appendix – E

HIDALGO COUNTY HEAD START PROGRAM
P.O. BOX 0117
EDINBURG, TEXAS 78540
956-383-0706

Program Year 2024-2025
Definitions

The Hidalgo County Head Start Program does not deny anyone the right to apply regardless of race, sex, creed, color, national origin or disabling condition. The families of children applying for admittance to the Hidalgo County Head Start Program must meet income and age eligibility. Persons wishing to contest a denial for enrollment may do so by submitting their grievances or concerns in writing to the Hidalgo County Head Start Program Policy Council, at P.O. Box 0117, Edinburg, Texas 78540.

Family	All persons living in the same household who are supported by the child's parent(s)' or guardian's income; and are related to the child's parent(s) or guardian(s) by blood, marriage, or adoption; or are the child's authorized caregiver or legally responsible party. §1305.2 Federal Recognition of Same-Sex Spouses/Marriages Ref: ACF-IM-HS-14-03
Age Requirement	A child must be at least (3) years old by September 1 of the current year and is eligible until the child meets eligibility to enter kindergarten. §1302.12(b)(2)
Income	Gross cash income and includes earned income, military income (including pay and allowances, except those described in §645(a)(3)(B) of the Act), veteran's benefits, Social Security benefits, unemployment compensation, and public assistance benefits. §1305.2 To be eligible for Head Start services, a family must be income eligible within 100% of the poverty guidelines. Families may be eligible if their income is between 100% through 130% of the poverty guidelines. Ref: https:///aspe.hhs.gov/poverty-guidelines
Military Personnel	Only the base pay of active military personnel will be allocated to calculate the individual's income. Head Start Reauthorization; P.L. 110-134, ACF-IM-HS-08-01
Full Day	Children who meet the applicable criteria and qualify for Head Start services will be provided with full day services. §1302.21(c)(2)
Selection	A systematic process is used to review all applications for Head Start services. The Priority Guidelines will identify those children most in need. §1302.14
Enrollment	Children remain eligible for the succeeding enrollment year, regardless of income, if they did not drop prior to the last day of school. The program may choose not to enroll a child when there is a change in the child's family income and there is a child with a greater need for Head Start services. §1302.15
Wait List	A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection. This will ensure that eligible children enter the program as vacancies occur and children are placed in age-appropriate classrooms. §1302.14(c)

Applicable documentation required to apply for the Head Start Program:

- Child's Birth Certificate or Baptismal Certificate and Social Security Number
- 2023 Income Tax Return, Payroll Stubs, TANF, SNAP, SSI, Homeless Verification, Foster Care Verification
- Medical insurance information, such as Medicaid, CHIP, or Private Insurance
- All appropriate medical information regarding children with health concerns or special needs
- Individual Educational Plan (IEP) for those children eligible for services under Individuals with Disabilities Education Act (IDEA)

Policy Council Approval: 2 / 21 / 2024
Grantee Board Approval: 3 / 05 / 2024

Appendix – F

Hidalgo County Head Start Program
Written Statement by
Employer of Service Provider

Employment/Income Verification Statement

The person named below is making an application for his/her child to participate in the Hidalgo County Head Start Program. The family must be within the Federal Head Start Family Income Guidelines in order to be considered for eligibility. Therefore, the information requested below is for the purpose of determining eligibility and will be kept in **STRICT CONFIDENCE.**

This form is to be completed as income/employment verification, and will be used when there are circumstances preventing the applicant to have sources of documentation of income verification.

Parent Information

Campus: _____

Child's Name: _____ Parent's Name: _____

Address: _____ Phone: _____

Please explain why parent does not have other sources of income documentation:

_____

Employer/Income Information

Company Name: _____

Employer's Name: _____ Employee's Job Title: _____

Business Address: _____ Phone: _____

Salary Information: (Please choose only one section)

Yearly: $ _____

Monthly: $ _____

Weekly: $ _____ Date of Employment: _____ till _____

Parent's Signature Date

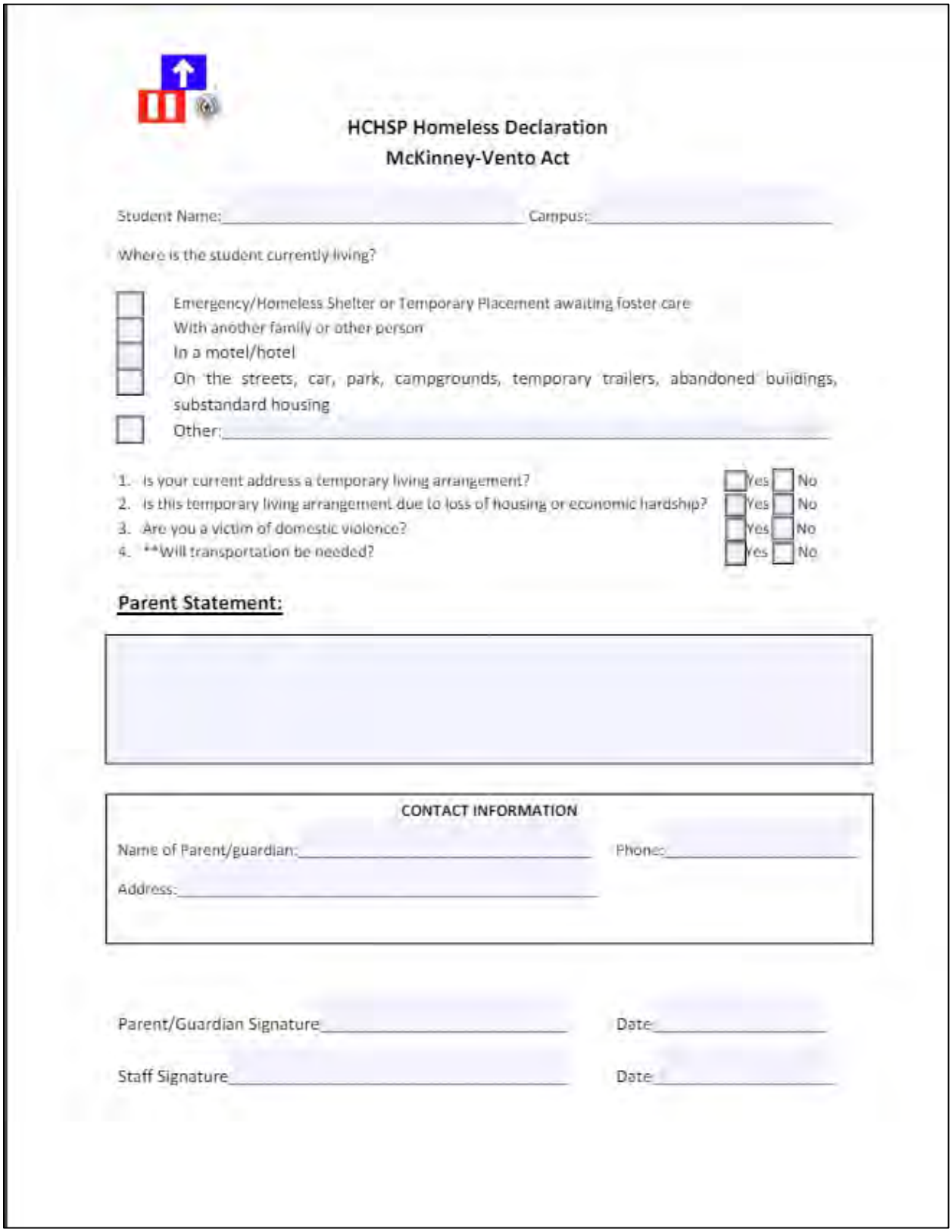
I certify that the above information is correct and complete.

Head Start Verification Statement

Head Start Staff Signature Date

I certify that I have processed the above information and can attest that it is true and correct.

Appendix – G



HCHSP Homeless Declaration
McKinney-Vento Act

Student Name:_____ Campus:_____

Where is the student currently living?

- ☐ Emergency/Homeless Shelter or Temporary Placement awaiting foster care
- ☐ With another family or other person
- ☐ In a motel/hotel
- ☐ On the streets, car, park, campgrounds, temporary trailers, abandoned buildings, substandard housing
- ☐ Other:_____

1. Is your current address a temporary living arrangement?	☐ Yes	☐ No
2. Is this temporary living arrangement due to loss of housing or economic hardship?	☐ Yes	☐ No
3. Are you a victim of domestic violence?	☐ Yes	☐ No
4. **Will transportation be needed?	☐ Yes	☐ No

Parent Statement:

CONTACT INFORMATION

Name of Parent/guardian:_____ Phone:_____

Address:_____

Parent/Guardian Signature_____ Date_____

Staff Signature_____ Date_____

Appendix – H

Head Start Eligibility Verification Form

1. Child's name: _____

2. Child's date of birth: _____

3. Is this child eligible to participate in the program? ☐ Yes ☐ No

4. Type of eligibility interview conducted: ☐ In-person ☐ Audio or Video Call

5. Indicate the applicable eligibility criterion for this child:

- ☐ Experiencing Homelessness
- ☐ Foster care
- ☐ Public assistance (TANF, SSI, SNAP)
- ☐ Income at or below 100% poverty guidelines
- ☐ Other (up to 10% may fall into this category, up to 49% for AI/AN programs)
- ☐ Income between 100-130% poverty guidelines (up to 35% may fall into this category)

6. What documentation was used to determine eligibility and is included as part of the eligibility determination record?

- ☐ Income Tax Form 1040
- ☐ W-2
- ☐ TANF documentation
- ☐ SSI documentation
- ☐ SNAP documentation
- ☐ Pay stub or earnings statements
- ☐ Unemployment documentation
- ☐ Written statement (employer, service provider)
- ☐ Foster care reimbursement
- ☐ Family signed declaration
- ☐ Other, please describe: _____

7. Staff signature: _____ Date: _____

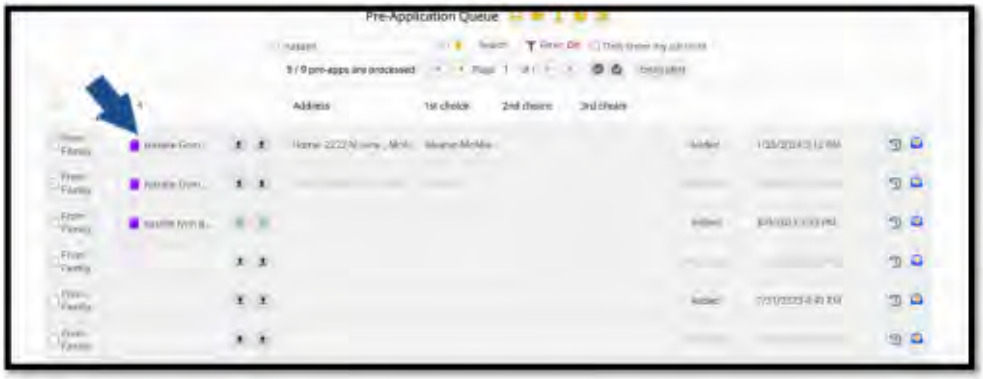
8. Staff name: _____ Title: _____

Notes:

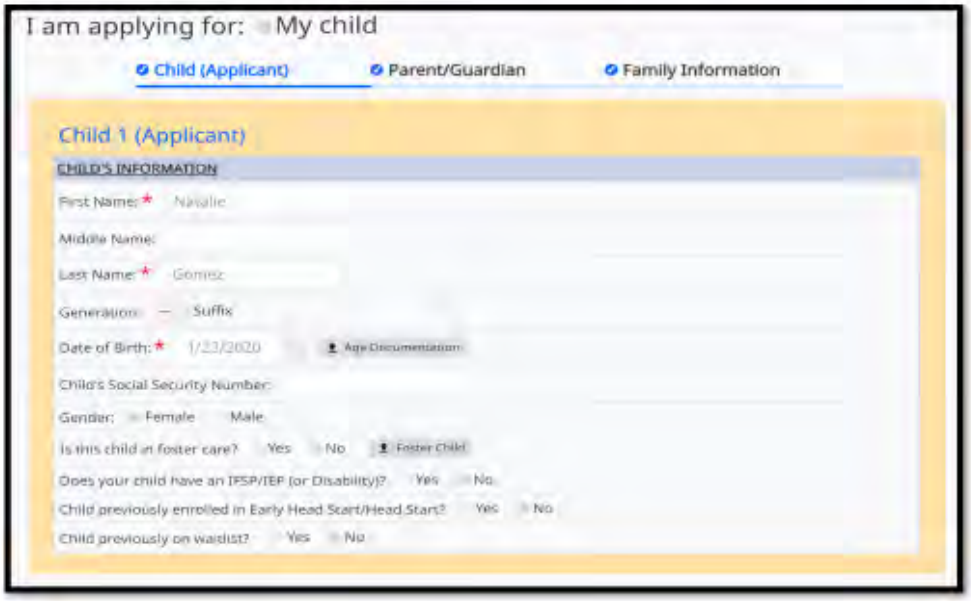
Appendix – I

Instructional Guide for Online Application -Family Services Workers (FSWs) & Campus Directors

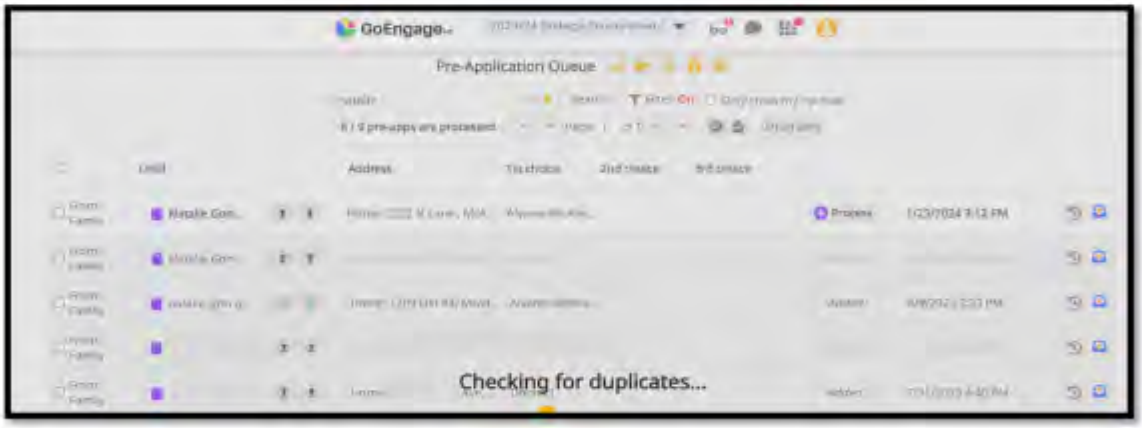
Family Services Workers and Campus Directors can access campus inquiries through the PRE-APPLICATION QUEUE on GoEngage. You may filter your system so that only inquiries for your campus pop-up.



If you click on child's name( ), you will see application information submitted by parent. Review the information. The information collected is only what is required for eligibility purposes. Additional information and documents must be acquired by staff. Family contact information should be available. You will not be able to edit information on this page. (You will be able to send link so that documents can be uploaded by parent through this page; however, we prefer you send link at the next stage.)

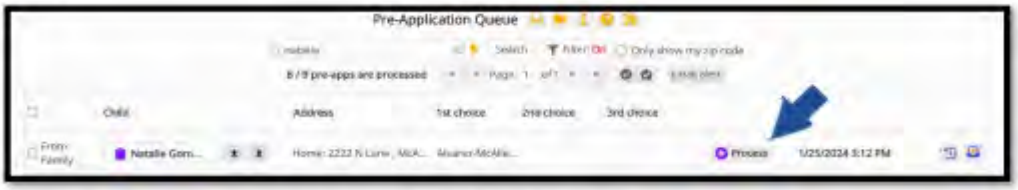


Appendix – I



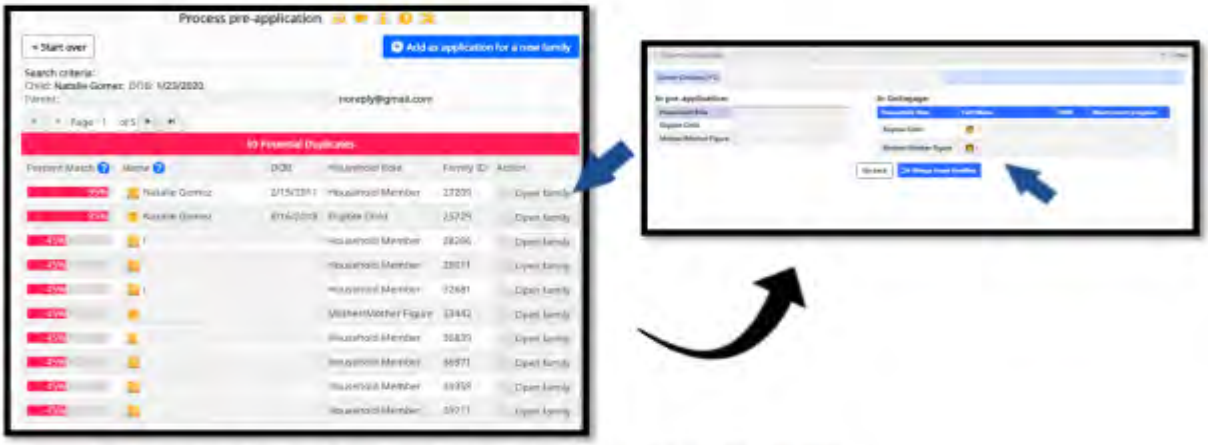
Completing the application:

Click on



Once you click on Process the system will check for **duplicates**.

If there is a **duplicate**, you will see the following and click on "Open family"



Once "merged" you must select the correct option: Link, Replace, Add, or Ignore

Appendix – I

For this example, we will link the application to a duplicate application by highlighting the Eligible Child in Pre-application and Eligible Child in GoEngage



Once linked, it will look like the following:



You will highlight and do the same for Mother/Mother Figure



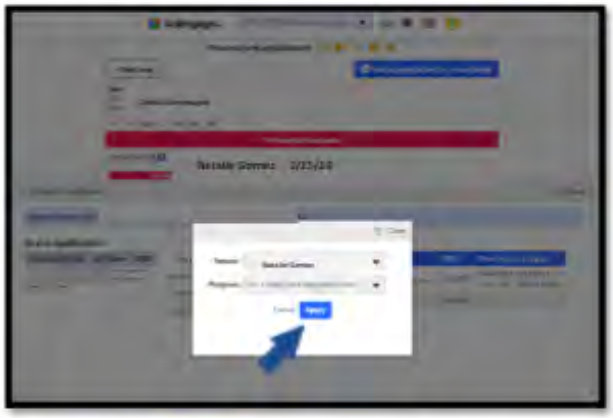
Click on and you will see the following:



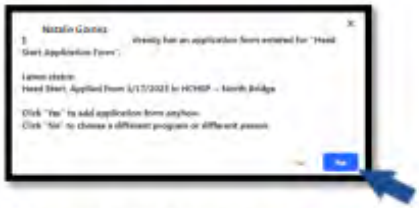
Once all members of family are merged, you will click FINISH and you will get the following pop-up:

Appendix – I

*Ensure the child's name is correct and click on APPLY



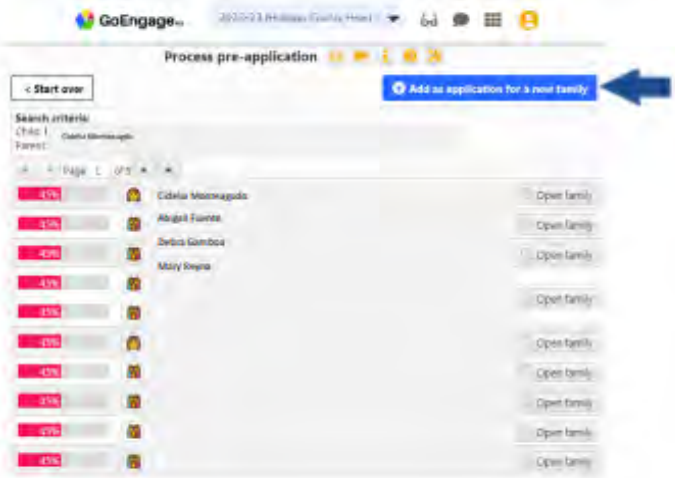
Once you click on APPLY, you will receive the following pop-up; click YES



****

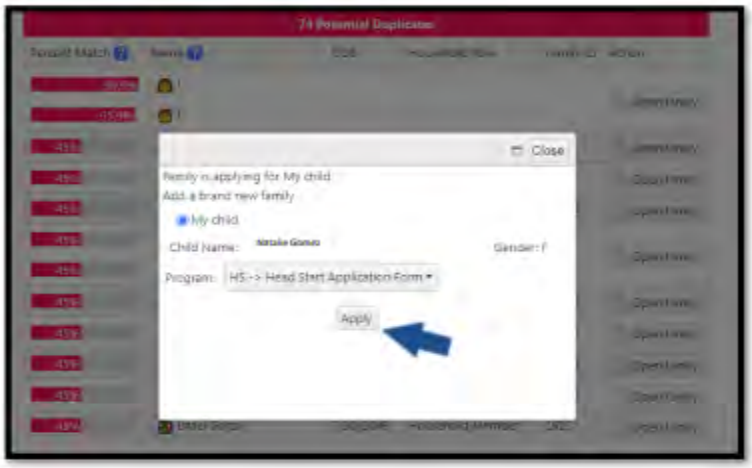
Not a DUPLICATE; NEW APPLICATION:

If applicant is **not a duplicate**, it will not be listed. You will then click on: **(Add as application for a new family)**



Appendix – I

You will get this pop-up; click on APPLY



****

After either of these processes, you will now make contact with parent via telephone.

APPLICATION FORM:

At this stage you will be talking to parent on the phone and entering any and all information required to complete the application. You must go through each tab of the application and enter all required information. You will also be able to send the links so that parents are able to upload documents required for the application process to be complete **(Ex: Birth Certificate, Social Security Card, TANF, SNAP, or SSI Verification, Income Documents, and Utility Bill). Links will not appear until application form has been completed and saved.**

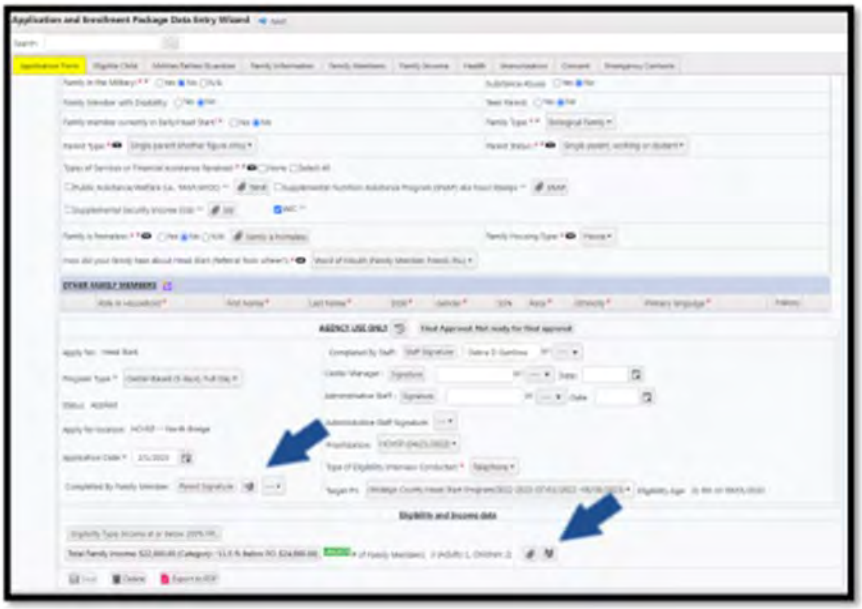


Appendix – I

How to request a document from the parent:

Click on the link to request a document from the parent. A link to upload document will be sent by email to the parents email address on file. (Parent email must be verified) indicates the request links to be sent to parents.

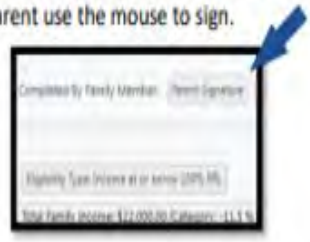




Appendix-I

- If you have a hard copy document, you must scan to the computer and attach it to the application by uploading document to the corresponding area of Proof of DOB, Proof of Residency, or Total Family Income using the 🖇 link.

- Parent Signature can be acquired at the center by clicking on and having parent use the mouse to sign.



- Before parent signature can be submitted, parent must read Certification Statement and agree to it.



Certification Statement

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to the agency considering this application to use the information provided herein for the purpose of service consideration.

☐ I agree

- FSW must sign application before being submitted.

Fraudulent Activity- Staff

For reported fraudulent activity by HCHSP staff regarding violation of child and family eligibility policies and procedures. Any staff member that suspects fraudulent activity of any staff member may call the HCHSP HR Department, the Family Services Director, or the Assistant Program Director. The FS Director and the Assistant Program Director will conduct an internal investigation and report those findings to the Head Start Executive Director. The Head Start Executive Director will notify the Policy Council Executive Committee of the investigation.

Employee Certification: All HCHSP Employees receive the HCHSP Employee Handbook upon hire and annually. All employees are required to sign and acknowledge receipt and attest to comply with all its contents. (Employee Standards of Conduct) describes all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll children that are not eligible for Head Start services.

- Campus Director **MUST** review and sign application before being submitted.

Appendix - J

Hidalgo County Head Start Program
Enrollment Agreement for Returning Children
School Year 2024 – 2025

It is the policy of the Hidalgo County Head Start Program to provide an opportunity for children once they are found income and age eligible for the first year of enrollment that the child will remain eligible for the immediate succeeding enrollment year, provided that they DO NOT drop prior to the last day of school. [Reference: 45 CFR XIII, part 1302.12 (j) (1)]

In order for the program to ensure that new children are also given an opportunity to enroll in the program, we must have confirmation from parents that they would like to enroll their child for a second year for Program Year 2024 – 2025. Please fill out the following information.

YES, My child will return next year.

I _____(name of parent) **WOULD LIKE TO ENROLL** my child _____ for Program Year 2024 – 2025. I understand that I will be contacted by Head Start Staff prior to the end of the school year to fill out enrollment forms and provide the necessary updated health information. It will be my responsibility to provide Head Start Staff any change of address and phone numbers as soon as possible.

_____ _____ _____ _____

Parent Signature Date Staff Signature Date

NO, My child will not return next year.

I _____(name of parent) **WOULD NOT LIKE TO ENROLL** my child _____ for Program Year 2024 – 2025. I understand that my slot would become available to a new child. I also understand that I could change my mind and if I wish to enroll my child, he/she would be placed on a waiting list with other new children.

_____ _____ _____ _____

Parent Signature Date Staff Signature Date

FOR OFFICE USE ONLY		
Campus: **School District:**	**Child's Name:**	**DOB:**

Original – Upload to Child's E-file Rev. 3/2024

Appendix -J

Hidalgo County Head Start Program
Acuerdo de Matriculación
Para el Año Escolar 2024 – 2025

Dentro de las pólizas del programa de Head Start del condado de Hidalgo, se extiende la oportunidad a los alumnos cuya elegibilidad haya sido establecida de acuerdo con sus ingresos y edad, para su re-inscripción inmediata en el siguiente año escolar, siempre y cuando el alumno no sea dado de baja antes del último día de clases. [Referencia; 45CFR XIII, part 1302.12 (j)(1)]

Con el firme objetivo de asegurarnos que los niños de nuevo ingreso se les dará la oportunidad de inscribirse en el programa, solicitamos de los padres una confirmación por escrito de su deseo de re-inscribir a su hijo(a) en el segundo año escolar 2024 – 2025. Por favor sírvase a llenar la siguiente información:

SI, mi hijo(a) re-ingresara el próximo año escolar.

Yo _____(nombre del padre) **Deseo Re-inscribir** a mi hijo(a) _____ para el año escolar 2024 – 2025. Entiendo que antes de final de año escolar el personal de Head Start se pondrá en contacto conmigo para llenar las formas de re-inscripción y proporcionar la información médica del alumno. Es mi responsabilidad proveer al personal de Head Start cualquier cambio de domicilio o número telefónico de inmediato.

_____ _____ _____ _____
Firma de Padre Fecha Firma del Personal de Head Start Fecha

NO, mi hijo(a) no re-ingresara el próximo año escolar.

Yo _____ (nombre del padre) **No Deseo Re-inscribir** a mi hijo(a) _____ para el año escolar 2024 – 2025. Comprendo que el lugar de mi hijo(a) quedara vacante para un alumno de nuevo ingreso. Convengo en que puedo cambiar de opinión y si decido re-inscribir a mi hijo(a), su nombre se agregara a la lista de espera con otros niños de nuevo ingreso.

_____ _____ _____ _____
Firma de Padre Fecha Firma del Personal de Head Start Fecha

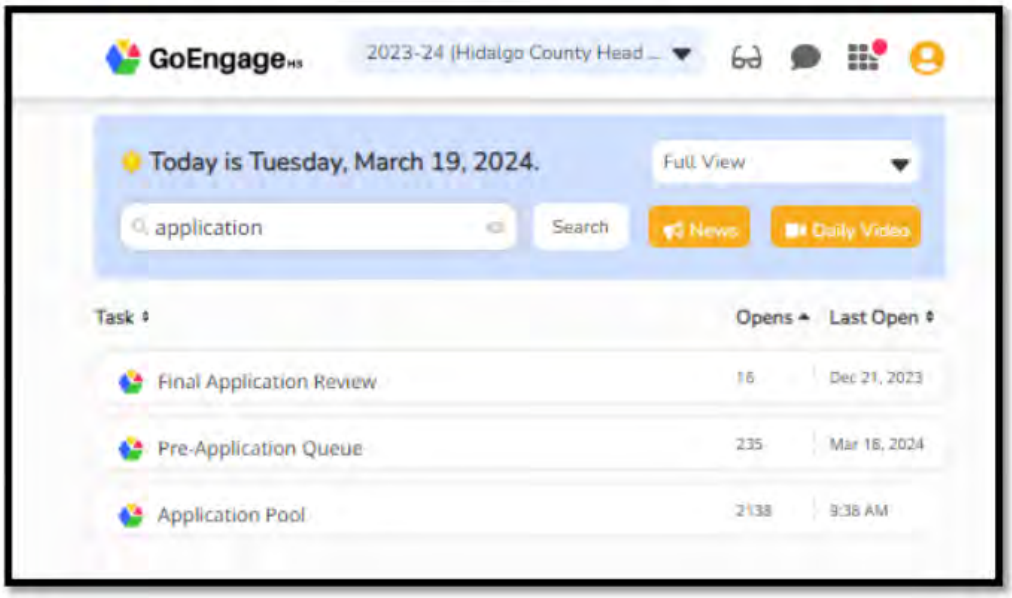
PARA USO OFICIAL		
Centro: **Distrito Escolar:**	**Nombre del Niño/a:**	**FDN:**

Original – Subir al archivo electrónico del niño Rev. 3/2024

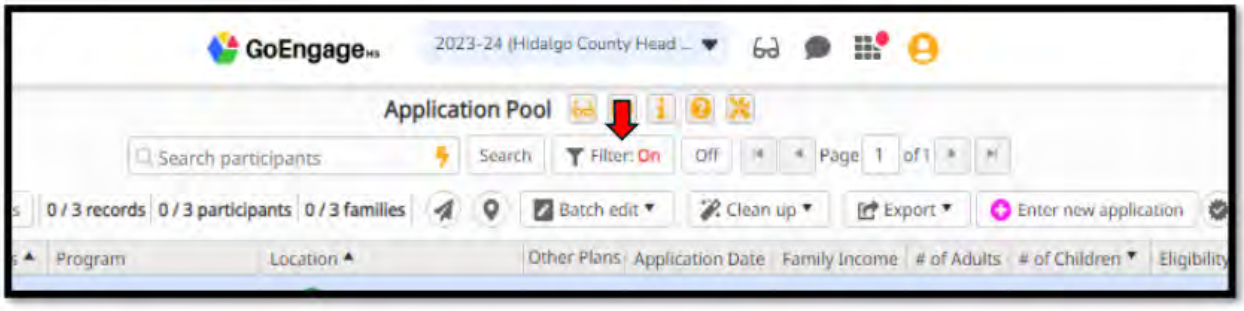
Appendix -K

Application Pool: Applied Status

1. Search in task bar "Application" and select "Application Pool"

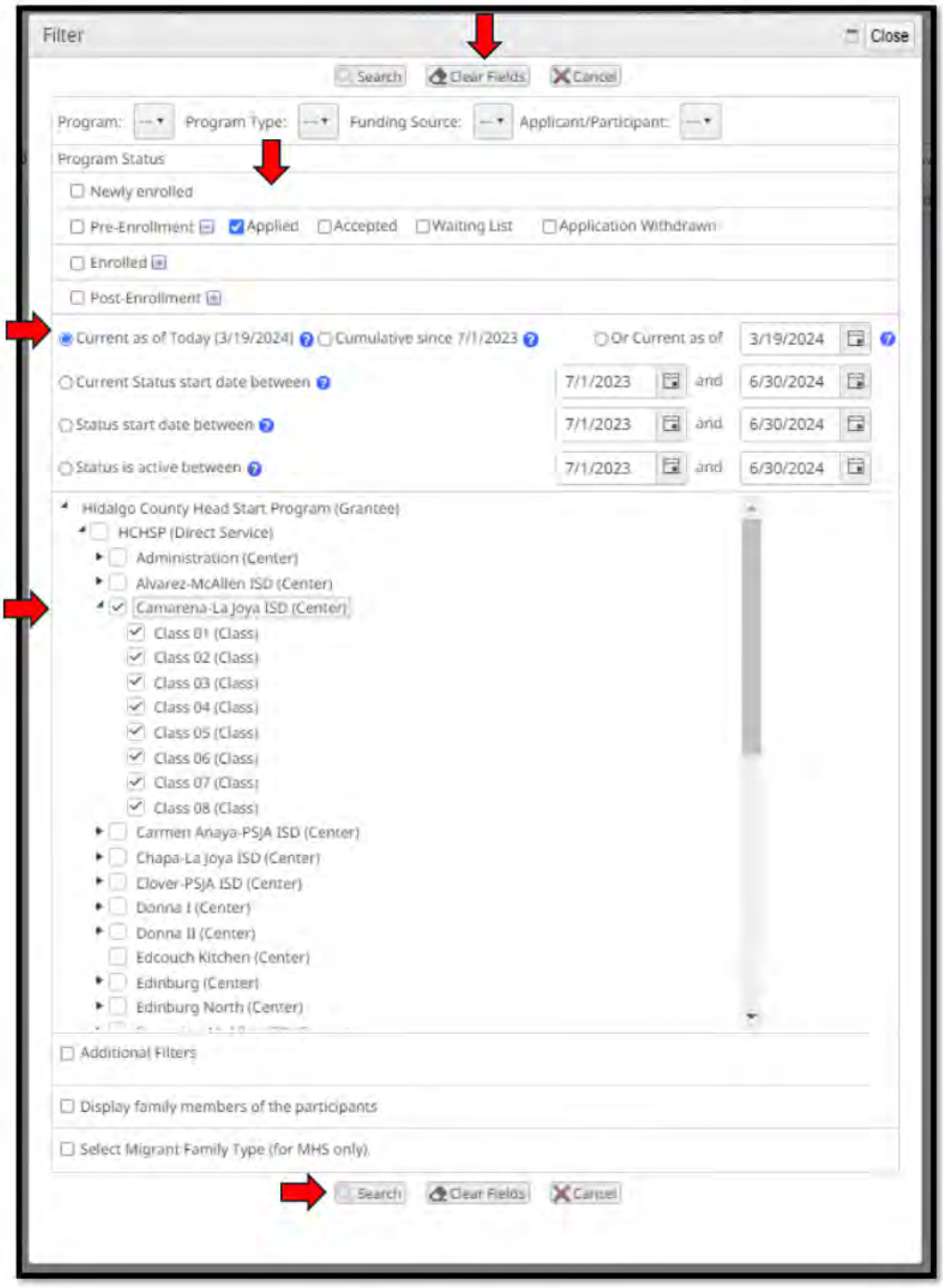


2. Select "Filter On"



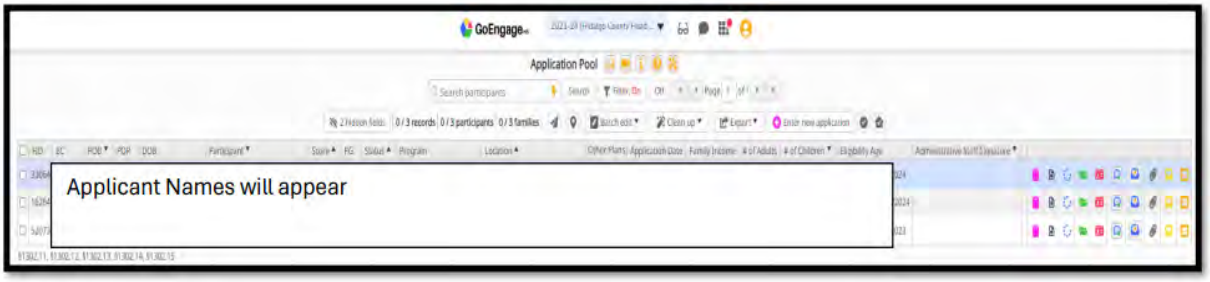
Appendix -K

3. Select "Clear Fields," "Applied," "Current as of Today" then select your center and select "Search" at the bottom.



Appendix -K

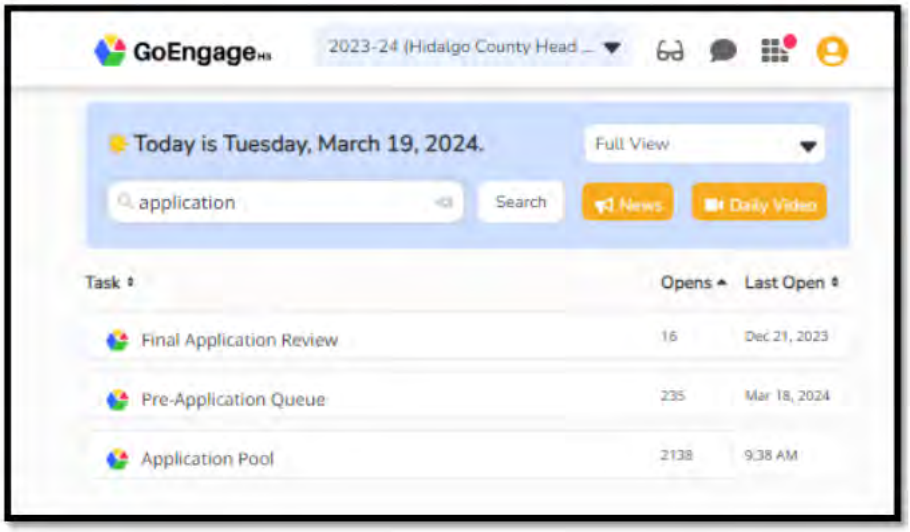
4. Report will generate all children in "Applied" status.



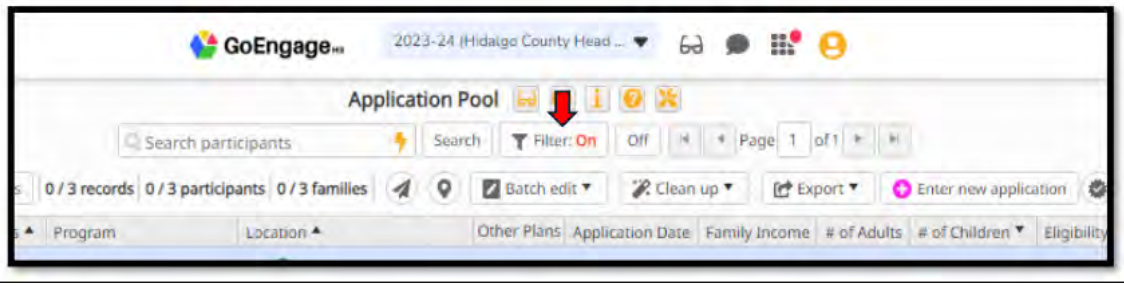
Appendix – L

Application Pool: Accepted Status

1. Search in task bar "Application" and select "Application Pool"

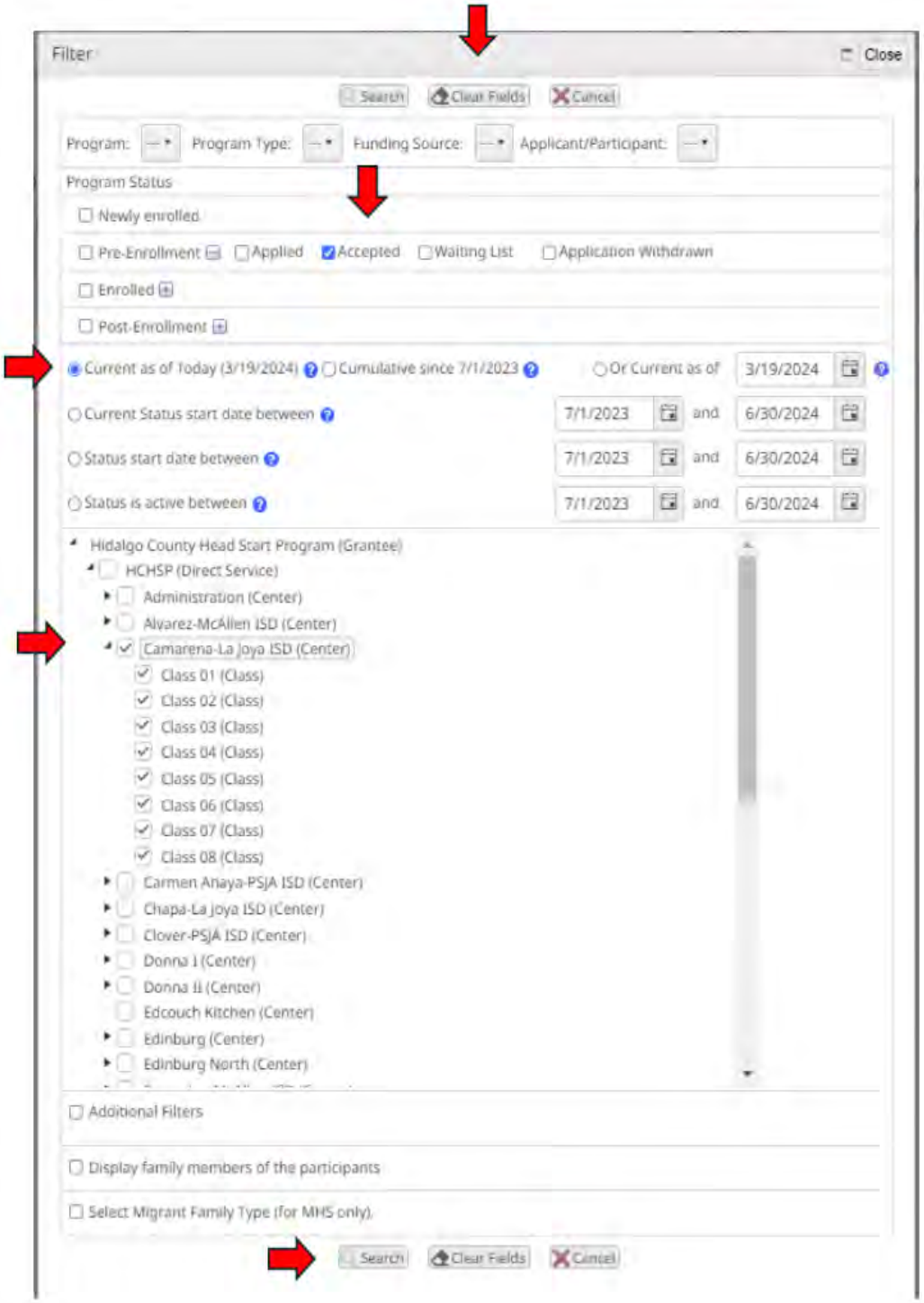


2. Select "Filter On"



Appendix- L

3. Select "Clear Fields", "Accepted", "Current as of Today" then select your center and select "Search" at the bottom.

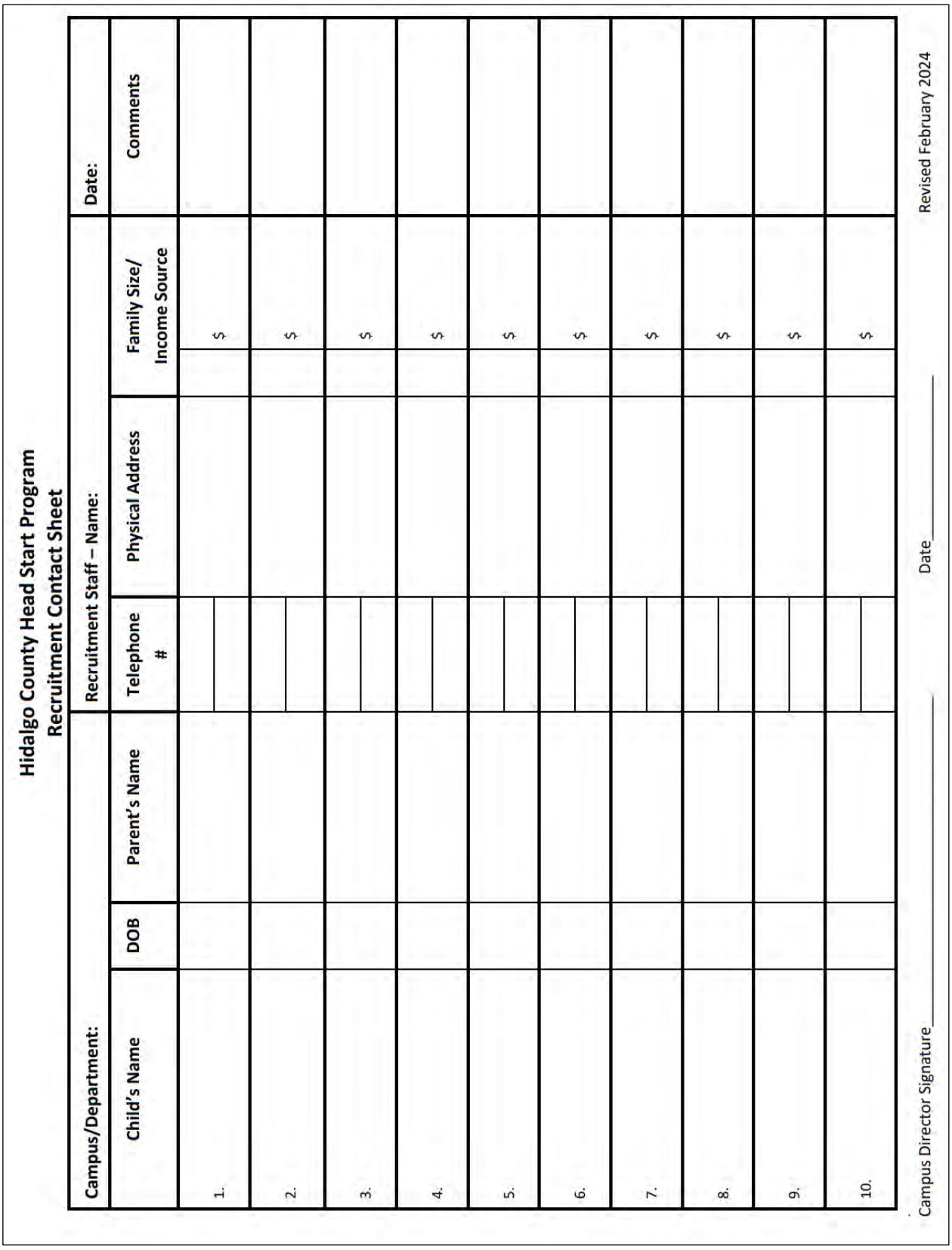


Appendix- L

4. Report will generate all children in "Accepted" status.



Appendix-M



Hidalgo County Head Start Program
Recruitment Contact Sheet

Campus/Department:			Recruitment Staff – Name:			Date:
Child's Name	DOB	Parent's Name	Telephone #	Physical Address	Family Size/ Income Source	Comments
1.					$	
2.					$	
3.					$	
4.					$	
5.					$	
6.					$	
7.					$	
8.					$	
9.					$	
10.					$	

Campus Director Signature_____ Date_____

Revised February 2024

Appendix- N

HIDALGO COUNTY HEAD START PROGRAM

Children's Weekly Drop off & Pick-Up Signature Report

Week of:_____ Campus:_____ Room/Teacher:_____

Child's Name	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1.	D	D	D	D	D
	P	P	P	P	P
	O	O	O	O	O
2.	D	D	D	D	D
	P	P	P	P	P
	O	O	O	O	O
3.	D	D	D	D	D
	P	P	P	P	P
	O	O	O	O	O
4.	D	D	D	D	D
	P	P	P	P	P
	O	O	O	O	O
5.	D	D	D	D	D
	P	P	P	P	P
	O	O	O	O	O
6.	D	D	D	D	D
	P	P	P	P	P
	O	O	O	O	O

D: Drop Off Time/Signature of Person dropping off child

O: Other (ex. Appts.) =Staff Signature

P: Pick-Up Time/Signature of Person picking up child

Appendix – O

HIDALGO COUNTY HEAD START PROGRAM
P.O. Box 0117
Edinburg, Texas 78540

Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Policies & Procedures

The Hidalgo County Head Start Program has established policies and procedures in accordance with Head Start Program Performance Standards ***§1302.12 (l) Program policies and procedures on violating eligibility determination regulations***. Implementation of the provisions of this policy is one of the standards by which the performance of all levels of employees will be measured.

All employees will apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in determining eligibility, recruitment, selection, enrollment, and attendance. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions.

Employees shall not participate in the eligibility, recruitment, selection, enrollment, and attendance application process if a real or apparent conflict of interest is involved. Such a conflict would arise when the employee is related to a family, friend, relative or an acquaintance. Hidalgo County Head Start staff and their families are eligible to apply for Head Start services, however, Family Services Workers and Campus Directors **cannot** take any applications for any of their family members and/or friends. Employees shall not intentionally enroll children who are not eligible for Head Start Services.

Employees that suspect fraudulent activity of any staff member regarding violation of child and family eligibility policies and procedures will notify the Hidalgo County Head Start Program (HCHSP) Human Resources Department, the Family Services Director, and/or the Executive Director. The Family Services Director and the Human Resources Director will conduct an internal investigation and report those findings to the Executive Director. The Executive Director will notify the Policy Council and the Grantee Board regarding the investigation.

Any employee charged with a violation of this policy will be afforded an opportunity to explain his/her action(s) before disciplinary action is taken. Failure to comply with the standards contained in this policy will result in disciplinary action which may include termination and/or referral for criminal prosecution. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management.

These policies and procedures apply to any fraud or suspected fraud involving employees, officers, or directors employed with the Head Start Program. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship with Hidalgo County Head Start Program. All violations of Federal criminal law involving fraud shall be reported in writing to the Department of Health and Human Services (DHHS) in a timely manner as stated in ***45 CFR §75.113 Mandatory disclosures***.

Appendix- O

HIDALGO COUNTY HEAD START PROGRAM
P.O. Box 0117
Edinburg, Texas 78540

Acknowledgement of ERSEA Policies and Procedures

I acknowledge that I have received training on ERSEA Policies and Procedures, and the Recruitment and Enrollment Application Process for Hidalgo County Head Start Program.

I certify that I will comply with the Head Start Program's ERSEA Policies and Procedures.

_____
Employee Print Name

_____ _____
Employee Signature Date

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual – PFCEF

Family Services Department

Family Services Director: Sonia Balderas

Policy Council Member Assigned: Avelina Peña Segovia

FAMILY SERVICES Procedures Manual-PFCEF

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Introduction

It is the policy of the Hidalgo County Head Start Program (HCHSP) to provide Head Start services to eligible children, three to five years of age regardless of race, sex, creed, color, national origin or disabling condition. The program shares the responsibility with the community to promote the overall development of children and their families. The program offers parents opportunities and support for growth, so that they can identify their own strengths, needs, and interests, and find their own solutions. The objective being to support parents as they identify and meet their own goals to nurture the development of their children in the context of their family and culture, and to advocate for the communities that are supportive of children and families of all cultures. The HCHSP Family Services Department is responsible to integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development.

The HCHSP operates its Family Services Department Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- Head Start Early Childhood Learning & Knowledge Center-Information Memoranda
- Head Start Early Childhood Learning & Knowledge Center-Program Instructions
- Texas Department of Family and Protective Services Childcare Minimum Standards

Department Overview

Staff

The Family Services Department Staff consists of the following staff members:

- Family Services Director
- Family Services Coordinators
- Secretary

Responsibilities

- The primary responsibilities of the Family Services Department staff are to analyze, plan, develop, and monitor all operations, duties, and responsibilities related to the family services provided to Head Start families.
- The Family Services Department staff are responsible for establishing a system for the program's implementation of family goal setting, accessing community resources and services, case management procedures, referral and follow-up processes, parent engagement in general, volunteer training, and parent involvement in community advocacy.
- Family Services Workers have a maximum caseload of 40 families.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Family Case Notes	CD/FSW	Daily
Parent Curriculum **Abriendo Puertas/Opening Doors**	CD/FSW	Weekly Bi-Weekly Monthly
Parent Meetings	CD/FSW	Monthly
Program Information System (PIS)	FSD	Monthly
Family Partnership Agreement- **Family Outcomes Part 1**	FSW	Within 60 days of Enrollment
Family Partnership Agreement- **Goal Setting Part 2**	FSW	30 days after Part 1
Family Partnership Agreement- **Follow-ups Part 3**	FSW	30 days after Part 2, every 30 days thereafter
Parent Orientation	CD/FSW/Teacher	August
Election of Parent Committee Officers	CD/FSW	September
Leadership Training/Election of Policy Council	FSD/FSW/CD	September
Governance Training	Executive Team	October
Referrals/Follow-ups	FSW/CD	Ongoing

System/Service Area: Family Services	Subject: Parenting Curriculum- Abriendo Puertas/Opening Doors
Related Regulation(s): §1302.51	
Related Forms: Abriendo Puertas/Opening Doors Kit-Second Edition, Abriendo Puertas/Opening Doors Take-home Activities, PFCEF Calendar of Events	**Related Reports: Parent Notice, Session Agenda, Parent Sign-Ins, Parent Feedback forms, *Abriendo Puertas*/Opening Doors Parent Curriculum- Tracking Log**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP offers opportunities for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice parenting skills to promote their child's learning and development.

Time Frame: Weekly
Bi-weekly
Monthly

Person(s) Responsible: Family Services Director
Family Services Coordinators
Family Services Workers (FSW)
Campus Directors

Procedure: Family Services Workers will facilitate the *Abriendo Puertas*/Opening Doors parent curriculum at each of their respective campuses. Campus Directors are responsible to ensure that sessions are taking place at their respective campus.

- FSW, CD, and classroom staff will encourage Head Start parents to attend sessions.
- FSW will host a meeting and provide an orientation to Head Start parents to discuss the session topics, schedule, and parent commitment.
- FSW will request a survey from Head Start parents and use feedback to determine the best schedule and time for sessions to be held. Campus Director will contact campus principal to secure location for sessions to be held.
- FSW will facilitate 10 sessions at the identified sites:

1. I Am My Child's First Teacher; Our Home, My Child's First School
2. Reaching Family Success
3. My Child Grows
4. My Child Talks
5. Let's Continue Opening Doors
6. My Health is First- Part I
7. My Health is First- Part II
8. Let's Go to School
9. Advocating for Our Future
10. Yes, We Can!

- FSW will facilitate each session and activities and/or have a guest speaker to address specific topics.
- FSW will secure a parent sign-in for each session.
- FSW will monitor parent attendance. Parents must attend all 10 sessions to receive a certificate of completion.
- A small graduation ceremony is recommended to recognize parent participants for their commitment to attend all sessions and completing the curriculum.

- FSW is responsible to maintain documentation for each *Abriendo Puertas*/Opening Doors session and submit the following to the Family Services department at familyservices@hchsp.org no later than 7 days after session is held:

  1. Parent Notice
  2. Agenda
  3. Parent Sign-in
  4. Brief summary of training session

- FSW is responsible to submit the ***Abriendo Puertas/*Opening Doors Parent Curriculum- Tracking Log** on a monthly basis to the Family Services department at familyservices@hchsp.org no later than the 7th day after the end of the month. This tracking log is to monitor parent participation and plan for curriculum completion recognition.
- ***Abriendo Puertas/* Opening Doors Take-home Activities** will be distributed to parents on a monthly basis as per PFCEF Events Calendar. These activities are not homework activities but more so to promote parent engagement and quality time spent at home with children. Activities correlate with curriculum topics.

System/Service Area: Family Services	Subject: Family Partnership Services
Related Regulation(s): §1302.52	
Related Forms: Family Partnership Agreement (FPA) Guide, Parent, Family, & Community Engagement Framework (PFCEF), Referral Process Screenshots	**Related Reports: Family Engagement Outcomes-Data Captures, Family Members with Individualized Family Partnership Agreement, Family Members Without Individualized Family Partnership Agreement, Families with/without IFPA**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Hidalgo County Head Start Program to implement a family partnership process that includes a family partnership agreement and activities that support family well-being, family health and safety, and economic stability to support child learning and development; to provide services and supports for children with disabilities, and to foster parental confidence and skills that promote the early learning and development of children. The HCHSP will develop a partnership approach that will address strengths and challenges of all families receiving Head Start services.

Time Frame: Part I- within 60 days after enrollment.
Part II- within 30 days after Part I.
Part III- every 30 days thereafter.

Person(s) Responsible: Family Services Director
Family Services Coordinators
Family Services Workers
Campus Directors

Procedure: Family engagement is an interactive process through which staff and families, family members, and their children build positive and goal-oriented relationships. Family Services Workers (FSW) will develop relationships with parents and structure services to encourage trust and respectful ongoing two-way communication between staff and parents to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and communities. As part of the ongoing process of collaborative partnership-building, the designated FSW will develop and implement a Family Partnership Agreement (FPA) with each family in their caseload.

Family Engagement Outcomes – Part I:

- FSW will complete the FPA Guide- Part I utilizing the Parent, Family, and Community Engagement Framework (PFCEF) to identify family strengths and challenges. FSW will focus partnership efforts with families on making

progress toward one or more of the seven Family Outcomes. The areas assessed are:

- Family Well-being
- Positive Parent/Child Relationship
- Families as Lifelong Educators
- Families as Learners
- Family Engagement in Transition
- Family Connection to Peers and Community
- Family as Advocate and Leader

- Data collected will be entered by the FSW in the GoEngage system in the section: **Family Engagement Outcomes by Class/Caseload**. This process will be done within 60 days after the child enrolls. The process will be repeated immediately after the final communication with the family prior to the end of the school year. The purpose for this is to gauge the changes and progress that took place for the family throughout the program year.

- FSWs must abide by the program's standards of conduct that include but are not limited to confidentiality and establish and maintain the necessary and required records.

- Initiate process within 60 days of enrollment. Contact by FSW must be done via telephone, in-person, or home visit.

- FSWs and Campus Directors will utilize the GoEngage system to generate reports to identify families with and without Part I.
    1. **Report**: **Family Engagement Outcomes- Data Captures**

Family Partnership Agreement (FPA) Goal Setting - Part II:

- Every family must be offered an opportunity to participate in the FPA process. If a family declines participation in the FPA process, the FSW must document in the GoEngage system in the section: **IFPA**, **summary tab, plan update history section**. The FSW is required to offer the opportunity again to set a goal throughout the program year.

- The purpose of FPA contact is to provide support, referral services, and to determine the effectiveness of the resources provided. Engagement with the family will match the needs of the families.

- Utilizing the FPA Guide- part II, FSWs will conduct a home visit and work with the family to identify at least one goal. The FPA process includes the identification of the goal, a written plan, appropriate strategies, referrals, and support to achieve set goal. The FSW must take into consideration any

existing plans for the family made with other community agencies in order to avoid duplication of duplication. The FSW will document the family goal in the GoEngage system in the section: **IFPA, add new goal section**.

- FSWs will initiate referrals and ongoing follow-up for those families needing additional assistance. The FSWs will document referrals through the GoEngage system in the section: **Family Directory**, **Services tab, internal referral.**

- If a family achieves their initial goal and chooses to develop a new goal, FSW will assist family by providing support and referral services to achieve goal.

- FSWs must secure the parent's signature to acknowledge the two-way communication that took place in developing family goal. The family signature link can be sent by email to the parent through the GoEngage system: **IFPA, Add New Goal section, Goal Outcome section.**

- FSWs must abide by the program's standards of conduct that include but are not limited to confidentiality and establish and maintain the necessary and required records.

- Initiate process within 30 days after **Part I (Family Engagement Outcomes).** Home visits are recommended for this part of the FPA process to be conducted by FSW and in the family's preferred language; however, FSWs must ensure that families have the opportunity to share personal information in an environment which they feel safe.

- FSWs and Campus Directors will utilize the GoEngage system to generate reports to identify families with and without Part II.
    1. **Report**: Family Members with Individualized Family Partnership Agreement
    2. **Report:** Family Members without Individualized Family Partnership Agreement
    3. **Report:** Families with/without IFPA

Family Partnership Agreement (FPA) Follow-ups - Part III:

- Two-way communication with families will be ongoing throughout the program year. Follow-up communication will be conducted by FSWs on a timely basis.

- Utilizing the FPA Guide- part III, FSWs must enter a detailed narrative in the GoEngage system*: **IFPA, summary tab, plan update history section** about*

the family's progress towards meeting their goal and their participation with school readiness take-home activities.

- FSWs must abide by the program's standards of conduct that include but are not limited to confidentiality and establish and maintain the necessary and required records.

- Initiated every 30 days after **Part II** or as needed basis.

Review/Monitoring and Staff Training:

- The Family Services Coordinators and Family Services Director will review and monitor the Family Partnership Agreements and follow-up documentation on the GoEngage system to assure timeliness and quality of services provided to the Head Start families.
- The Family Services Coordinators and Family Services Director will provide FPA training and review to staff that conduct Family Partnership Agreements at:
    1. New Staff Onboarding
    2. Annual Training
    3. Small Group Training
    4. Individual Training

Appendix – A: Family Engagement Outcomes

Appendix – B: FPA Tool

Appendix – C: Family Partnership Agreement- GoEngage Instructions Part I

Appendix – D: Family Partnership Agreement on GoEngage Instructions Part II

Appendix – E: Family Partnership Agreement on GoEngage Instructions Part III

Appendix – F: GoEngage Referral Process for Family Services

System/Service Area: Family Services	Subject: Father Engagement
Related Regulation(s): §1302.50	
Related Forms: Parent, Family, & Community Engagement Framework (PFCE) Event Calendar	**Related Reports: Parent Sign-Ins Sheets, Case Notes, FPA Follow-ups**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Hidalgo County Head Start Program to implement parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development. Father engagement is a vital and integrated aspect of parent, family, and community engagement work. Male family members and father figures serve key roles in the healthy development of their children and families, and have much to add to their Head Start communities.

Time Frame:
Daily
Weekly
Monthly
Annually

Person(s) Responsible:
Family Services Director
Family Services Coordinators
Family Services Workers
Campus Directors

Procedure: HCHSP encourages fathers to be more involved at all campuses with the Parent, Family, and Community Engagement (PFCE) event calendar. The PFCE event calendar aligns with activities that meets one or more school readiness domains of the PFCE framework. The Program engages fathers as advocates, lifelong educators, and first teachers of their children.

1. The Family Services Director, Family Services Coordinators, and Campus Directors will develop a checklist to use for ongoing monitoring. These may include but are not limited to:
    - Parent Sign-in Sheets
    - GoEngage Data Entry- case notes
    - FPA Follow-ups (Part III)

System/Service Area: Program Governance	Subject: Parent Committees, Composition Election & Transition of Parent Committee
Related Regulation(s): §1301.4	
Related Forms: Parent Notice, Parent Sign-In, Parent Meeting Agenda, Meeting Minutes, Treasurer's Report	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: A program must establish a parent comprised exclusively of parents of currently enrolled children as early in the program year as possible. This committee must be established at the campus level and must ensure that parents of currently enrolled children understand the process for elections to the parent committee, policy council, and other leadership opportunities within the head start program.

Time Frame: Monthly

Person(s) Responsible: Campus Director
Family Services Worker
Family Services Coordinator
Family Services Director

Procedure: **<u>Parent Committees</u>**

•Each Head Start campus will establish a parent committee comprised exclusively of parents/guardians of currently enrolled children at all Head Start campuses. This committee will hold monthly parent committee meetings as feasible during a time agreed by most parent committee members and follows the HCHSP PFCEF Activities Schedule.

•Parent Committee Officers with the assistance of the Campus Director will develop a monthly agenda that will include:

- Topic of the Month to include Parent Interest Survey Result
- Minutes
- Treasurer's Report
- New Business
- Activities and/or Expenditures Approved
- Announcements/Presentations,
- Policy Council Report,
- Parent Training Topic of the Month (if applicable) and other items requested by parents.

Parent Orientation Training

Each campus will have an initial parent orientation training at the beginning of the program year to provide an opportunity for all participants to understand the Head Start Policies and Procedures as it relates to children and families; and to begin the process of developing a positive working relationship with program staff.

Monthly Parent Trainings

HCHSP provides Parent Trainings opportunities monthly and collaborates with community partners to provide families with an educational training to enhance their knowledge by collaborating with parents. Each campus will have a Parent Training every month that can be combined with monthly parent committee meetings or stand-alone parent trainings. In the event that parent trainings are held during parent committee meetings, a standing agenda item may be listed as the "Training of the Month." Family Service Workers and Campus Directors will:

- Facilitate and/or secure speakers/outside agencies for parent trainings
- Ensure parent training Calendar is posted on the Parent Bulletin Board
- Scan and email agenda, sign in sheets, and minutes to Family Service Coordinator
- Ensure that the following topics are included in the parent trainings:

  ° **Program Governance:** Develop and implement campus level activities and services that best meet the needs of children and families.

  ° **Early Childhood Education**: Understand parents' role as the child's lifelong educator and encourage parents to engage in their child's education.

  ° **Child Abuse/Mental Health:** Issues related to child mental health and social and emotional well-being, including observations and any concerns about their child's health, typical and atypical behavior and development and how to appropriately respond to their child's social and emotional development.

  ° **Health:** Preventative medical and oral health care, environmental hazards, and health safety practices for the home including health and developmental consequences of tobacco products use and exposure and opioid dangers.

  ° **Nutrition:** Importance of physical activity, healthy eating, and the negative consequences of sugar sweetened beverages, and how to select and prepare nutritious foods that meet family's nutrition and food budget needs.

  ° **Transition:** Strategies and practices to support successful transitions in and out of Head Start.

Parent Interest Survey

Each parent will complete a Parent Interest Survey at the beginning of each program year on parent meeting topics to reflect the interest of the parents at each campus.

Campus Director and Family Services and Worker will:

- Tally all surveys
- Scan and email survey results to the Family Services department
- Ensure that parent committee trainings are planned when majority of parents can attend
- Discuss results of Parent Interest Surveys at the next Parent Training
- Post copy of Parent Training Plans/Calendar on Parent Corner

Appendix – G: Parent Involvement Training Surveys

Appendix – H: Parent Engagement Training Surveys Tally

System/Service Area: Family Services	Subject: Parent, Family & Community Engagement
Related Regulation(s): §1302.50	
Related Forms: Parent, Family, & Community Engagement Framework (PFCEF), Sign-In Forms, Evaluation Forms, PFCEF Calendar	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Hidalgo County Head Start Program to integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development.

Time Frame:
Daily
Weekly
Monthly

Person(s) Responsible:
Family Services Director
Family Services Coordinators
Family Services Workers (FSWs)
Campus Directors

Procedure: HCHSP recognizes parents as their children's primary teachers and nurturers and implement intentional strategies to engage parents in their children's learning and development and support parent-child relationships. Head Start parents are encouraged to participate in various engagement activities and events throughout the program year.

- FSWs and Campus Directors will develop relationships with parents and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

- HCHSP will provide parents with opportunities to participate in the program as employees or volunteers.

- Implement procedures for teachers and FSWs to share information with each other to ensure coordinated family engagement strategies with children and families in the classroom, home, and community.

- Program activities and events that promote parent and community engagement throughout the program year:

    1. Parent Committee Meetings
    2. Leadership Conference
    3. Governance Institute
    4. Parent Fair
    5. Fatherhood Conference
    6. Volunteer Training
    7. Volunteer Recognition
    8. *Abriendo Puertas*/Opening Doors Parent Curriculum
    9. Advisory Committees

Appendix – I: PFCEF - Parent Calendar of Events

System/Service Area: Family Services	Subject: Program Information Summary (PIS)-Family Services
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Family Services Director

Procedure: Family Services Director will submit Family Services-Parent, Family, Community Engagement monthly reports to Executive Director/Secretary to include the following:

- Total number of volunteers
- Total number of referrals that were initiated.
- From referrals, the number of families that received services.

System/Service Area: Family Services	Subject: Volunteers
Related Regulation(s): §1302.94	
Related Forms: Volunteer Agreement for Participation, Volunteer Job Description, Volunteer Code of Ethics, Confidentiality Policy ,Volunteer Vital Information, TB Skin Test verification, Dress Code Policy, Child Maltreatment Policy, Discipline and Guidance Policy, Supervision of Children Policy, Sanitation and Infection Control Policy, Release of Children Policy, TDPRS Form 2985	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP provides parents with opportunities to participate in the program as employees or volunteers.

Time Frame: Daily
Weekly
Monthly

Person(s) Responsible: Family Services Director
Family Services Coordinators
Campus Directors
Chief Human Resources Officer

Procedure: Parent and community involvement is very important to the program. All parents are encouraged to participate in their child's education. Community members play a vital role in supporting the program. Volunteers must follow all policies, pass a criminal history background check, meet all the requirements from Child Care Regulation Rules and follow the dress code.

- Parents and/or community members will attend a volunteer training to review all policies and procedures related to volunteering at respective campuses. In addition to Head Start policies related to volunteers, each respective campus's school district policies will be followed as well.

- Parents and/or community members will review and complete a comprehensive volunteer folder to include:

    1. Volunteer Agreement for Participation
    2. Volunteer Job Description
    3. Volunteer Code of Ethics
    4. Confidentiality Policy

5. Volunteer Vital Information (criminal history background check)
6. TB Skin Test verification
7. Dress Code Policy
8. Child Maltreatment Policy
9. Discipline and Guidance Policy
10. Supervision of Children Policy
11. Sanitation and Infection Control Policy
12. Release of Children Policy
13. Affidavit for Applicants with a Licensed Operation (TDPRS Form 2985)

- Criminal history background checks will be completed by the Human Resources Department. Campuses will be notified when a parent and/or community member has been cleared to volunteer at the campus.

- Volunteers will be screened for appropriate communicable diseases in accordance with state and/or local laws. A tuberculosis exam is required of all regular volunteers.

- HCHSP will ensure that children are never left alone with volunteers.

- Campus Directors will provide guidance and support to parents and/or community members volunteering at their respective campus. Campus Directors will track volunteer hours.

- Volunteers will be recognized for their efforts at the end of the program year with a certificate of participation.

Appendices

Appendix – A: Family Engagement Outcomes

Appendix – B: FPA Tool

Appendix – C: Family Partnership Agreement- GoEngage Instructions Part I

Appendix – D: Family Partnership Agreement on GoEngage Instructions Part II

Appendix – E: Family Partnership Agreement on GoEngage Instructions Part III

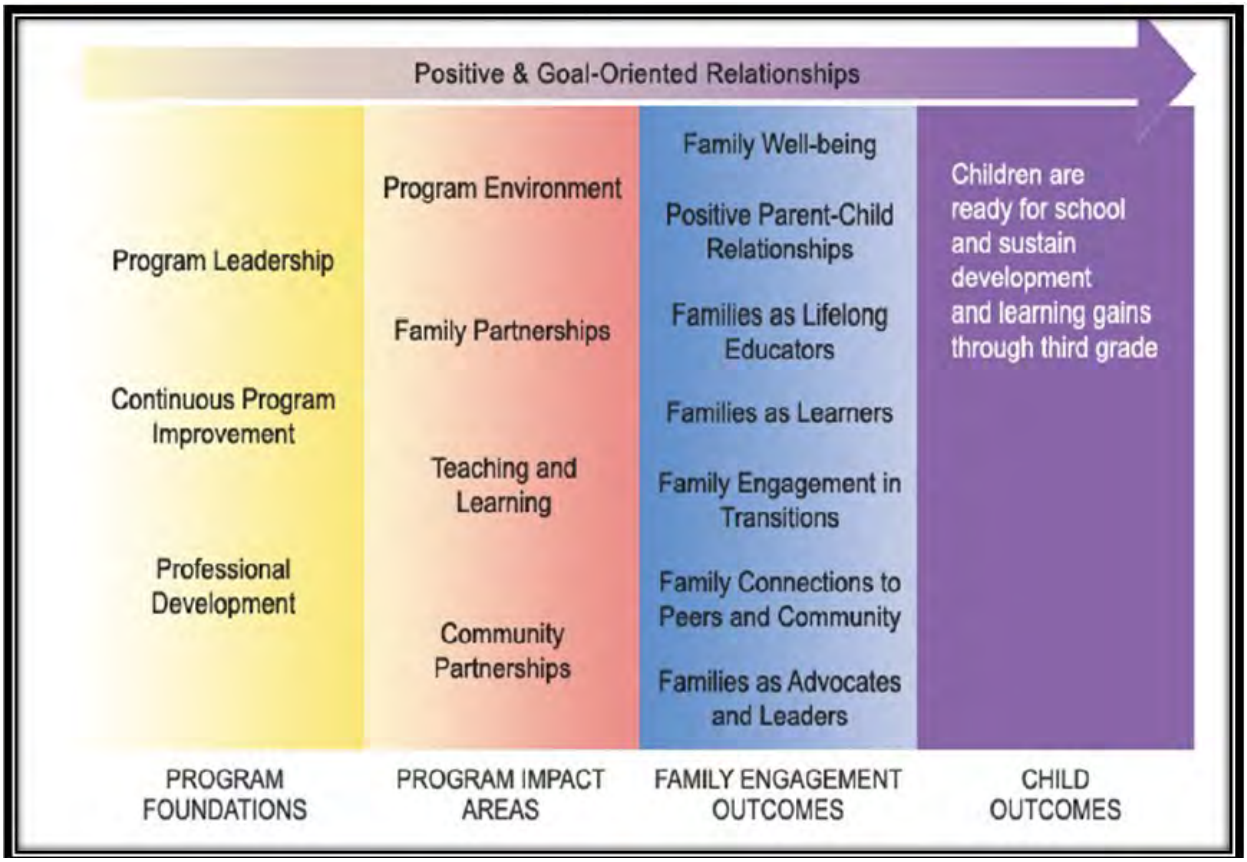
Appendix – F: GoEngage Referral Process for Family Services

Appendix – F: Parent Engagement Training Surveys

Appendix – G: Parent Engagement Training Surveys Tally

Appendix – H: PFCEF - Parent Calendar of Events

Appendix – A:


Positive & Goal-Oriented Relationships
Program Leadership
Continuous Program Improvement
Professional Development
Program Environment
Family Partnerships
Teaching and Learning
Community Partnerships
Family Well-being
Positive Parent-Child Relationships
Families as Lifelong Educators
Families as Learners
Family Engagement in Transitions
Family Connections to Peers and Community
Families as Advocates and Leaders
Children are ready for school and sustain development and learning gains through third grade
PROGRAM FOUNDATIONS
PROGRAM IMPACT AREAS
FAMILY ENGAGEMENT OUTCOMES
CHILD OUTCOMES

Hidalgo County Head Start

Family Partnership Agreement (FPA) Guide Part I – To be completed within 60 days of Enrollment

Child's Name _____ **Parent's Name**_____ **FSWs Name**_____ **Date:**_____

Family Well-Being: Parents and families are safe, healthy and have increased financial security				**Positive Parent-Child Relationship**: Parents and families develop relationships and nurture their child's learning and development.
Employment	**Housing**	**Health**	**Transportation**	
5 Full-Time work above minimum wage with benefits 4 Full-Time Work above minimum wage without benefits 3 Full-Time work at minimum wage with or without benefits 2 Part-Time or seasonal 1 Unemployed	5 Home ownership or non-subsidized rental in safe and secure area 4 Home ownership or non-subsidized, but areas limited to modest income 3 Subsidized Section 8 rental or public housing 2 Unaffordable rental housing 1 Temporary shelter, substandard, or unsafe housing	5 Medical Home Health exams done, nutritious meals, regular exercise 4 Medical Home, health exams current, nutritious meals, moderate exercise 3 Medical home, sufficient meals 2 Applying for medical home, sufficient meals, occasional exercise 1 No medical home, meals are few	5 Owns reliable vehicle(s) to meet needs of family 4 Owns reliable vehicle and occasionally uses public transportation or regular ride 3 Public transportation or regular ride 2 Sometimes has access to public transportation 1 No means of transportation	5 Excellent parent-child relationships, parenting skills on target 4 Parent skills good, but parent could use additional parental education 3 Parent-child roles adequate, needs parental education 2 parenting skills not effective, lack of discipline and guidance 1 Parent skills non-existent, needs immediate attention
Families as Lifelong Educators: Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities. 5 Partners with staff, set educational goals, learning opportunities & strategies at home. Seeks educational resources and meets all goals for school readiness 4 Actively engaged in child's education and seeks educational opportunities for child and meets most goals for school readiness. 3 Participates in child's education, supports some school readiness goals 2 Limited participation in child's educational development and school readiness goals 1 No participation in child's education development	**Families as Learners:** Parents and families advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals. 5 PHD, Masters, bachelor's or associate degree 4 HS diploma or GED with Voc./Tech degree, some college credit 3 HS Diploma or GED 2 Basic literacy; No HS diploma or GED 1 Illiterate -cannot read, write or math skills	**Family Engagement in Transition:** Parents and families support and advocate for their child's learning and development as they transition to new learning environment. 5 Provides reciprocal connections to peers and other community social outlets 4 Has various reliable, supportive connections to peers, community or other options for connections 3 Has some reliable, supportive connections to peers, community or other options for connections 2 Little knowledge of peers, community, or other options for connections 1 Does not participate in transition activities, or change is often abrupt	**Family Connections to Peers and Community:** Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and or educational and that enhance social well-being and community life. 5 Provides reciprocal connections to peers and other community social outlets. 4 Has various reliable, supportive connections to peers, community or other options for connections 3 Has some reliable, supportive connections to peers, community, or other options for connections 2 Little knowledge of peers, community or other options for connections 1 No knowledge of peers, community, or other options for connections	**Family as Advocate and Leader**: Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children's development and learning experience. 5 Leadership in community organizations (Head Start Policy Council, civic organizations, etc.), votes (if applicable), ongoing involvement in civic issues 4 Advocates for self in community organizations, involvement in civic issues 3 Active participation in community organizations, votes (if applicable), ongoing awareness of civic issues 2 Little participation in community organizations, awareness of community opportunities, or knowledge of civic issues 1 Lack of awareness or interest in community opportunities, no knowledge of civic issues
Emergency and Crisis Intervention-referral must be initiated within 24 hours of notification				
☐ Fire or Flood ☐ Alcohol/Substance Abuse ☐ Homelessness ☐ Utilities No -water/electricity ☐ No food or Clothing Death of child or Parent ☐ Child abuse/violence				

Notes:_____

_____

_____

_____

1

Hidalgo County Head Start

Family Partnership Agreement (FPA) Guide- Part II – To be completed within 30 days of

Child's Name:_____ Parent's Name:_____ FSWs Name:_____ Date:_____

Family Strengths

1._____
2._____
3._____

Family Needs

1._____
2._____
3._____

GOALS DESCRIPTION

Goals should be specific, measurable, attainable, and realistic, and must be linked to the Parent Family and Community Engagement Framework (PFCEF). Time-frames are developed in order to assist family in achieving goals by the end of the year.

Family Goal: _____

GOAL SERVICE PLAN					
Action Steps	Resources Needed	Agency/Person Responsible	Referral #	Expected date Of Completion	Date Goal Completed

Direct or Indirect Services PIR Information							
Service Description	Service(s) Activity	Date of Services	Referral #	Service Description	Service(s) Activity	Date of Service	Referral #
Emergency/Crisis Intervention				Child Abuse/Neglect			
Housing-Subsidies, utilities				Domestic Violence			
Mental Health Services				Child Support Assistance			
ESL Training				Health Education			
GED or College				Asst. Incarcerated Parents			
Job Training				Parent Education			
Substance Abuse Prevention				Relationship/Marriage Ed.			
Substance Abuse Treatment							

Type of Visit Conducted: Home Visit ☐ Conference at HS Center ☐ Telephone ☐ ☐ Other _____

Referrals must be initiated within (30) days.

Must be documented on the GoEngage system, IFPA section

2

Appendix – B

Hidalgo County Head Start Program

Family Partnership Agreement (FPA) Guide- Part III: Follow up

Child's Name: _____ **Parent's Name:** _____ **FSWs Name:** _____

1st Follow-up: Must be conducted within 30 days after Goal Setting (Part II) *Must be documented on the GoEngage system, IFPA section*

Date	Type of Visit Conducted	NOTES/OUTCOME
	☐ Home Visit (Preferred) ☐ Conference at Center ☐ Telephone ☐ Other: _____	_____ _____ _____ _____ _____ _____ School Readiness:

Acquired Employment: ☐Yes ☐No Date:_____ Completed Job Training Program, Professional Certificate, or License ☐Yes ☐No Date:_____

Education Completed:
☐Grade level/ESL Date:_____ ☐HS or GED Date:_____ ☐Associate Degree Date:_____ ☐Advanced Degree Date:_____

Types of Financial Assistance Expired:
☐TANF Date:_____ ☐SSI Date:_____ ☐WIC Date:_____ ☐SNAP Date:_____

Family Housing Type: ☐Homeless Family Acquired Housing During Enrollment: ☐Yes ☐No Date:_____

2nd Follow-up: Must be conducted within 30 days after 1st follow-up.

Date	Type of Visit Conducted	NOTES/OUTCOME
	☐ Home Visit (Preferred) ☐ Conference at Center ☐ Telephone ☐ Other: _____	_____ _____ _____ _____ _____ _____ School Readiness:

Acquired Employment: ☐Yes ☐No Date:_____ Completed Job Training Program, Professional Certificate, or License ☐Yes ☐No Date:_____

Education Completed:
☐Grade level/ESL Date:_____ ☐HS or GED Date:_____ ☐Associate Degree Date:_____ ☐Advanced Degree Date:_____

Types of Financial Assistance Expired:
☐TANF Date:_____ ☐SSI Date:_____ ☐WIC Date:_____ ☐SNAP Date:_____

Family Housing Type: ☐Homeless Family Acquired Housing During Enrollment: ☐Yes ☐No Date:_____

3

Appendix –B

Hidalgo County Head Start Program
Family Partnership Agreement Part III: Follow up

Child's Name: _____ **Parent's Name:** _____ **FSWs Name:** _____

3rd Follow-up: Must be conducted within 30 days after 2nd follow-up *Must be documented on the GoEngage system, IFPA section*

Date	Type of Visit Conducted	NOTES/OUTCOME
	☐ Home Visit (Preferred) ☐ Conference at Center ☐ Telephone ☐ Other: _____	School Readiness:

Acquired Employment: ☐Yes ☐No Date:_____ Completed Job Training Program, Professional Certificate, or License ☐Yes ☐No Date:_____

Education Completed:
☐Grade level/ESL Date:_____ ☐HS or GED Date:_____ ☐Associate Degree Date:_____ ☐Advanced Degree Date:_____

Types of Financial Assistance Expired:
☐TANF Date:_____ ☐SSI Date:_____ ☐WIC Date:_____ ☐SNAP Date:_____

Family Housing Type: ☐Homeless Family Acquired Housing During Enrollment: ☐Yes ☐No Date:_____

4th Follow-up: Must be conducted within 30 days after 3rd follow-up

Date	Type of Visit Conducted	NOTES/OUTCOME
	☐ Home Visit (Preferred) ☐ Conference at Center ☐ Telephone ☐ Other: _____	School Readiness:

Acquired Employment: ☐Yes ☐No Date:_____ Completed Job Training Program, Professional Certificate, or License ☐Yes ☐No Date:_____

Education Completed:
☐Grade level/ESL Date:_____ ☐HS or GED Date:_____ ☐Associate Degree Date:_____ ☐Advanced Degree Date:_____

Types of Financial Assistance Expired:
☐TANF Date:_____ ☐SSI Date:_____ ☐WIC Date:_____ ☐SNAP Date:_____

Family Housing Type: ☐Homeless Family Acquired Housing During Enrollment: ☐Yes ☐No Date:_____

4

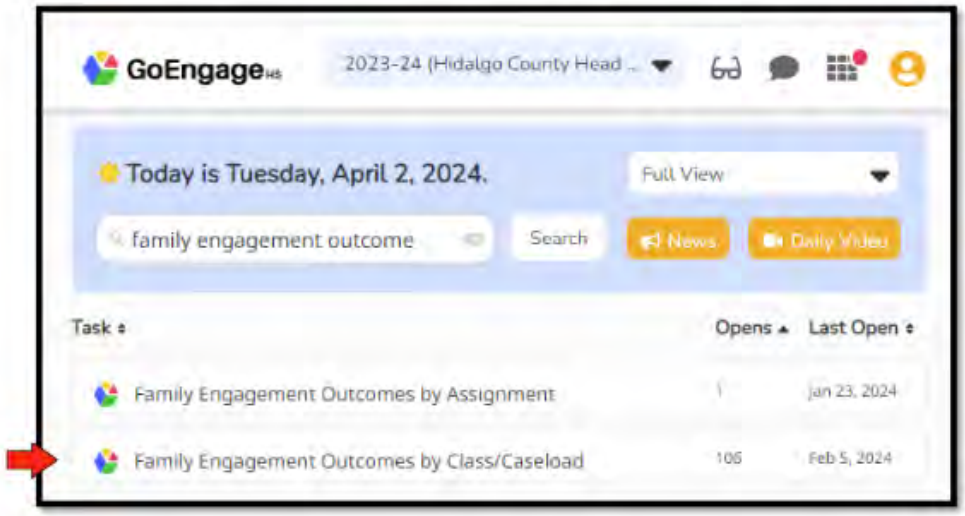
Appendix – C:

Family Partnership Agreement on GoEngage

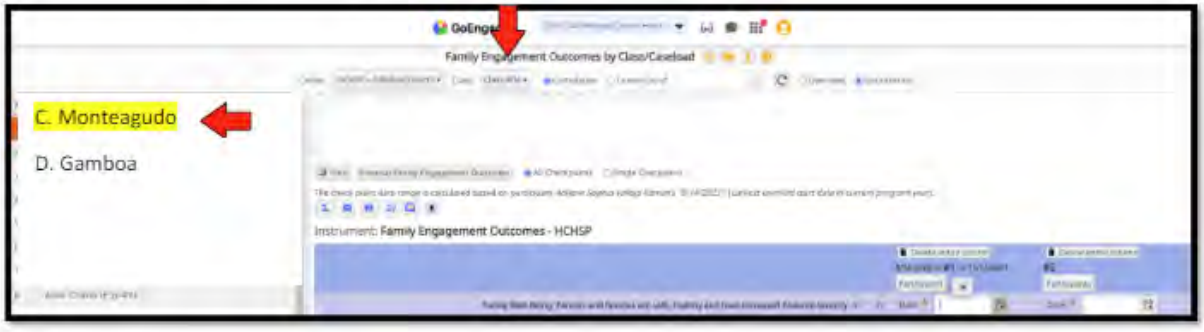
Part I: Family Engagement Outcomes

1) Log on to GoEngage

2) Go to HOME PAGE and select FAMILY ENGAGEMENT OUTCOMES BY CLASS/CASELOAD



3) **Part 1 will be done for ALL New and Returning Children**. Select the Classroom and look for child's name on the left side.

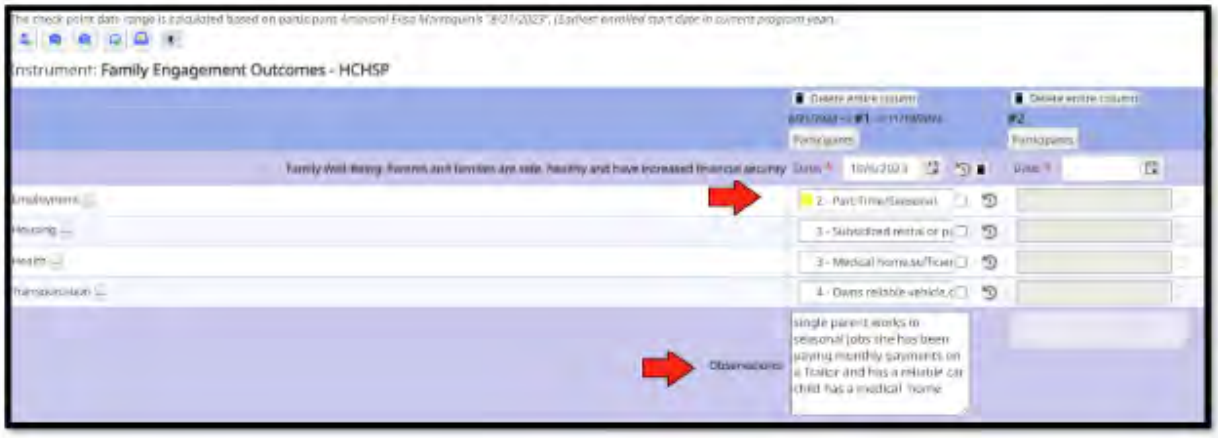


Appendix – C:

4) Click on 1st (for entry #1 within 60 days of enrollment)
Click on 2nd (for entry #2 done in May @ final follow-up)



6) Enter date and information collected from FPA communication with family (*Shown is outcome #1: Family Well Being*). Do the same for each PFCE Outcome 1 through 7.
7) In OBSERVATION box, summarize family information.
8) Click outside the box and information will save automatically.



9. Repeat the same process for the last follow up due in May



Appendix – D:

Family Partnership Agreement on GoEngage

Part II: IFPA- Goal Setting

1) Log on to GoEngage
2) Go to HOME PAGE
3) Select IFPA (INDIVIDUALIZED FAMILY PARTNERSHIP AGREEMENT)
4) Select the classroom
5) Look for child's name
6) Pop-up Screen



7) Click on ADD NEW GOAL 

8) Enter Goal setting information:



Appendix – D:

9) Secure parent signature



10) FSW will click & sign --STAFF SIGNATURE



Appendix – E

Family Partnership Agreement on GoEngage

Part III: IFPA- Goal Follow-up

1) Log on to GoEngage
2) Go to HOME PAGE
3) Select IFPA (INDIVIDUALIZED FAMILY PARTNERSHIP AGREEMENT)
4) Select the classroom
5) Look for child's name
6) Pop-up Screen
7) Click on SUMMARY TAB



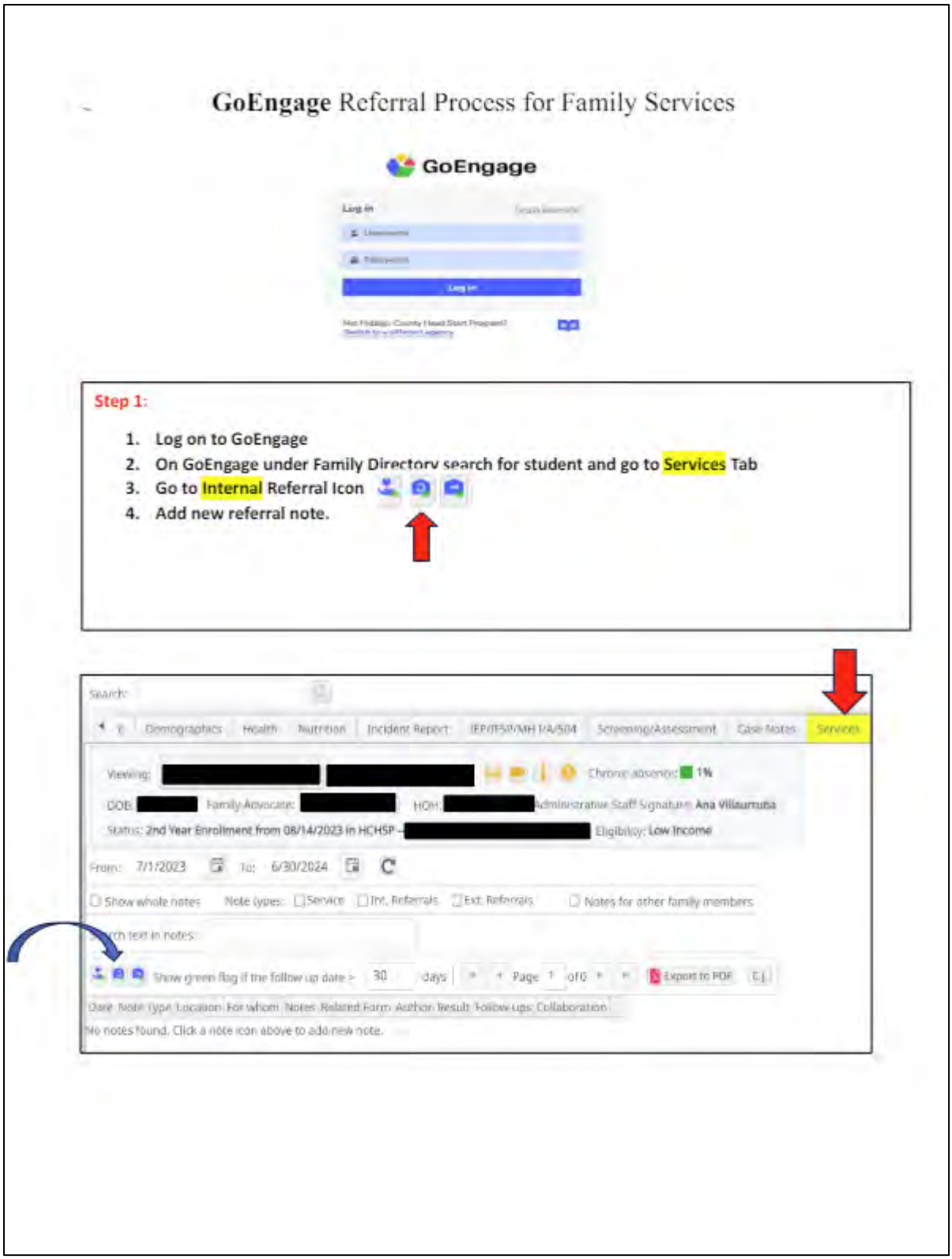
8) Click on  next to PLAN UPDATE HISTORY



9) Enter family information:
   - Update/Review Date
   - Check off sections that apply
   - For Family Member Signed, select name of parent you spoke to
   - Add your follow-up information in the COMMENT box

Follow-ups will be done every 30 days or as needed. Follow the same process.

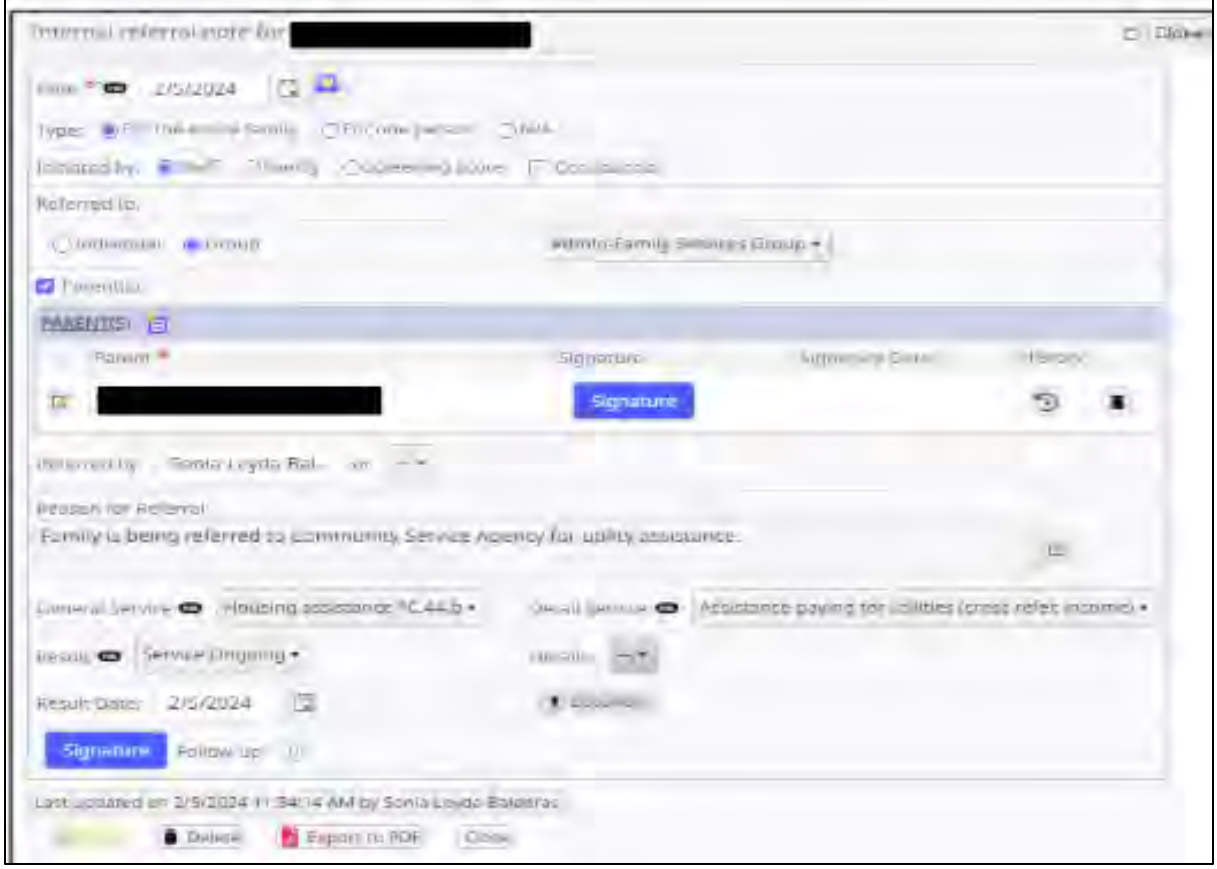
Appendix – F


GoEngage Referral Process for Family Services
GoEngage
Log in
Log in
Step 1:
1. Log on to GoEngage
2. On GoEngage under Family Directory search for student and go to Services Tab
3. Go to Internal Referral Icon
4. Add new referral note.
Search:
Demographics
Health
Nutrition
Incident Report
Screening/Assessment
Case Notes
Services
Viewing:
DOB:
Family Advocate:
HOH:
Administrative Staff Signature: Ana Villaurrutia
Status: 2nd Year Enrollment from 08/14/2023 in HCHSP –
Eligibility: Low Income
From: 7/1/2023
To: 6/30/2024
Show whole notes
Note types:
Service
Int. Referrals
Ext. Referrals
Notes for other family members
Show green flag if the follow up date >
30
days
Page
of 0
Export to PDF
Date Note Type Location For whom Notes Related Form Author Result Follow-ups Collaboration
No notes found. Click a note icon above to add new note.

Appendix – F

Step 2:

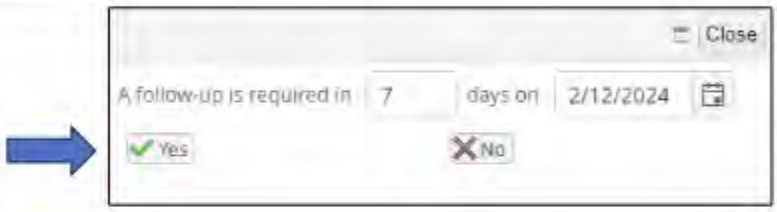
1. Type Date of Referral
2. Select:
   - i. Type: For the entire family
   - ii. Initiated by: Staff
   - iii. Referred to: Group (Always select Group)
   - iv. Select Admin-Family Services Group
   - v. Check off on Parent(s) and add parent
   - vi. Have parent sign-Make sure date is entered as well.
   - vii. Reason for Referral: Click on Edit Icon next to empty text box. Type in reason for referral. Put detailed information as to where family is being referred to and for what reason.
   - viii. General Service: Select appropriate service. For Ex.: family is being referred to Community Service Agency for utility assistance. In this case, select Housing assistance.
   - ix. Detail Service: Select appropriate detail service. For Ex. Assistance paying for utilities.
   - x. Result: ALWAYS select Service Ongoing. Do not leave it as Referral Made.
   - xi. Sign and date.
   - xii. SAVE



Appendix – F

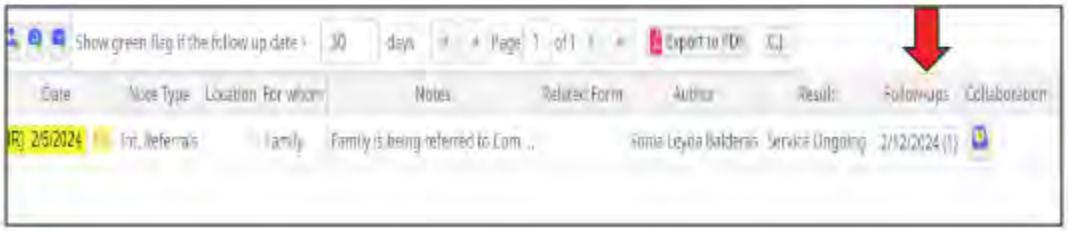
Step 3:

1. **Alert Box will pop up. Always select YES. This will give you a timeframe when you can do follow up. Every referral that is in place must have follow ups within 7-10 days.**



Step 4:

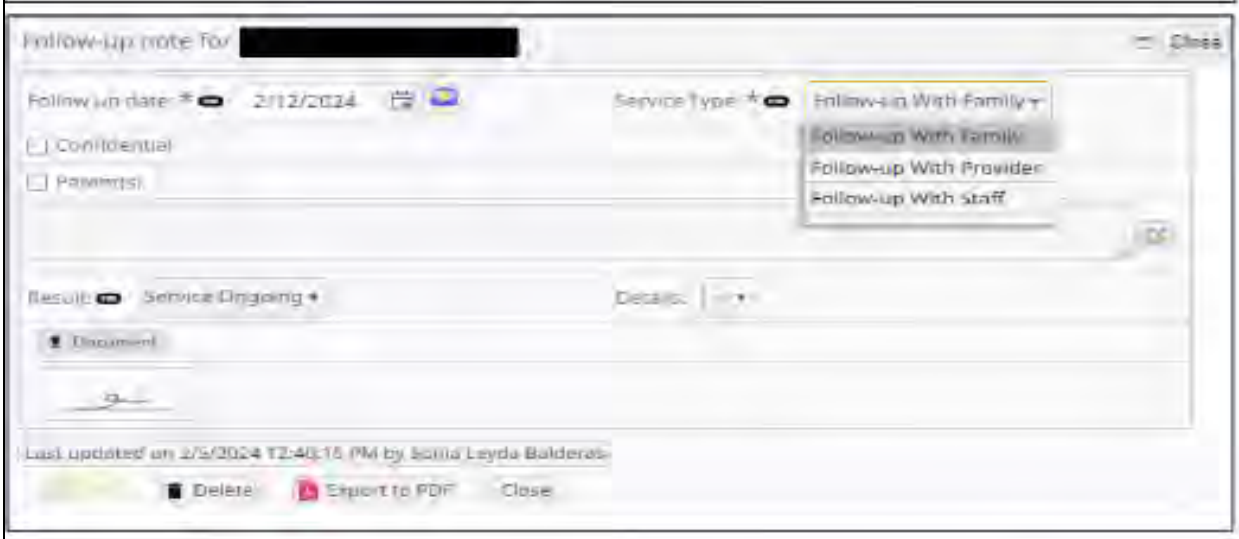
1. **Once you select YES, it will take you to the SERVICES Tab.**
2. **When you are ready to do follow-up, click on the follow-up date.**



Appendix – F

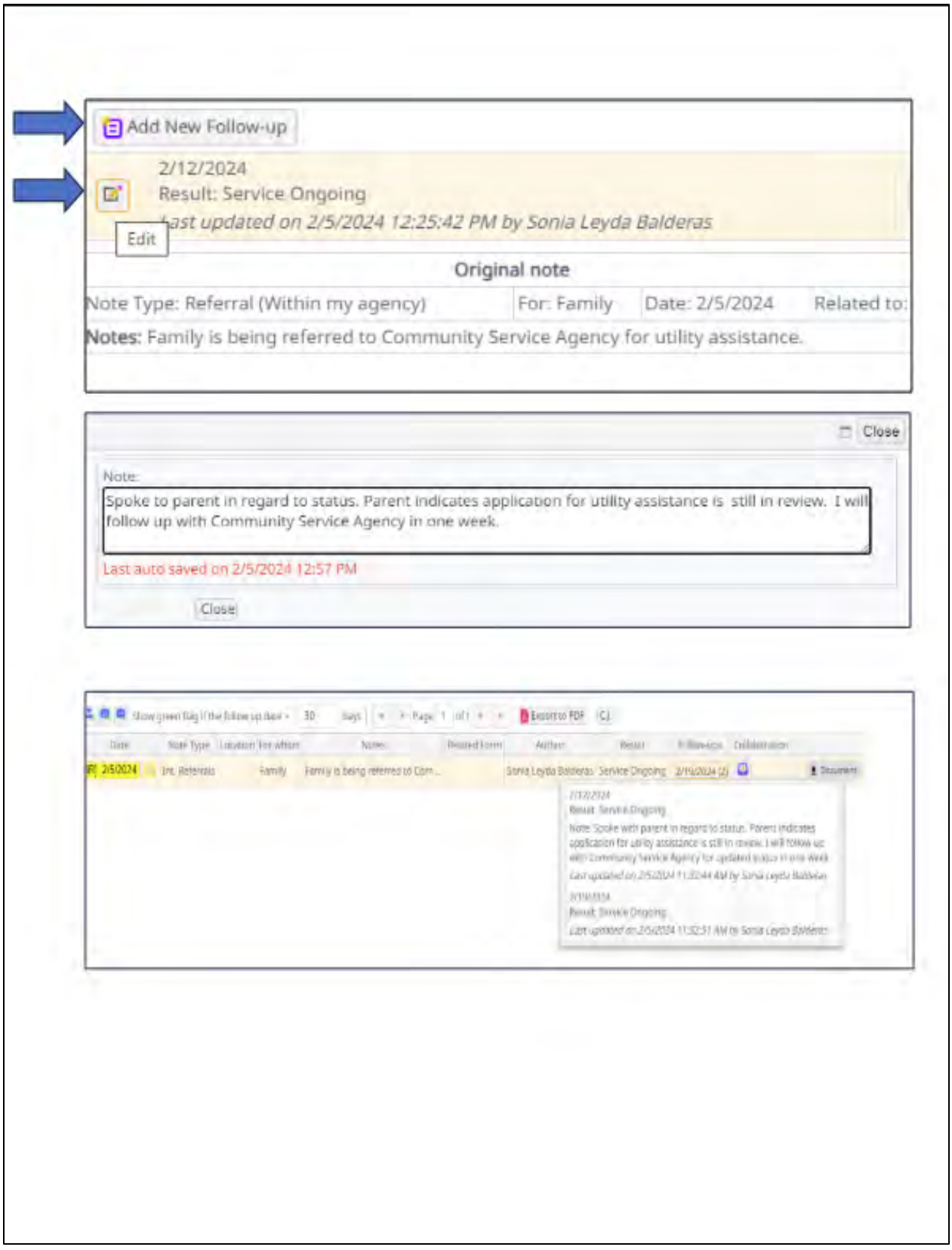
Step 5:

1. Click on Edit Icon
2. Make sure you change date of follow-up if it is different from the date you are conducting follow-up.
3. Select corresponding Service Type:
4. Click on Edit Icon next by text box and enter follow up-note. If you don't add follow-up here, then you will have a red flag alerting you follow-up note is missing. You must have follow-up notes if you asked to be alerted. You can change date to actual date follow-up was done. Never leave it incomplete. SAVE
5. Alert Box will once again pop up. This will happen every time you are asked to follow up. Any follow-done after initial follow up will require additional follow-ups until service is complete. You can change the # of days as necessary to receive a follow-up alert.
6. If you select NO on the referral follow-up alert, then you will have to click on Add New-Follow Icon to enter a new note.
7. Enter follow-up.
8. Always refer to SERVICES Tab when working on Referral/Follow-ups for Family Services.





Appendix – F


Add New Follow-up
2/12/2024
Result: Service Ongoing
Last updated on 2/5/2024 12:25:42 PM by Sonia Leyda Balderas
Edit
Original note
Note Type: Referral (Within my agency)
For: Family
Date: 2/5/2024
Related to:
Notes: Family is being referred to Community Service Agency for utility assistance.
Close
Note:
Spoke to parent in regard to status. Parent indicates application for utility assistance is still in review. I will follow up with Community Service Agency in one week.
Last auto saved on 2/5/2024 12:57 PM
Close

Appendix –G

Head Start – Parent Engagement Training Survey

Dear Head Start Parent:

The Hidalgo County Head Start Program is committed to supporting parents as primary educators, nurturers, and advocates for their children. It is the mission of the program to provide parents with opportunities for a significant experience in Head Start. With this in mind, the program will develop training sessions that will reflect and support the different needs and interests of parents.

Please complete the following training survey. Please mark an (X) on at least 3 choices. Campus staff will tally the surveys for each campus and will coordinate training at the local level. We invite you to suggest any other training session that is not listed. If you have any questions, please contact the Campus Director.

Estimado padres de familias:

El programa de Head Start del condado Hidalgo está orientado a apoyar a los padres como primeros educadores en la crianza y educación de sus hijos, y como defensores de sus hijos. Es nuestra misión de proveer a los padres la oportunidad de tener una experiencia significante con el programa de Head Start. Con esto en mente, el programa ha desarrollado unas secciones de entrenamiento para los padres las cuales reflejaran y apoyaran las necesidades e interés que los padres necesitan.

Por favor complete el siguiente cuestionario de entrenamiento. Favor de indicar su elección con (X) en menos de tres (3) áreas. El personal del campus evaluara los cuestionarios de cada campus y coordinara el entrenamiento al nivel local. Le invitamos a que nos deje saber sus sugerencias para otras secciones de entrenamiento que no hayamos mencionado. Si tiene alguna pregunta, favor de comunicarse con el supervisor(a) del campus.

Campus:	**Teacher's Name:**
Child's Name:	**Parent's Name:**

Page **1** of **3**

Appendix –G

Head Start – Parent Engagement Training Survey

(Education Services) (Health Services)

NAME OF EDUCATION WORKSHOP	Mark X	NAME OF HEALTH WORKSHOP	Mark X
Appropriate Discipline and Guidance *Disciplina apropiada*		Immunizations - 1st Step in Prevention *Vacunas-el primer paso de prevención*	
Teaching Math Concepts at Home *Enseñar conceptos de matemáticas en casa*		Communicable Diseases *Enfermedades contagiosas*	
Building your Child's Vocabulary *Aumentando el vocabulario del niño(a)*		Child Safe Environment at Home *El hogar sin peligro para los niños*	
Developing an Independent Child *Desarrollando la capacidad de independencia*		Family Health Insurance *Aseguro de salud para la familia*	
Building Positive Self Esteem for Children *Desarrollando el auto estima para sus niños(as)*		Asthma Management *Mantenimiento del asma*	
Other Suggestions/*Otros Sugerencias*:			

(Family Services) (Disability Services)

NAME OF FAMILY SERVICES WORKSHOP	Mark X	NAME OF DISABILITY WORKSHOP	Mark X
Developing a Bond with Your Child *Acercándose a su niño(a)*		Individuals w/Disabilities Education Act *Acto educacional de personas incapacitados*	
Being Both Mom and Dad *Tomando el rollo de Madre y Padre*		Autism *El Autismo*	
Diverse Families *Familias diversas*		IEP-Individual Educational Plan Plan de educación individual ECI/Early Childhood Intervention Services *Servicios de intervención para niños (0-3)*	
Developing a Friendship Network *Como desarrollar una red de amistades*		Advocating for the Child with Special Needs *Abogando por el niño con necesidades especiales*	
Parent Involvement in Head Start *Participacion en Head Start*		Living with a child with Special Needs *Viviendo con un niño con necesidades especiales*	
Other Suggestions/*Otros Sugerencias*:			

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Appendix – G

Head Start – Parent Engagement Training Survey

(Mental Health Services) (Nutrition Services)

NAME OF MENTAL HEALTH SERVICES WORKSHOP	Mark X	NAME OF NUTRITION SERVICES WORKSHOP	Mark X
Building Self-Esteem *Mejorando su auto estima*		Obesity – The Epidemic *Obesidad – la epidemia*	
Depression in Children and Adults *Depresión en niños y adultos*		Smart Shopping – A Real Necessity *Comprando comida saludable/mayor necesidad*	
Domestic Violence *Violencia doméstica en el hogar*		Diabetes – Everyone's Concern *Diabetes es la mortificación de todos*	
Healthy Marriages and Relationships *Matrimonios y relaciones sanos*		Mexican Cooking, A Healthy Choice *La comida mexicana es saludable*	
Positive Behavior and Support *Comportamiento positivo y apoyo*		A Child's Nutrtional Requirement *Requerida nutrición para los niños*	
Other Suggestions/*Otros Sugerencias*:			

(Transition Services)

NAME OF TRANSITION SERVICES WORKSHOP	Mark X		
Transition – Making it Easy *Transición – Haciendo lo fácil*			
Adjustment to a New Environment *Ajustando a un nuevo ambiente*			
Barriers Encountered in Transition *Barreras en el proceso de transición*			
Transition Packet – Paperwork for Public School *El paquete de transición – documentación necesaria para la escuela publica*			
Going from Head Start to Kindergarten *Transición de Head Start a Kinder*			
Other Suggestions/*Otros Sugerencias*:			

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Appendix – H

Head Start – Parent Engagemant Training Survey

Tally Form

Campus:	
Campus Director:	Date:

(Education Services) (Health Services)

NAME OF EDUCATION WORKSHOP	Campus Total	NAME OF HEALTH WORKSHOP	Campus Total
Appropriate Discipline and Guidance *Disciplina apropiado*		Immunizations - 1st Step in Prevention Vacunas-el primer paso de prevención	
Teaching Math Concepts at Home *Enseñar conceptos de matemáticas en casa*		Communicable Diseases Enfermedades contagiosas	
Building your Child's Vocabulary *Aumentando el vocabulario del niño(a)*		Child Safe Environment at Home El hogar sin peligro para los niños	
Developing an Independent Child *Desarrollando la capacidad de independencia*		Family Health Insurance Aseguro de salud para la familia	
Building Positive Self Esteem for Children Desarrollando el auto estima para sus niños(as)		Asthma Management Mantenimiento del asma	
Other Suggestions/*Otros Sugerencias*:			

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Appendix – H

Head Start – Parent Engagement Training Survey

(Family Services) (Disability Services)

NAME OF FAMILY SERVICES WORKSHOP	Campus Total	NAME OF DISABILITY WORKSHOP	Campus Total
Developing a Bond with Your Child Acercándose a su niño(a)		Individuals w/Disabilities Education Act Acto educacional de personas incapacitados	
Being Both Mom and Dad Tomando el rollo de Madre y Padre		Autism El Autismo	
Diverse Families Familias con diverso		IEP-Individual Educational Plan Plan de educación individual ECI/Early Childhood Intervention Services Servicios de intervención para niños (0-3)	
Developing a Friendship Network Como desarrollar un red de amistades		Advocating for the Special Child Abogando por el niño especial	
Parent Engagement in Head Start Participacion de los padres den Head Start		Living with a Special Needs Child Viviendo con un niño con necesidades especiales	
Other Suggestions/*Otros Sugerencias*:			

(Mental Health Services) (Nutrition Services)

NAME OF MENTAL HEALTH SERVICES WORKSHOP	Campus Total	NAME OF NUTRITION SERVICES WORKSHOP	Campus Total
Building Self-Esteem Mejorando su auto estima		Obesity – The Epidemic Obesidad – la epidemia	
Depression in Children and Adults Depresión en niños y adultos		Smart Shopping – A Real Necessity Comprando comida saludable/mayor necesidad	
Domestic Violence Violencia doméstica en el hogar		Diabetes – Everyone's Concern Diabetes es la mortificación de todos	
Healthy Marriages and Relationships Matrimonios y relaciones sanos		Mexican Cooking, A Healthy Choice La comida mexicana es saludable	
Positive Behavior and Support Comportamiento positivo y apoyo		A Child's Nutrtional Requirement Requerida nutrición para los niños	
Other Suggestions/*Otros Sugerencias*:			

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Appendix – H

Head Start – Parent Engagement Training Survey

(Transition Services)

NAME OF TRANSITION SERVICES WORKSHOP	Campus Total		
Transition – Making it Easy Transición – Haciendo lo fácil			
Adjustment to a New Environment Ajustando a un nuevo ambiente			
Barriers Encountered in Transition Barreras en el proceso de transición			
Transition Packet – Paperwork for Public School El paquete de transición – documentación necesaria para la escuela publica			
Going from Head Start to Kindergarten Transición de Head Start a Kinder			
Other Suggestions/*Otros Sugerencias*:			

Please retain copies of surveys in campus files/original to Family Services.

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Appendix – I

Hidalgo County Head Start Program
PFCEF ACTIVITIES SCHEDULE
PARENT, FAMILY & COMMUNITY ENGAGEMENT FRAMEWORK
Following is the schedule for PY 2024-2025

Parent Committee Meetings: Topic of the Month Read Aloud Program
Special Parent Trainings and Activities
PFCEF/School Readiness Take- Home Activity Abriendo Puertas Take- Home Activity
PFCEF Workshops: Abriendo Puertas/Opening Doors Parent Curriculum Sessions and Financial Education

DATE	TRAINING TOPIC OF THE MONTH	LOCATION
August	Parent Orientation Meetings: School Readiness-Read Aloud Program	Individual HS Campuses
September	PFCEF/School Readiness Take-Home Activity 1 **Abriendo Puertas Take-Home Activity 1**	Individual HS Campuses
September	Parent Committee Meeting: Topic – Election of Officers School Readiness-Read Aloud Program	Individual HS Campuses
September	Volunteer Training	Location- *Pending*
September	Parent Leadership Conference Training for Newly Elected Officers	Location- *Pending*
October	PFCEF/School Readiness Take-Home Activity 2 **Abriendo Puertas Take-Home Activity 2**	
October	Parent Committee Meeting: Topic – Education/Open House School Readiness-Read Aloud Program	Individual HS Campuses
October	Governance Leadership Institute for Newly Elected Policy Council	Location- *Pending*
October	PFCEF Workshop: Module #1 Abriendo Puertas/Opening Doors Curriculum & Financial Education	Individual HS Campuses
October	PFCEF Workshop: Module #2 Abriendo Puertas/Opening Doors Curriculum & Financial Education	Individual HS Campuses
November	PFCEF/School Readiness Take-Home Activity 3 **Abriendo Puertas Take-Home Activity 3**	
November	Parent Committee Meeting: Topic – Health Services School Readiness-Read Aloud Program	Individual HS Campuses
November	PFCEF Workshop: Module #3 Abriendo Puertas/Opening Doors Curriculum & Financial Education	Individual HS Campuses
November	Head Start Parent Fair	Location- *Pending*

Appendix – I

December	PFCEF/School Readiness Take-Home Activity 4 **Abriendo Puertas Take-Home Activity 4**	
December	Parent Committee Meeting: Topic – Family Services/Gathering School Readiness-Read Aloud Program	Individual HS Campuses
December	PFCEF Workshop: Module #4 Abriendo Puertas/Opening Doors Curriculum & Financial Education	Individual HS Campuses
January	Parent Committee Meeting: Topic – Disability Services School Readiness-Read Aloud Program	Individual HS Campuses
January	PFCEF/School Readiness Take-Home Activity 5 **Abriendo Puertas Take-Home Activity 5**	
January	PFCEF Workshop: Module #5 Abriendo Puertas/Opening Doors Curriculum & Financial Education	Individual HS Campuses
February	PFCEF/School Readiness Take-Home Activity 6 **Abriendo Puertas Take-Home Activity 6**	
February	Parent Committee Meeting: Topic – Mental Health Family Wellness School Readiness-Read Aloud Program	Individual HS Campuses
February	PFCEF Workshop: Module #6 Abriendo Puertas/Opening Doors Curriculum & Financial Education	Individual HS Campuses
February	Fatherhood/Healthy Marriage Conference	Location-*Pending*
February	PFCEF Workshop: Module #7 Abriendo Puertas/Opening Doors Curriculum & Financial Education	Individual HS Campuses
March	PFCEF/School Readiness Take-Home Activity 7 **Abriendo Puertas Take-Home Activity 7**	
March	Parent Committee Meeting: Topic – Nutrition Services School Readiness-Read Aloud Program	Individual HS Campuses
March	Nutrition Showcase	Individual HS Campuses
March	PFCEF Workshop: Module #8 Abriendo Puertas/Opening Doors Curriculum & Financial Education	Individual HS Campuses
April	PFCEF/School Readiness Take-Home Activity 8 **Abriendo Puertas Take-Home Activity 8**	
April	Parent Committee Meeting: Topic – Transition Services School Readiness-Read Aloud Program	Individual HS Campuses
April	Week of the Young Child Celebration	*Location-Pending*
April	PFCEF Workshop: Module #9 Abriendo Puertas/Opening Doors Curriculum & Financial Education	Individual HS Campuses
April	PFCEF Workshop: Module #10 Abriendo Puertas/Opening Doors Curriculum & Financial Education	Individual HS Campuses
May	PFCEF/School Readiness Take-Home Activity 9 **Abriendo Puertas Take-Home Activity 9**	
May	Volunteer Appreciation Assembly	*Location-Pending*
May	Parent Committee Meeting: Topic – Graduations	Individual HS Campuses

Please Post in Parent's Corner

FISCAL PROCEDURES MANUAL

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Introduction

The Hidalgo County Head Start Program (HCHSP) has established this written Fiscal Procedures Manual to include the financial management systems which ensure Budget Management, Human Resources Management, Financial Reporting, Payroll, General Ledger, Fixed Assets Inventory, Electronic Requisitions and Purchase Order Processing, Accounts Payable, Accounts Receivable, Bank Reconciliation, Direct Deposit, Electronic Funds Transfer for Accounts Payable, Encumbrances, Forms Designer, Journal Vouchers and Financial Resources Management. This manual is intended to provide an overview of the accounting procedures applicable to HCHSP. Its primary purpose is to formalize accounting procedures that ensure the internal controls and safeguarding of financial resources and fixed assets. Adherence to the procedures included in this manual provides reasonable assurance that the Program is managing a federal award in compliance with Federal statutes, regulations, and the terms and conditions of a federal award. All HCHSP staff are bound by the procedures herein, and any deviation from established procedures is prohibited.

HCHSP collects data from the Health and Human Services (HHS) awarding agency and utilizes the Micro Information Products (MIP) Fund Accounting Software to input, transmit, and store data regarding federal award-related information. This data can easily be exported to machine readable formats such as CSV (Comma Separated Variables), XML (Extensible Markup Language), PDF files, and Microsoft Excel and Word formats. Information. Data is stored daily and backed up on to a file server and electronic magnetic media.

MIP is utilized to facilitate the operations and functions in the Finance Department. MIP is used to maintain financial and personal data collection capable of producing timely and accurate reports and easily identifies Program and Administrative costs. All Program costs are classified as direct costs and in accordance with 45 CFR §75.413 Direct costs. The cost categories include Salaries, Fringe Benefits, Out of Town Travel, Equipment, Supplies, Contractual, Facilities, Construction, and Other Costs. Other costs include campus space, telephone, utilities, local travel, professional, dental, disability, mental health, and medical services, printing costs, insurance coverage, vehicle maintenance, fuel, equipment repair, small equipment and Training and Technical Assistance costs.

The HCHSP operates its Fiscal Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families (ACF)
- Head Start Act (As Amended December 12, 2007)
- Code of Federal Regulations (CFR) - Title 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS

The HCHSP administers Health and Welfare Grants from the following:

- U.S. Department of Health and Human Services (HHS) that begins on January 1st and ends on December 31st.
- Texas Department of Agriculture (TDA) that begins on October 1st and ends on September 30th.

Department Overview

Staff

The Finance Department staff members manage and process financial information for the Hidalgo County Head Start Program. The positions comprising the Finance Department are as follows:

- Chief Financial Officer
- Assistant Chief Financial Officer
- Fiscal Coordinator
- Senior Payroll Bookkeeper
- Payroll Bookkeeper
- Accounts Payable Bookkeeper

Other officers and employees of Hidalgo County Head Start Program who have financial responsibilities are as follows:

- Executive Director
- Assistant Program Director(s)
- Chief Financial Officer
- Department Director(s)
- Finance Budget Committee
- Policy Council Member(s)
- Hidalgo County Commissioners
- Hidalgo County Judge

Responsibilities

The primary responsibilities of the Finance Department consist of the following:

- Accounts Payable
- Annual Audit
- Bank Reconciliation
- Budgeting
- Cash Disbursements
- Cash Management
- Cash Receipts
- Census
- Compensation – Payroll and Benefits
- Compliance with Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, Head Start Act, and IRS Rules and Regulations
- Compliance with the Head Start Act
- Compliance with the Head Start Program Performance Standards 45 (CFR) Chapter XIII-Administration for Children and Families
- External Reporting of Financial Information
- Financial Reporting

- Financial Statement Processing
- Property Management – Fixed Assets
- General Ledger
- Grants and Contracts Administration
- In-Kind
- Insurance
- Lease Agreements/Property/Equipment/Subscriptions

Practice of Ethical Behavior

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The procedures and reputation of Hidalgo County Head Start Program depend to a very large extent on the following considerations:

- Each employee will apply her/his own sense of personal ethics, which will extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline.

- It is each employee's responsibility to apply common sense in business decisions where specific rules do not provide all the answers.

- In determining compliance with this standard in specific situations, employees will ask themselves the following questions:
  1. Is my action legal?
  2. Is my action ethical?
  3. Does my action comply with Hidalgo County Head Start Program's procedures?
  4. Am I sure my action does not appear inappropriate?
  5. Am I sure that I would not be embarrassed or compromised if my action became known with the Program or publicly?
  6. Am I sure that my actions meet my personal code of ethics and behavior?

Each employee should be able to answer "yes" to all these questions before action is taken.

Conflict of Interest

In addition, no employee, officer, or agent of Hidalgo County Head Start Program will participate in the selection, award, or administration of a contract involving Hidalgo County Head Start Program if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, agent, or any member of his/her immediate family, partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected.

Compliance with laws, Regulations, and Program Procedures

Hidalgo County Head Start Program does not tolerate the willful violation or circumvention of any Federal, State, local or foreign law by an employee during that person's employment nor does the Program tolerate the disregard or circumvention of the Hidalgo County Head Start Program policies or engagement in unscrupulous dealings. Employees should not attempt to accomplish by indirect means,

through agents or intermediaries, which is directly forbidden. Implementation of the provisions of this policy is one of the standards by which the performance of all levels of employees will be measured.

Disciplinary Action

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Program or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be afforded an opportunity to explain his/her action(s) before disciplinary action is taken.

Disciplinary action will be taken accordingly as follows:

1. Against any employee who authorizes or participates directly in actions that violate this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
3. Against any director, manager or supervisor who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.

FRAUD

Scope

This procedure applies to any fraud or suspected fraud involving employees, officers, or directors, as well as members, vendors, consultants, contractors, funding sources and/or any other parties with a business relationship with Hidalgo County Head Start Program. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship with Hidalgo County Head Start Program.

Responsibility

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his/her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his/her area of responsibility and will be alert of any indication of irregularity. Any fraud that is detected or suspected will be reported immediately to the Chief Financial Officer, Executive Director, and the Hidalgo County Head Start Program Policy Council, who coordinates all investigations. All violations of Federal criminal law involving fraud, bribery, and/or gratuity violations potentially affecting the Federal award will be reported in writing to the Department of Health and Human Services (DHHS) in a timely manner as stated in 45 CFR §75.113 Mandatory disclosures.

Actions Constituting Fraud

The terms fraud, defalcation, misappropriations, and other fiscal irregularities refer to, but are not limited to:

1. Any dishonest or fraudulent act

2. Forgery or alteration of any document or account belonging to Hidalgo County Head Start Program
3. Forgery or alteration of a check, bank draft, or any other financial document
4. Misappropriation of funds, securities, supplies, equipment, or other assets of Hidalgo County Head Start Program
5. Impropriety in the handling or reporting of money or financial transaction(s)
6. Disclosing confidential and proprietary information to outside parties
7. Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to Hidalgo County Head Start Program
8. Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment
9. Any similar or related irregularity

Other Irregularities

Irregularities concerning an employee's moral, ethical, or behavioral conduct should be resolved by the Department Director and the Human Resources/Personnel Department.

If there is a question as to whether an action constitutes fraud, contact the Chief Financial Officer, Executive Director, and the Hidalgo County Head Start Program Policy Council.

Investigation Responsibilities

The Hidalgo County Head Start Program Policy Council is responsible for investigating all suspected fraudulent acts as defined in this manual. The Policy Council may utilize whatever internal and/or external resources they consider necessary in an investigation. If an investigation substantiates that fraudulent activities have occurred, the Policy Council shall issue reports to appropriate designated personnel and, if appropriate, to the Hidalgo County Head Start Program Grantee Board and/or the Policy Council.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will a final disposition of the case.

If suspected fraud or other wrongdoing involves programs funded in whole or in part with federal funds, additional responsibilities, such as, special reporting and disclosure to the awarding agency may apply to the organization. It is the policy of Hidalgo County Head Start Program to fully comply with all additional reporting, disclosure, and other requirements pertaining to suspected acts of fraud as described in award documents.

Confidentiality

The Hidalgo County Head Start Program Policy Council, the Executive Director and the Chief Financial Officer treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Chief Financial Officer immediately and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect Hidalgo County Head Start Program from potential civil liability.

Authority for Investigation of Suspected Fraud

Members of the Hidalgo County Head Start Program Policy Council will have:

1. Free and unrestricted access to all Hidalgo County Head Start Program records and premises, whether owned or rented; and
2. The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody or any such items or facilities when it is within the scope of their investigations.

Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or irregularities to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will contact the Chief Financial Officer who will notify the Executive Director immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual(s), his or her attorney or representative(s), or any other inquirer should be directed to the Policy Council or legal counsel. No information concerning the status of an investigation will be given out. The reporting individual should be informed of the following:

1. Do not contact the suspected individual to determine the facts or demand restitution.

2. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Hidalgo County Head Start Program's legal counsel.

SECURITY

A lock will be maintained on the door leading into the Hidalgo County Head Start Program's Finance Department. This door shall be closed and locked in the evenings and whenever the Finance Department is vacant. The key/combination to this lock will be provided to all finance personnel and the executive director. The lock will be changed upon resignation of a finance department staff member of the Hidalgo County Head Start Program.

The Hidalgo County Head Start Program blank checks will be stored in a secure room in the Finance Department. This room will be locked with a key that is maintained in the Finance Department. Access to this room will be by keys in the possession of the Chief Financial Officer and/or the Assistant Chief Financial Officer.

Petty cash is stored in a drawer locked with a key. The Assistant Chief Financial Officer and/or the Chief Financial Officer will be the only employees with keys to the petty cash drawer.

Password Security

It is the policy of the Hidalgo County Head Start Program to utilize passwords to restrict access to the MIP Accounting Software and data. Only duly authorized accounting personnel with data input responsibilities will be assigned passwords that allow access to the system.

Finance personnel are expected to keep their passwords secret and to change their passwords on a regular basis. Administration of passwords will be performed by a responsible individual independent of programming functions.

Each password enables a user to gain access to only those software and data files necessary for each employee's required duties.

Storage of Back-up Files

It is the policy of the Hidalgo County Head Start Program to maintain back-up copies of electronic data files off-site in a secure, fire-protected environment. Access to back-up files shall be limited to individuals authorized by management.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Accounts Payable	Bookkeeper(s)	Weekly
Bank Balance Verification	Bookkeeper(s)	Weekly
Cash Draw Downs	Asst Chief Financial Officer	Weekly
Payroll	Payroll Bookkeeper(s)	Bi-Weekly
Payroll Payables including Insurance(s)	Payroll Bookkeeper(s)	Bi-Weekly
Car Allowance	Payroll Bookkeeper(s)	Monthly
Mileage Reimbursement	Accounts Payable Bookkeeper	Monthly
Non-Federal Match (In-Kind)	Accounts Payable Bookkeeper	Monthly
Program Information Summary (PIS) Report	Chief Financial Officer	Monthly
IRS Form 941	Asst Chief Financial Officer	Quarterly
SUTA (Pay last quarter before winter break)	Senior Payroll Bookkeeper	Quarterly
Semi-Annual Certification	Chief Financial Officer	Semi-Annually
SF-425 Federal Financial Report	Chief Financial Officer	Semi/Annual/Final
SF-428 Tangible Personal Property Report	Chief Financial Officer	Annually/Final
SF-429 Real Property Status Report (Attach A)	Chief Financial Officer	Annually/Jan 31st
Self-Assessment	Chief Financial Officer	Annually/Feb 15th
Annual Report	Chief Financial Officer	Annually/April 1st
Audit	Asst Chief Financial Officer	Annuary/April 1st
SAM.Gov Registration	Chief Financial Officer	Annually/April 1st
Bank Holidays (Changes in MIP)	Senior Payroll Bookkeeper	January 1st
Benefit Codes (Health/Life Ins) (Max per/yr.)	Asst Chief Financial Officer	January 1st
Budget Set up	Asst Chief Financial Officer	January 1st
Car Allowance Schedule	Senior Payroll Bookkeeper	January 1st
Mileage Reimbursement Schedule	Accounts Payable Bookkeeper	January 1st
Payroll Schedule	Senior Payroll Bookkeeper	January 1st
Payroll Schedule (Date changes in MIP)	Senior Payroll Bookkeeper	January 1st
Personnel Action Forms Schedule	Senior Payroll Bookkeeper	January 1st
Rate changes for custodian salaries (If app)	Senior Payroll Bookkeeper	January 1st
Unemployment Rate Changes in MIP	Senior Payroll Bookkeeper	January 1st
Census for the Pension Company	Chief Financial Officer	January 31st
IRS W-2's/1099-MISC	Asst Chief Financial Officer	January 31st
Budget Submission (HS & TDA)	Chief Financial Officer	October 1st
Accruals (Salaries & Payables)	Asst Chief Financial Officer	December 31st
Enter Employee Insurances & United Way	Senior Payroll Bookkeeper	December 31st
Journalize Deferred Revenue (HS & TDA)	Asst Chief Financial Officer	December 31st
Journalize Depreciation (HS & TDA)	Asst Chief Financial Officer	December 31st
Journalize Donation Revenue (reverse 1/1)	Asst Chief Financial Officer	December 31st
Journalize In-Kind (Non-Federal Match)	Asst Chief Financial Officer	December 31st
Journalize Pension Plan (Fund 31)	Asst Chief Financial Officer	December 31st
Journalize T&TA	Asst Chief Financial Officer	December 31st
Journalize TDA (Fund Balance)	Asst Chief Financial Officer	December 31st
Pay all Payroll Payables before winter break	Senior Payroll Bookkeeper	December 31st
Reconcile all insurances & pay by year end	Senior Payroll Bookkeeper	December 31st

System/Service Area: Fiscal	Subject: Accounts Payable Management
Related Regulation(s): 75.213, 75.305	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to ensure that advance payments to the Program are limited to the minimum amounts needed and be timed with the actual, immediate cash requirements of the Program. This policy ensures that the time elapsing between the transfer of funds and disbursement by the Program will be as close as is administratively feasible to the actual disbursements.

This policy also restricts the Program from participating with certain parties that are debarred, suspended and/or otherwise excluded from or ineligible for participation in Federal Assistance Programs or activities.

Time Frame: Ongoing

Person(s) Responsible: Bookkeepers & Assistant Chief Financial Officer

Procedure:

The Hidalgo County Head Start Program strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation.

It is the policy of Hidalgo County Head Start Program that the recording of assets or expenses and the related liability is performed by an employee independent of ordering and receiving. The amounts recorded are based on the vendor invoice for the related goods and services. The vendor invoice will be supported by an approved purchase order where necessary and should be reviewed and approved by a department director prior to being processed for payment. Invoices and related general ledger account distribution codes are reviewed prior to posting to the general ledger.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly authorized.
2. Original invoices are processed in a timely manner.
3. Vendor credit terms and operating cash are managed for maximum benefits.

Vendors conducting business with the Head Start Program are required to provide a completed IRS Form W-9 Request for (TIN) Taxpayer Identification Number. The form will include the name, business name, address, city, state, and zip code, type of business, a taxpayer identification number (TIN), social security number (SSN) and/or an employer identification number (EIN). The taxpayer identification number listed on the W-9 can be verified by accessing the e-services, Taxpayer Identification Number (TIN) Matching at www.irs.gov. A confirmation from the IRS website is printed and attached to the vendor's W-9. Please refer to the IRS Form W-9 instructions in this manual on how to verify an IRS Form W-9.

Vendors that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities will not be allowed to conduct business with the Program. The Procurement Department will verify that vendors are not suspended, debarred and/or otherwise excluded prior to awarding a contract and/or purchase order. *Refer to the Procurement Policies and Procedures Manual*.

All valid accounts payable transactions, properly supported with the required documentation, will be recorded as accounts payable in a timely manner. Accounts payable are processed on a weekly basis. All goods/services are due 30 days after goods/services are rendered and/or the original invoice is received, whichever is later. Original invoices will be signed and dated by the employee who received the goods/services. All payments to vendors will be made using original invoices unless duplicated copies have been verified as unpaid by researching vendor records. Monthly statements will only be used when making payments for utilities and/or rents.

The Accounts Payable Bookkeeper will verify the purchase order and compare it to the original vendor invoice. The invoice will contain the following information:

1. HCHSP purchase order number.
2. Invoice date (invoice date will reflect a date later than the purchase order date).
3. Vendor identification number and address information.
4. Purchase order and vendor invoice will be compared to ensure quantity and prices for all items ordered match.
5. The mathematical accuracy of the invoice.
6. The fund, general ledger account code, function, location, and department code.

All payments to vendors will be submitted in a timely manner via paper check, ACH electronic fund transfer, and/or online. Vendors requesting a change to their bank account will need to provide a written statement requesting change and Finance Staff will follow up with a phone call and additional questions and information will be obtained to confirm validity of the request. Local vendors will be required to come in to the Finance Department and provide a valid driver's license.

Chief Financial Officer will review and approve all vendor payments prior to posting transactions onto the general ledger. The Accounts Payable Bookkeeper will make a weekly (drawdown) electronic request for funds from the Division of Payment Management website at www.dpm.gov to pay expenses for the week. Funds are electronically transferred to the Head Start cash account to cover the weekly costs. The HCHSP will adhere to the following:

1. Written procedures that minimize the time elapsing between the transfer of funds and disbursement by the HCHSP.
2. Maintaining financial management systems that meet the standards for fund control and accountability.
3. Payment requests will be limited to the minimum amounts needed and will be timed to be in accordance with the actual immediate cash requirement of the HCHSP.
4. The timing and number of advance payments will be as close as is administratively feasible to the actual disbursements by the HCHSP.

The procedures outlined in this manual are designed to incorporate the requirements of the grant award when requesting funds and paying vendors.

System/Service Area: Fiscal	Subject: Audit
Related Regulation(s): 75.501, 75.507, 75.510, 75.511, 75.512	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to arrange for an annual audit of the Program's financial statements to be conducted by an independent accounting firm.

Time Frame: Annually

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

A non-Federal entity that expends $750,000 or more during a fiscal year in Federal awards will have a single or program-specific audit conducted for that year.

HCHSP operates under the auspices or as a related agency of Hidalgo County (Primary Government). The Primary Government which includes HCHSP grant funds will be considered and included to undergo a Single Audit. The Code of Federal Regulations Part 75 and the Head Start Act do not require HCHSP to be selected as a major program, therefore, an independent auditor will follow the Office of Management and Budget's (OMB) Major Program Determination Requirements.

The Office of Management and Budget Single Audit Act includes specific guidelines on assessments of risks and other factors to determine which federal program(s) will be identified as a "Major Program" that is required to undergo Single Audit testing. An exception to these guidelines exists when the written terms and conditions of a Federal Award specifically mandate that a specific Federal Program will be audited as a "Major Program" regardless of the risk-based assessment of all the entity's federal programs.

HCHSP grant funds are considered in the Schedule of Expenditures of Federal Awards (SEFA) and included in the Primary Government's Comprehensive Annual Financial Report listed under Related Agencies.

Selection of Independent Auditor

HCHSP will review the selection of its independent auditor in the following circumstances:

1. Anytime there is a dissatisfaction with the service of the current firm.
2. When a fresh perspective and new ideas are desired.
3. Every 5 years to ensure competitive pricing and a high quality of service (this is not a requirement to change auditors every five years; simply to re-evaluate the selection).

The selection of an accounting firm to conduct the annual audit is a task that should be taken very seriously. The following factors will be considered by the County of Hidalgo in selecting an accounting firm:

1. The firm's reputation.
2. The depth of the firm's understanding of and experience with federal programs and federal reporting requirements under OMB Circular A-133.
3. The firm's demonstrated ability to provide the services requested in a timely manner.
4. The ability of the firm's personnel to communicate with Program staff in a professional manner.

Program's Internal Controls

All procedures contained in this manual include internal controls or systems put in place by the Head Start Program Director, Assistant Program Directors, Chief Financial Officer, the Human Resources Administrator, Governing Bodies and Directors to ensure that Program resources are safeguarded from fraud, waste, and abuse and enable the Program to comply with rules and regulations as audited by an independent auditor. The internal control activities included throughout this manual are as follows:

1. Separation of duties and responsibilities – All job duties and responsibilities contained in this manual require more than one person to complete a task.
2. Adequate documentation – All financial transactions contain supporting documentation and proper required approvals.
3. Authorizations – All financial transactions require at least three management approvals.
4. Fiscal controls – Include passwords, locks, safeguarding assets, inventory, and financial records, IT protective rights, and electronic controls.
5. Independent audits – An annual examination/audit of the Program's financial records, accounts, financial transactions, accounting practices, and internal controls is performed.

Preparation for the Annual Audit

Hidalgo County Head Start Program will be actively involved in planning for and assisting with the Program's independent accounting firm to ensure a smooth and timely audit of its financial statements. In that regard, the Finance Department will assist the independent auditor in the following areas:

1. Planning - The Chief Financial Officer is responsible for delegating the assignments and responsibilities to accounting staff in preparation for the audit. Assignments will be based on the list of requested schedules and information provided by the independent accounting firm.
2. Involvement – Program staff will do as much work as possible to assist the auditors and, therefore, reduce the cost of the audit.
3. Interim Procedures – To facilitate the timely completion of the annual audit, the independent auditors will perform selected audit procedures prior to the Program's year end period. By performing significant portions of audit work as of an interim date, the work required after year-end is reduced. Program staff will do as much as possible to provide requested schedules and documents and to otherwise assist the auditors during any interim audit fieldwork that is performed.

Throughout the audit process, it will be the policy of HCHSP to make every effort to provide schedules, documents and information requested by the auditors in a timely manner.

Program's Responsibilities

The Program is responsible to ensure that the annual audit is conducted in accordance with the following:

1. Arrange for the annual audit and ensure it is properly performed and submitted when due.
2. Prepare financial statements including the Schedule of Expenditures of Federal awards.
3. Promptly follow up and take corrective action on audit findings, if any, including preparation of a summary schedule of prior audit findings and a corrective action plan.
4. Provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit.

Auditor's Responsibilities

The auditor's responsibility is to express an opinion on whether management has fairly presented the information in the Program's financial statements. To do this, the auditor will collect evidence to obtain reasonable assurance that the accounts are free of material misstatement, whether caused by error or fraud. The auditor will perform the following:

1. Audit the Program's financial statements in accordance with Generally Accepted Government Auditing Standards (GAGAS).
2. Test internal controls to ensure they are consistent with Federal Program requirements.
3. Determine whether the Program has complied with Federal Regulations and the terms and conditions of the Federal Award(s).
4. Follow up on prior audit findings.
5. Report any audit findings.
6. Present an opinion as to whether the financial statements of the Program are presented fairly in all material respects in accordance with the Accounting Procedures.
7. Report on internal controls which describes the scope of internal controls testing.
8. The audit for all funding sources including the Texas Department of Agriculture will be completed and submitted.
   electronically to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report, or nine months after the end of the audit period.
9. Make audit report copies available to the Program and for public inspection.

Concluding the Audit

Upon receipt of a draft of the audited financial statements of Hidalgo County Head Start Program from its independent auditor, the Chief Financial Officer will perform a detailed review of the draft, consisting of the following procedures:

1. Carefully read the entire report for typographical errors.
2. Trace and confirm each number in the financial statements and accompanying footnotes to the accounting records and/or internal financial statements of the Head Start Program.
3. Review each footnote for accuracy and completeness.

Any questions or errors noted as part of the review will be communicated to the independent auditor in a timely manner and resolved to the satisfaction of the Chief Financial Officer. The Chief Financial Officer will review and respond in writing to all management letters and/or other internal control and compliance report findings and recommendations made by the independent auditor.

Audited statements, including auditor's opinion thereon, will be submitted and presented to the Commissioner's Court, Policy Council, Budget Committee, and the Program's Executive Committee by the by the independent accounting firm during the Program's annual Policy Council meeting.

System/Service Area: Fiscal	Subject: Bank Interest
Related Regulation(s): 75.305(9)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to remit annual bank interest in excess of $500 to the Department of Health and Human Services.

Time Frame: Annually

Person(s) Responsible: Assistant Chief Financial Officer & Chief Financial Officer

Procedure:

Interest income of up to $500 per year may be retained by the non-Federal entity for administrative expenses. Bank interest will be recorded accordingly in the financial statements of the Program. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts will be remitted annually to the Department of Health and Human Services Payment Management System through an electronic medium using either the Automated Clearing House (ACH) network or a Fedwire Funds Service Payment.

Interest earned on advances of Federal funds is not program income.

Remitting funds via check will result in a 4 to 6 weeks processing delay to be applied to the appropriate Payment Management System (PMS) account. Checks will be made payable to the following:

Department of Health and Human Services

HHS Program Support Center

P.O. Box 979132

St. Louis, MO 63197

Remittances will include the pertinent information listed below:

1. An explanation indicating the refund is for interest earned.
2. PMS Payee Account Number.
3. Grant number for which the interest was earned.

System/Service Area: Fiscal	Subject: Bank Reconciliation
Related Regulation(s): 75.302	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to provide accurate, current, and complete disclosure of the financial results and effective control over, and accountability for, all funds, property, and other assets.

Time Frame: Monthly

Person(s) Responsible: Bookkeepers, Assistant Chief Financial Officer, & Chief Financial Officer

Procedure:

Monthly bank statement(s) for the Head Start Program, Payroll, and Texas Department of Agriculture (TDA) accounts are received and reconciled at the beginning of every month. Bank statements are stamped with a receiving date. Bank reconciliations are prepared within the first 10 days of receipt by the bookkeepers and approved by the Chief Financial Officer.

Reconciliations are performed to determine the following:

1. To be certain that the amount of cash reported on the HCHSP Balance Sheet, Trial Balance and the Standard General Ledger Cash Account reconcile to the bank statement.
2. Performing a bank reconciliation result in improved internal control over cash since bank reconciliations are done by someone other than the employee(s) handling and/or recording receipts and payments.
3. To ensure the accuracy of bank transactions such as posting incorrect check amounts, deposit amounts, or posting items to the incorrect account. It is crucial to detect a bank error early on and inform the bank as soon as possible.
4. Reconciling items such as outstanding checks are resolved within 30 days. A follow up with the vendor and/or employee is made to determine if a check was not received and/or lost. Checks are voided and re-issued after 30 days.
5. Auditors review monthly bank statements to ensure that the Program is reconciling to the standard general ledger, checks are cashed within 30 days of issuance, and to ensure that proper cash management is adhered to.

All bank reconciliations, including journal entries resulting from preparing bank reconciliations are reviewed and approved by the Chief Financial Officer monthly.

The Standard General Ledger Transactions Reports for all bank accounts is included as supporting documentation with the monthly bank reconciliations and filed within the Finance Department.

System/Service Area: Fiscal	Subject: Budget
Related Regulation(s): 75.206, 75.308, 1303.5(a), 644(b), 644(c)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to remit timely submission of the annual grant application which includes the program design, services and resources aligned to meet the needs of children and families, program goals, outcomes, a budget, and budget justification.

Time Frame: Annually

Person(s) Responsible: Executive Director, Assistant Program Directors, Chief Financial Officer, Department Directors

Procedure:

The Hidalgo County Head Start Program's annual budget is numerical representation of the Program's goals and objectives and serves as a guide or measure of acceptable financial performance. The budget is an integral part of managing the Program in that it is concerned with the translation of organizational goals and objectives into financial terms. The budget will be designed and prepared to direct the most efficient and prudent use of the Program's financial resources.

The Head Start Program utilizes the data resources listed below when planning and preparing the annual budget.

1. **Community Assessment (CA)** – identifies community demographics, strengths, needs, and resources as well as geographic location; the number of eligible infants, toddlers, preschool age children, expectant mothers, homeless and foster care children, and children with disabilities, their race, ethnicity, and language they speak. It identifies the education, health, nutrition, and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being. The CA is used to establish Program goals and objectives, create Program options and schedules, identify recruitment areas and program locations, establish selection criteria and reserved slots, strengthen services, and build collaborative partnerships.

2. **Annual Self-Assessment and Ongoing Monitoring** – provides key indicators that help gauge and assess the Program's continuous improvement and process in meeting goals, compliance with regulatory requirements, and the effectiveness of professional development and family engagement systems in promoting school readiness. Ongoing monitoring analyzes Program progress and compliance.

3. **Program Goals** – Program goals and objectives are developed based on the needs and strengths reflected in the Community Assessment. Measurable objectives, progress, outcomes, and challenges are identified in the program goals.

- To provide high-quality comprehensive services to the highest need children and families and maintain 100% funded enrollment and daily attendance.

- To promote workforce professional development for employees and parents.

- To increase parental engagement in their child's educational activities, specifically in the areas of literacy and social emotional development.

- To promote healthy child development opportunities through parent education in the areas of diabetes, obesity, development delay, and the impact of use of drugs.

- To develop and implement the School Readiness Partnership Model (SRPM) Teaching Together, with all school districts in our service area.

4. **T&TA Plan** – Includes sufficient resources for comprehensive training and technical assistance that addresses professional development for all personnel, mandatory training, and priorities identified from the annual self-assessment and ongoing monitoring.

5. **PIR Report** – Program Information Report Computerized child assessment system used by the Program to collect information about the children's development in combination with parents and families and how the Program uses the information to individualize instruction and learning.

6. **GoEngage** – an all-in-one software solution that offers a complete suite of functionalities, i.e., engage with families, stay confidently compliant, and mange Program data including PIR, Transportation, IFPA, Needs Assessment, Inventory, CLASS, Attendance & Meal Count, School Readiness, Staff & Human Resources, Community Engagement, Communication with parents, Health, Family Outcomes, Child Development, ERSEA, Dashboards, Policy Council, Home visits, etc.

LIMITATIONS ON DEVELOPMENT AND ADMINISTRATIVE COSTS

The Program will develop a budget to ensure that costs to develop and administer the budget do not exceed 15 percent of the total approved Program costs which include both federal costs and non-Federal match contributions unless a waiver is granted.

The Program will accomplish this requirement by determining the costs to develop and administer the Program, including the local costs of necessary resources. All costs will be categorized as administrative or program costs utilizing a two-digit function code to distinguish such costs. The MIP Accounting Software is used to record and maintain the Chart of Accounts and the Program's General Ledger. Transactions are recorded in the general ledger by the two-digit function code that is used to delineate all administrative and program costs accordingly. Records can be easily retrieved to determine total administrative and program costs.

BUDGET PROCESS

The Hidalgo County Head Start Program's (HCHSP) budget process begins during the month of May. Department Directors receive a budget memorandum from the Chief Financial Officer (CFO) and the

Program Executive Director which indicates a scheduled time to meet with the CFO to plan individual departmental budgets (*Administration, Personnel, Finance, Procurement, MIS, Field Operations, Health, Family Services, Disability, Education, Community Partnerships, and Texas Department of Agriculture-Nutrition*) budgetary needs. Included with the budget memorandum is a budget package which contains the following:

- Budget Worksheet
- Current and previous year-to-date department encumbrance budget report
- Technical and Training Assistance (T&TA) Form
- Budget Needs and Assessment Form
- Vehicle Purchase Request Form
- Large Equipment Request Form
- Small Equipment Purchase Form
- Training and Travel Summary
- Forms (i.e., office supplies, medical supplies, playground equipment, etc.)

Department Directors prepare a preliminary budget for their department utilizing the budget packet prior to meeting with the CFO. The department directors will meet with the Program Director, Assistant Program Directors, and the CFO to discuss their budgetary needs.

A consolidated proposed budget with supporting documentation is prepared for review by the Budget Committee. The Program Director, Assistant Program Directors and the Chief Financial Officer will meet with the Budget Committee for review, discussion, approval, and answer any questions regarding the proposed budget.

Once the Budget Committee has approved the proposed budget, the budget is then presented to the HCHSP Policy Council for approval. Upon approval by the HCHSP Policy Council, the Executive Director presents the budget to the Grantee Board (Commissioner's Court) for final approval and submission.

HCHSP utilizes the Standard Form 424 (SF-424 Application for Federal Assistance) series, forms and instructions prescribed by the HHS awarding agency along with a Program narrative. The budget is submitted electronically via the Head Start Enterprise System (HSES) at www.hses.ohs.acf.hhs.gov no later than September 30th.

It is the procedure of Hidalgo County Head Start Program to obtain final budget approval 90 days before the beginning of the Program's calendar year. At the beginning of each year the approved budget is entered into the MIP Fund Accounting software.

MONITORING THE BUDGET

It is the procedure of Hidalgo County Head Start Program to monitor its financial performance by comparing and analyzing actual results with budgeted results. This process will be accomplished in conjunction with the monthly financial reports.

On a monthly basis, financial reports comparing actual year-to-date revenues and expenses with budgeted year-to-date amounts will be produced by the Finance Department and distributed to each department director for review. Department directors will be responsible for all budget variances and will meet with the Chief Financial Officer if budget line items exceed five percent.

BUDGET REVISIONS, CHANGES IN PROGRAM PLAN, AND OBTAINING PRIOR WRITTEN APPROVAL

It is the Policy of the Head Start Program to report deviations from the approved budget and request prior written approvals from the awarding agency for budget changes and/or program plan revisions. The Program will submit a written request to the Health and Human Services (HHS) awarding agency, describing the proposed need for a change in the scope or objective of the Program's approved budget. Those changes include the following:

a.) Changes in the scope or the objective of the project or program.
b.) Changes in key personnel.
c.) Changes in the disengagement from the project or more than three months and/or a 25% reduction in time devoted to the project.
d.) Changes in costs that require prior written approval.
e.) Changes in the transfer of funds budgeted for participant support costs such as stipends, travel allowances, registration fees paid to or on behalf of participants or trainees (not employees) in connection with conferences, or training projects.
f.) Transferring or contracting out any work under the approved federal award.
g.) Changes in approved cost sharing or matching provided by the Program.
h.) Changes in a fixed award.
i.) Costs for the performance of research work.
j.) Changes in the provision of sub awards by a pass-through entity on fixed amounts up to the Simplified Acquisition Threshold, provided that the sub awards meet the requirements for fixed amount awards.
k.) If the Program wishes to dispose of, replace, or encumber title to real property, equipment, or intangible property that is acquired or improved with a federal award.
j.) If the need arises for additional Federal funds to complete the project.

The written request for a budget modification will be prepared for review and approval by the Policy Council Budget Committee Members, the Policy Council Members, and the Grantee Board. Once approval is obtained, the written request is submitted to the awarding agency for approval.

A revised Form 424 and Form 424A that includes budget category amounts will be completed and approved by the Program's authorized representative. A revised budget with line items and amounts for both the current approved budget and the modified budget is submitted and uploaded electronically to the Head Start Enterprise System (HSES) at https://hses.ohs.acf.hhs.gov/hsprograms along with supporting documentation and the written budget modification reflecting the revised budget.

System/Service Area: Fiscal	Subject: Cash Disbursements
Related Regulation(s): 75.305	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to ensure that advance payments to the Program are limited to the minimum amounts needed and be timed with the actual, immediate cash requirements of the Program. This policy ensures that the time elapsing between the transfer of funds and disbursement by the Program will be as close as is administratively feasible to the actual disbursements.

Time Frame: Weekly

Person(s) Responsible: Bookkeepers & Assistant Chief Financial Officer

Procedure:

It is the policy of Hidalgo County Head Start Program to print vendor checks and expense reimbursement checks on a weekly basis. Checks will be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

All vendor and expense reimbursement checks will be produced in accordance with the following guidelines:

1.) Expenditure(s) will be supported in conformity with the purchasing, accounts payable, and travel procedures described in this manual.
2.) Timing of disbursements will be made to take advantage of all early-payment discounts offered by vendors.
3.) Vendors will be paid within 30 days of submitting an original invoice upon delivery of the requested goods and/or services.
4.) Total cash requirements associated with each check run are monitored in conjunction with the available cash balance in the bank prior to the release of any checks.
5.) All supporting documentation is reviewed and approved by the Chief Financial Officer and/or the Assistant Chief Financial Officer prior to forwarding the check register and batch of checks to an authorized check signer.
6.) Checks will be utilized in numerical order (unused checks are stored under lock and key in a storage room in the Finance Department).
7.) Checks will never be made payable to “bearer” or “cash”.
8.) Checks will never be signed prior to being prepared.

Check Signing

All Hidalgo County Head Start checks require two signatures (County Judge and Program Executive Director). No checks will be signed prior to the check being completed in its entirety (no signing of blank checks).

All checks will be signed by an individual other than the one who approved the transaction for payment.

Check signers will verify check registers to ensure that each item has been properly reviewed and approved by the Chief Financial Officer and/or the Assistant Chief Financial Officer prior to signing a check. Checks will not be signed, if approval is missing or if there are any questions about a disbursement.

Mailing of checks

After signatures are obtained on all checks, checks will be returned to the individual who prepared them. Checks will not be mailed by individuals who authorize expenditures. Checks are mailed by the Mail Couriers and/or authorized personnel.

System/Service Area: Fiscal	Subject: Cash Drawdowns
Related Regulation(s): 75.305	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to ensure that advance payments to the Program are limited to the minimum amounts needed and be timed with the actual, immediate cash requirements of the Program. This policy ensures that the time elapsing between the transfer of funds and disbursement by the Program will be as close as is administratively feasible to the actual disbursements.

Time Frame: Weekly

Person(s) Responsible: Assistant Chief Financial Officer and Chief Financial Officer

Procedure:

Cash drawdowns, also known as *advance payments,* will be processed weekly from the Division of Payment Management (DPM). Funds are deposited into an interest-bearing cash account for the purposes of processing payroll and accounts payable. The procedures implemented for cash drawdowns ensure that the Program minimizes the time elapsing between the transfer of funds and the disbursement of funds. Cash drawdowns will be limited to the minimum amounts needed for actual disbursements. A Cash Drawdown Form is completed weekly and utilized to control and account for all funds with the following information:

- **Payroll** – A Posted General Ledger Transactions Report including salaries, FICA, Medicare, unemployment, worker's compensation, pension, health, and life insurance is used to determine total payroll costs. A Payroll Request Form will be completed by the payroll bookkeeper after the payroll has been processed.
- **Accounts Payable** - A Trial Balance is also used to review cash on hand and determine the total amount needed to cover accounts payable including utilities and other expenses. An estimate amount of $35,000.00 is always secured to cover those costs.
    - If the cash account reflects a debit balance, the amount requested is the difference between the estimated amount of $35,000 and the cash debit balance.
    - If the cash account reflects a credit balance, the amount requested is the estimated amount of $35,000 plus the cash credit balance.
- **Total Cash Drawdown** – Total Payroll and Accounts Payable costs.
- **Total Notice of Award (NOA)** – Total yearly funds awarded to the Head Start Program.
- **Total YTD Cash Drawdowns** – Total year to date cash drawdowns.
- **Total Balance Remaining** – Total Notice of Award minus Total YTD Cash Drawdowns.
- **Reference #** - Reference # is obtained from DPM Completed Transaction Information Page.
- **Date/Time Requested** – Indicates date and time funds were initiated.
- **Prepared by** – Fiscal staff member responsible for preparing and completing form.
- **Approved by** – Chief Financial Officer and/or Assistant Chief Financial Officer.

Cash drawdowns are initiated on Wednesdays no later than 4:00 p.m. from the DPM website at www.dpm.gov after the Chief Financial Officer and/or Assistant Chief Financial Officer have reviewed and approved the request. A cash drawdown payment confirmation is printed and retained for supporting documentation. An electronic funds transfer is deposited the following day into the Head Start Cash Account by the DPM. On Thursday morning, a fiscal staff member will verify the bank account to ensure that electronic funds were received. A bank printout of the deposited amount, a DPM printout of a Payment Data Report that depicts YTD cash drawdowns, and a copy of the journal entry prepared to record the cash received is attached to the cash drawdown form for supporting documentation.

System/Service Area: Fiscal	Subject: Cash Receipts
Related Regulation(s): 75.305	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to ensure that cash receipts are immediately endorsed and processed for deposit.

Time Frame: Daily

Person(s) Responsible: Assistant Chief Financial Officer & Bookkeeper(s)

Procedure:

Cash (including checks payable to the Head Start Program) is the most liquid asset an organization has. Therefore, it is the objective of the Hidalgo County Head Start Program to establish and follow the strongest possible internal controls.

Mail is received daily at the Hidalgo County Head Start Program's LBJ Administration office and is distributed to the appropriate department by the Administrative Secretary. The Finance Staff is responsible for receiving mail and logging checks onto the Cash Receipts (CR) Log.

The following types of cash/check(s) receipts, payable to the Hidalgo County Head Start Program are for:

- Vendor Refunds/Reimbursements
- Auction Proceeds
- Donations
- Inactive employees making retirement loan payment(s)
- Inactive employees making payments for their elected insurance premium(s)

It is the policy of Hidalgo County Head Start Program that checks payable to the Program will immediately be restrictively endorsed by the individual who prepares the daily receipts listing. The restrictive endorsement will be a rubber stamp that includes the following information:

1. Pay to the Order of (Depository Bank Name)
2. Depository Bank Routing Number
3. For Deposit Only
4. Hidalgo County Head Start Program
5. Bank Account Number (Head Start Program and/or TDA)

A deposit slip is prepared for cash/checks received and compared to the daily receipts log for discrepancies. Deposits are prepared and taken to the bank by an individual other than the employee who prepared the daily cash receipt, usually by the mail courier(s). Bank deposits will be made daily, unless the total amount received for deposit is less than $500. In no event will deposits be made less frequently than weekly.

A Cash Receipts (CR) Unposted General Ledger Transactions Report is prepared by a Finance employee and reviewed and approved by the Chief Financial Officer or the Assistant Chief Financial Officer. Upon written approval from the Chief Financial Officer and/or the Assistant Chief Financial Officer the Finance employee will post the cash receipt onto the General Ledger. A Cash Receipts (CR) Posted General Ledger Transactions Report is then printed and attached to the supporting documentation and filed in the Cash Receipts binder.

System/Service Area: Fiscal	Subject: Census
Related Regulation(s): 75.501	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to prepare and submit the Census Report to the Pension Company and the external auditor for preparation of the Program's Annual Financial Statements.

Time Frame: Annually

Person(s) Responsible: Assistant Chief Financial Officer & Chief Financial Officer

Procedure:

HCHSP will submit an Annual Census Report to The Pension Company on or before January 31st. The Pension Company is a company retained by the Program to provide actuarial, administrative, and record keeping services in connection with the Program's Retirement Plan.

An Employee Census Data spreadsheet is prepared by the Assistant Chief Financial Officer and reviewed/approved by the Chief Financial Officer. *Part time employees and/or substitute teachers do not contribute to the plan.* The spreadsheet will include the following:

- Column A – Social Security Number
- Column B – Last Name
- Column C – First Name
- Column D – Employee ID
- Column E – Status (i.e., Terminated or Active)
- Column F – Gender
- Column G – Birth Date
- Column H – Hire Date
- Column I – Termination Date
- Column J – Earnings
- Column K – Hours Worked
- Column L – Salary Deferral (Employer Pension Contribution)
- Column M – Salary Match (Employee Pension Contribution)
- Column N – Retirement Loan Payments

The Annual Census Report is emailed to the Pension Company for reconciliation purposes. The Census Report is utilized by The Pension Company to complete the Employee Retirement Account Statements and the Year End Reports which include the Summary of Participant Accounts provided to the Head Start Program. The Annual Census Report is also required for the Program's Annual Audit. Auditors will review and audit the report which is also utilized to prepare and include in the Program's Annual Financial Statements.

System/Service Area: Fiscal	Subject: Chart of Accounts
Related Regulation(s): 1303.5, 644(b) & (c)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to maintain an accounting system that ensures the costs of developing, administering, complying, and safeguarding of Program funding.

Time Frame: Ongoing

Person(s) Responsible: Chief Financial Officer and Assistant Chief Financial Officer

Procedure:

The chart of accounts is the framework for the general ledger system, and therefore the basis for Hidalgo County Head Start Program's accounting system. It is a listing of the names of the accounts that the Program has identified and made available for recording transactions in the general ledger. General ledger accounts are used to accumulate transactions and view the impact of these transactions on each Asset, Liability, Net Asset, Revenue, Expense, Fund Balance, and Pension Plan account. Hidalgo County Head Start Program's chart of accounts is comprised of the following:

A two-digit Fund code:

Fund Code	Fund Title
15	Payroll
19	Head Start Program
29	Texas Dept. of Agriculture (TDA)
31	Pension Plan

A four-digit General Ledger (GL) code for seven types of accounts:

GL Code	GL Title
1000	Assets
2000	Liabilities
3000	Net Assets
4000	Revenues
6000	Fund Balance
5000	Expenses
8000	Pension

A two-digit Function code:

Function Code	Function Title
10	Administrative
20	Programmatic

A five-digit Location code:

Location Code	Location Title
XXXXX	Center Name

A three-digit Department code:

Department Code	Department Title
XXX	Department Name

Distribution of Chart of Accounts

All Hidalgo County Head Start Program employees involved with account coding responsibilities or budgetary responsibilities will be provided with a current chart of accounts. As the chart of accounts is revised, an updated copy of the chart of account codes will be distributed to these individuals.

Control of Chart of Accounts

The Hidalgo County Head Start Program chart of accounts is monitored and controlled by the Chief Financial Officer. Responsibilities include the handling of all account maintenance, such as additions and deletions. Any additions or deletions of accounts will be approved by the Chief Financial Officer, who ensures that the chart of accounts is consistent with the organizational structure of Hidalgo County Head Start Program and meets the needs of each division and department.

Account Definitions by Category

Assets

Assets – are probable future economic benefits obtained or controlled by the organization because of past transactions or events. Assets of Hidalgo County Head Start Program are classified as current assets, fixed assets, contra-assets, and other assets.

Current Assets – are assets that are available or can be made readily available to meet the cost of operations or to pay current liabilities. Some examples are cash, temporary investments, and receivables that will be collected within one year of the statement of financial position date.

Fixed Assets – are tangible assets with a useful life of more than one year and have an acquisition cost of $5,000 or more.

Contra-Assets – include long-term assets that are assets acquired without the intention of disposal in the near future. Some examples are security deposits, property, and long-term investments.

Liabilities

Liabilities – are probable future sacrifices of economic benefits arising from present obligations of the organization to transfer assets or provide services to other entities in the future because of past transactions or events. Liabilities of Hidalgo County Head Start Program are classified as current or long-term.

Current Liabilities – are probable sacrifices of economic benefits that will likely occur within one year of the date of the financial statements or which have a due date of one year or less. Common examples of current liabilities include accounts payable, accrued liabilities, short-term notes payable, and deferred revenue.

Long Term Liabilities – are probable sacrifices of economic benefits that will likely occur more than one year from the date of the financial statements. An example is the non-current portion of a mortgage loan.

Net Assets

Net Assets – is the difference between total assets and total liabilities.

Revenues

Revenues – are inflows or other enhancements of assets, or settlements of liabilities, from delivering or producing goods, rendering services, or other activities that constitute an organization's ongoing major or central operations. Revenues of Hidalgo County Head Start Program also include membership dues, conference registrations, sale of publications, contributions received from donors and grants received from government agencies, private foundations, and corporations.

Expenses

Expenses – are outflows or other using up of assets or incurrences of liabilities form delivering or producing goods, rendering services, or carrying out other activities that constitute Hidalgo County Head Start Program's ongoing major or central operations.

Fund Balance

Fund Balance (Gains) – are increases in net assets from peripheral or incidental transactions and from all other transactions and other events and circumstances affecting the organization except those that result from revenues or contributions.

Fund Balance (Losses) – are decreases in net assets from peripheral or incidental transactions and from all other transactions and other events and circumstances affecting the organization except those that result from expenses.

Classification of Net Assets

Net assets of the Program will be classified based upon the existence or absence of donor-imposed restrictions as follows:

> **Unrestricted Net Assets** – Net assets that are not subject to donor-imposed stipulations.
>
> **Temporarily Restricted Net Assets** – Net assets subject to donor-imposed stipulations that may or will be satisfied through the actions of the Program or the passage of time.
>
> **Permanently Restricted Net Assets** – Net assets subject to donor-imposed stipulations that Program permanently maintain certain contributed assets. Generally, donors of such assets allow the Program to use all, or part of the income earned from permanently restricted net assets for general operations or for specific purposes.

System/Service Area: Fiscal	Subject: Compensation/Payroll
Related Regulation(s): 75.430, 75.431, 653(B)(1)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to ensure compensation for employees engaged in work on Federal awards to be reasonable to the extent that compensation is consistent with that paid for similar work in other activities of the Program.

Time Frame: Bi-Weekly

Person(s) Responsible: Fiscal Staff

Procedure:

The Hidalgo County Head Start Program operates on a bi-weekly payroll. A personnel file is established and maintained for all employees with personal documentation in the Hidalgo County Head Start Program's Human Resources Department (HR).

Wages and fringe benefits are paid to employees for services rendered during the period of performance under the Federal award. Wages paid to employees will be considered reasonable to the extent they are consistent with those paid for similar work in other activities of the non-Federal entity. There are restrictions on levels of pay for staff whose salary is paid from Head Start funds. Section 653 (b) (1) prohibits the use of funds appropriated in the Head Start Act to pay the compensation of an individual, either as a direct or indirect cost, at a rate more than the Executive Level II position; refer to the Salary Table for Executive and Senior Level II Employees on the Early Childhood Learning and Knowledge Center (ECLKC) website at www.eclkc.ohs.acf.hhs.gov. Wage comparability studies will be conducted by the agency every 3 years to ensure that Head Start wages are neither more than the average rate of compensation paid in the area where the Program is carried out nor less than the minimum wage rate.

Fringe benefits include allowances provided by the Program to employees for health insurance, life insurance, pension costs, social security, unemployment, and workers compensation benefits. Other fringe benefits include regular compensation paid to employees during periods of authorized leave/absences from the job, such as for annual leave, family-related leave, sick leave, holidays, jury duty, military leave, administrative leave, and personal leave.

It is the policy of HCHSP that all changes in payroll such as new hires, terminations, retirements, salaries and/or pay rates, promotions, changes in employee positions and/or locations will be authorized utilizing a Personnel Change of Status/Action (PA) Form. The PA form should be completed, reviewed, and approved by the Administrator of Human Resources, the Executive Director and submitted to the Finance Department for payroll processing.

Any other payroll changes such as voluntary payroll deductions, income tax withholding, and/or court ordered payroll deductions will be authorized utilizing a Request for Payroll Deduction Form, an IRS W-4

Form, an Income Withholding for Support Notice from the Child Support Division, and/or a Direct Deposit Form.

The HR Department submits the supporting documentation listed below to the Finance Department:

- ✓ Personnel Change of Status/Action Form
- ✓ IRS W-4 Employee's Withholding Allowance Certificate
- ✓ Copy of Employee's Social Security Card
- ✓ Authorization for Direct Payroll Deposit
- ✓ Copy of Voided Check
- ✓ Employee's Insurance Enrollment Form
- ✓

Employee information on the documents listed above is entered into the MIP Fund Accounting Payroll Module by the Senior Payroll Bookkeeper and reviewed and initialed by the Payroll Bookkeeper and other Finance staff.

PREPARATION OF TIMESHEETS

All HCHSP employees utilize the Program's Microix Biometric Time Clock system. Timesheets will be submitted to the Finance Department in accordance with the current Pay Schedule. The Pay Schedule includes the pay period number, beginning and ending pay period dates, timesheet due dates and pay dates. The information on the timesheets includes the following:

1. Center name, employee name, employee ID #, position, pay period beginning date and ending date.
2. Total number of hours worked during the pay period.
3. Timesheets will be signed by the employee and the immediate supervisor having first-hand knowledge of the actual hours worked by the employee.
4. Timesheets will be prepared in ink.
5. Errors will be corrected by crossing through the incorrect entry, filling in the correct entry, and employee's initials next to the change (i.e., employees will not use "white out" or correction tape)
6. Employees will identify and record hours worked based on the nature of the work performed.
7. Compensated absences (sick leave, personal leave, educational leave, bereavement leave, summer recess, holidays, other leave, etc.) should be clearly identified as such utilizing a Leave Request Form.
8. Supporting documentation for compensated absences such as Leave Request Forms, Doctors Excuses, Jury Duty, etc. should be attached to the employee time sheets.

The Fair Labor Standards Act (FSLA) allows employers to track employee hours worked in fifteen (15) minute increments and allows an employer to round employee time to the nearest quarter hour. All leave for Head Start employees is rounded to the nearest fifteen (15) minute increment. Employees that work one to seven minutes are rounded down, and thus not counted as hours worked. Employees who report eight to fourteen minutes late to work, time is rounded up and counted as a quarter hour of work time. Below is a 7/8-Minute rounding rule used to track employee leave/hours worked:

Swipe Time	Rounded Time
8:07	8:00
8:08	8:15
8:22	8:15
8:23	8:30
8:37	8:30
8:38	8:45
8:52	8:45
8:53	9:00

TYPES OF LEAVE/HOURS WORKED

SICK LEAVE

Regular, Full-time employees accrue Sick Leave at the rate of eight (8) hours per month (96 hours per year) and may maintain an accrued Sick Leave reserve not to exceed 360. If employee terminates employment, any unused Sick Leave will be cancelled and will not be restored if the employee is later rehired.

PERSONAL LEAVE

Regular, Full-time employees accrue Personal Leave at the rate of four (4) hours per month (48 hours per year) and will maintain an accrued Personal Leave reserve not to exceed 240 hours. If an employee terminates employment, he/she will not be paid any unused Personal Leave.

EDUCATIONAL LEAVE

Regular, Full-time employees may be eligible for Educational Leave up to four (4) hours per week, with pay to attend approved job-related courses that are not offered to the employee during the employee's non-work hours. Educational Leave is granted or denied at the sole discretion of the Head Start Program Director and/or the Head Start Policy Council. The approval of both the Head Start Policy Council and the Head Start Program Director, in writing, are needed for Educational Leave.

BEREAVEMENT LEAVE

Regular, Full-time employees are eligible for Bereavement Leave, up to three (3) days, with pay, in the case of death of a member of an employee's immediate family. "Immediate Family" means the employee's spouse, mother, father, brother, sister, and employee's children, foster children, or legal wards, and includes the mother/father of the spouse, brother and/or sister of the spouse, employee's grandparents, and grandchildren.

OTHER LEAVE

Regular, Full-time employees are eligible to take Other Leave such as Spring Break, Summer Leave, Thanksgiving Holiday, Christmas Holiday, and County Holidays in accordance with the Program and County Holiday's Schedule approved by the Head Start Policy Council and Commissioner's Court. Other Leave also includes Jury Duty and Military Leave.

PROCESSING OF TIMESHEETS

Processing of timesheets is performed in the Finance Department by the Finance Staff. A three-step process is implemented to ensure that all timesheets have been properly accounted for and adjustments to employee timekeeping records entered in the MIP Payroll system have been made accordingly.

An employee listing for each center is produced by the Payroll Bookkeeper and utilized by Finance Staff to ensure all timesheets are accounted for. The Payroll Bookkeeper will also produce an employee sick leave/personal leave balances report to verify that an employee has balances to cover time taken.

Step One: All employees' timesheets are **verified** by a Finance staff member who ensures that all employees and immediate supervisors have submitted and signed employee timesheets. The Finance staff member will verify that all types of leave taken such as sick leave, summer recess, holidays, educational leave, bereavement leave, jury duty, and/or any other leave is properly documented and approved utilizing a Leave Request Form.

Upon completion of Step One, the Finance staff member will initial the center's employee roster indicating he/she has completed Step One. Timesheets will then be provided to a second Finance staff member who will proceed with Step Two.

Step Two: All changes/adjustments indicated on employee timesheets for leave taken are adjusted in the MIP Payroll system by a second Finance staff member.

Upon completion of Step Two, the Finance staff member will initial the center's employee roster indicating he/she has completed Step Two. Timesheets will then be provided to a third Finance staff member who will proceed with Step Three.

Step Three: All changes/adjustments to employee records entered in the MIP Payroll system, will be **reviewed** by a third Finance staff member.

Upon completion of Step Three, the Finance staff member will initial the center's employee roster indicating he/she has completed Step Three.

This three-step process/separation of duties amongst staff within the Finance Department should help minimize the possibility of fraud and/or error from occurring. Tampering with, altering, or falsifying time records, recording time on another employee's time record, or willfully violating any other timesheet policy or procedure may result in disciplinary action, up to and including discharge.

DIRECT DEPOSIT FOR EMPLOYEES

Payroll compensation for all Head Start employees will be made via direct deposit (electronic fund transfer) to the employee's bank account. An Authorization for Direct Payroll Deposit Form will be completed by the

employee. Employee(s) requesting bank account information changes will only be accepted in person in the Finance Department. The employee will be required to provide the following documentation:

- ✓ Complete a new Authorization for Direct Payroll Deposit form
- ✓ Provide a voided/cancelled check
- ✓ Provide a current driver's license
- ✓ Sign and date the Authorization for Direct Payroll Deposit form

ELECTRONIC FEDERAL TAX PAYMENTS

The Hidalgo County Head Start Program is a semi-weekly depositor of federal employment taxes. Semi-weekly federal tax payments are required because the Program's federal employment taxes for the entire calendar, exceed $50,0000. Failure to submit electronic federal tax payments will result in IRS penalties to the Program.

Semi-weekly electronic federal tax payments are made on the pay date immediately after a regular payroll is processed, a supplemental payment is made and/or a car allowance is processed. Supporting documentation for tax payments include the following:

- Employers Federal Tax Payment (EFTPS) worksheet
- MIP Payroll 941 Worksheet
- Last Page of the Calculated Check Register
- EFTPS Verification of Payment Information
- EFTPS Deposit Confirmation
- Lone Star National Bank Deposit of Tax Payment Confirmation
- Journal Voucher to record payroll tax payment(s)
- Unposted General Ledger Transactions Report
- Posted General Ledger Transactions Report

Payments can be made by logging on to https://www.eftps.gov/eftps/payments.

PAYROLL ACCOUNTS PAYABLE

The Hidalgo County Head Start Program's Finance Department is responsible for submitting payments to vendors in accordance with employees' payroll deductions after every pay period. Employee payroll deductions such as pension contributions, employee pension loans, worker's compensation costs, child support fees, court order bankruptcy fees, employee school loans, United Way donations, health and life insurance costs, and employee elected insurances will be processed for payment in a timely manner. A Check/Voucher Register with the Accounts Payable Session ID number is logged and maintained in the Pre-Numbered Payroll Payables Log by sequential order every pay period.

System/Service Area: Fiscal	Subject: Cost of Living Adjustment
Related Regulation(s): 75.402, 75.403, 75.404, 640(j), 653	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to ensure the Cost of Living Adjustment (COLA) is applied to increase all positions including vacant positions at the rate of pay indicated in the Program Instruction and Funding Guidance Letter received from the ACF, Office of Head Start including fringe benefits and to offset higher operation costs. Permanent Increases will be effective at the start of the FY budget period and are retroactive if the FY budget period has already commenced.

Time Frame: Annually

Person(s) Responsible: Chief Financial Officer, Assistant Chief Financial Officer, Senior Payroll Bookkeeper

Procedure:

The Cost-of-Living Adjustment (COLA) are funds used for the purposes of increasing current staff salaries including fringe benefits and to pay for higher operating costs. COLA is an increase in funding based on the percentage change in the Consumer Price Index for All Urban Consumers (issued by the Bureau of Labor Statistics) for the prior fiscal year, calculated on the amount of the base grant for the prior fiscal year.

COLA funds will be used in accordance with Section 653 of the Head Start Act which restricts compensation to a HS employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. It also prohibits any HS employee from being compensated at a rate higher than that of an Executive Schedule Level II position. See Pay Tables for Executive and Senior Level II Employees on the Early Childhood Learning and Knowledge Center's website at www.eclkc.ohs.acf.hhs.gov.

PROGRAM INSTRUCTION (PI)

The Administration for Children and Families (ACF) issues a Program Instruction (PI) announcing the approved percentage of funding increase for COLA funds available to Grantees and provides submission requirements for applying for COLA funds.

FUNDING GUIDANCE LETTER

The Regional Office provides a Funding Guidance Letter addressed to the County Judge specifying the amount of funds available to Grantees along with application submission instructions and requirements.

SUPPLEMENTAL GRANT APPLICATION

The HS Program will apply for the approved percentage of funding increase based on the prior years' base grant. Base funding excludes Training and Technical Assistance (T&TA) funds and any one-time

funding the Program may have received in the previous year. COLA funds will be used to increase current staff salaries including the hourly rate of pay and permanently increase the Program Salary Scale rather than only increasing the salaries of current employees.

A Program Narrative including a detailed budget justification which demonstrates the increase in percentage in the hourly rate of pay for each HS employee and the Pay Scale will be submitted with the supplemental grant application. Additionally, the narrative will include a rationale in the event employees should receive less than the allotted COLA percentage and/or a differential increase. It will also include the planned use for the remaining balance of COLA funds which may be used to offset increased operating costs such as rent, utilities, facilities, maintenance supplies and equipment. Finally, the narrative will include the valuation methodology and resources to meet the requirements for non-Federal match.

Signed statements by the Governing Body and Policy Council members along with Governing Body and Policy Council Minutes documenting each group's participation in the development and approval of the supplemental application will be submitted. The COLA Supplemental Grant Application is due on/or before June 30th and is submitted in the Head Start Enterprise System at https://hses.ohs.acf.hhs.gov/hsprograms.

DISTRIBUTION OF COLA FUNDS

COLA funds will be disbursed accordingly after the Notice of Award from the Administration for Children and Families Department of Health and Human Services is received. The following procedures will be adhered to when distributing COLA funds:

1. After the Notice of Award is received.
2. In accordance with the Notice of Award.
3. Retroactive to the start of the FY budget period.
4. To current employees only.
5. Employees that have terminated before a Notice of Award is received will not be eligible to receive COLA.
6. A permanent COLA percentage increase will be applied to each Head Start filled/unfilled position and will be reflected in the HCHSP's Salary Pay Scale subject to the provisions in the Head Start Act.

System/Service Area: Fiscal	Subject: Credit Card Use (Fuel)
Related Regulation(s): 75.404, 75.503	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to provide guidance on the proper use of fuel credit cards in accordance with reasonable costs and to provide for disciplinary action for the misuse thereof.

Time Frame: Ongoing

Person(s) Responsible: Chief Financial Officer, Assistant Chief Financial Officer, & Bookkeepers

Procedure:

The purpose of this policy is to provide guidance and procedures for the use of fuel credit cards and to provide for disciplinary action for the misuse thereof. Fuel credit cards are issued to Hidalgo County Head Start Program Field Operations Drivers and Maintenance Staff by the County of Hidalgo (Grantee Board).

The Field Operations Director and/or Coordinator will serve as the Fuel Card Manager. The Director/Coordinator will be assigned responsibility for administering the fuel card to the respective driver. Each fuel card will be assigned to a specific Head Start vehicle and is to be used exclusively for that vehicle and official Head Start business. Under no circumstances should a card be used for another vehicle other than that for which it is assigned. Additionally, employees receiving a car allowance will not be assigned a fuel credit card.

Obtaining a Fuel Credit Card

a) The Field Operations Director/Coordinator will request a fuel credit card from the County of Hidalgo (Grantee Board). Each card will have pre-established merchant codes, credit limits, purchases limits, and limit on the daily number of transactions. Requests for changes to these limits will only be authorized by the County of Hidalgo (Grantee Board) Fuel Card Administrator.
b) The County of Hidalgo (Grantee Board) Fuel Card Administrator will obtain approval from Commissioner's Court before issuing a fuel credit card.
c) Once approval is obtained the Card Administrator will coordinate with the requestor.
d) The Card Administrator will provide face-to-face training to the Card Manager and Cardholder before fuel credit card(s) is issued. The fuel card will not be released until the training is provided. Training will be provided yearly to existing card holders. The Card Manager will maintain evidence of the training in the form of a sign-in sheet.
e) The Card Manager will require the cardholder to sign a fuel card agreement.

Card Security

a.) It is the employee's responsibility to safeguard the fuel credit card and their employee PIN number.
b.) The Card Manager will maintain the employee list of approved cardholders and the assigned fuel credit card numbers. The list will include the authorized merchant codes, credit limits, purchases limit, and limit on daily number of transactions. The list will be physically secured.
c.) An updated list will be submitted to the accounts payable department each time a new user is approved/removed.
d.) Fuel Credit Card will have a pre-printed name of the organization above the name of vehicle ID.
e.) The fuel credit card should be pre-printed to clearly state "Fleet" Fuel only on the front.
f.) If the fuel card is lost/stolen the employee should immediately notify the Card Manager. The Card Manager will notify the Purchasing Department of the County of Hidalgo (Grantee Board) immediately. The Purchasing Department will then notify the fuel card company to cancel the lost/stolen fuel card. A new card will be promptly issued. If the lost/stolen fuel card is subsequently found, the fuel card will be returned to the Purchasing Department, County of Hidalgo and will be destroyed.

Fuel Card Purpose

a.) Only authorized cardholders will have access and use to a fuel card. Pursuant to Commissioner's Court's approval Hidalgo County will provide a fuel credit card for the purposes of fueling fleet vehicles. Requests for fuel cards will be presented to the Commissioner's Court for approval to identify users of the cards.
b.) Fuel cards will be restricted to purchases for fuel for Head Start Program vehicles to which they are assigned. In addition, fuel cards may be issued to authorized cardholders for non-vehicle related fuel purchases (i.e., lawnmowers and weed eaters). Under no circumstance is a fuel card to be used for personal vehicles or other Head Start Program vehicles for which a card is not assigned.
c.) If an employee finds it necessary to purchase fuel for a Head Start vehicle with personal funds a request for reimbursement should be submitted to the Finance Department Accounts Payable along with proper supporting documentation (i.e., original receipts).
d.) Fuel cards will have a credit limit of $500.00 per month and two transactions per day unless otherwise requested and approved.

Fuel Card Procedures

a.) A statement of Understanding acknowledging the understanding of this policy and the sanctions for misuse will be signed and kept in a file by the Card Manager for everyone utilizing the fuel credit card.
b.) A purchase order for the purchase of fuel will be opened and valid prior to using the fuel credit card. All funds for the cards will be in the appropriate budget line item.
c.) A signed roster of the employees using or possessing a fuel credit card will be maintained with the Purchasing Department.
d.) When using the fuel credit card at a self-serve pump, the employee will enter the vehicle number, enter the odometer reading, enter PIN number, obtain receipt, and submit receipt to the Card Manager on the same day. If fueling after hours employee will submit receipt to the Card Manager on the next business day.

e.) If an employee loses a receipt the employee will submit an affidavit accounting for a specific lost receipt. The affidavit will accompany the request for payment to the Head Start Program Finance Department Accounts Payable.
f.) When the card statement is received then the Accounts Payable bookkeeper will reconcile the charges. If the card statement is not reconciled the bookkeeper will notify the credit card company and dispute any amounts that are determined to be in error. The bookkeeper will then notify the Chief Financial Officer noting the disputed amount and approval for payment of the correct amount will be executed.
g.) The fuel credit card is never to be used for personal non-County related purchases and/or securing of goods or services.
h.) The Card Manager at their discretion may terminate privileges at any time due to misuse and/or abuse of card.

Card Cancellation

a.) The Card Manager will immediately notify the Purchasing Department Fuel Card Administrator when a vehicle is sold, wrecked, or removed from service or when an authorized card user's employment with the Head Start Program is terminated.
b.) The Card Manager will send written notification to include a request to cancel the card and the reason for cancelling the card. The notification will include the fuel card number, vehicle identification number, unit number, license plate number and authorized user (if any).
c.) Upon written notification from the Head Start Program the Purchasing Department Fuel Card Administrator will forward a written request to cancel a fuel card from the credit card vendor.
d.) The Card Manager will surrender the fuel credit card to the Card Administrator for destruction and discarding of the card.

Separation from Head Start Program

a) Prior to separation from the Head Start Program the employee will surrender the fuel card to the Card Manager. Upon receipt of the fuel card, the Card Manager will forward the fuel card along with required or applicable forms or documents to the Purchasing Agent. Thereafter the Purchasing Agent will contact the fuel card company and deactivate the fuel card and it will be destroyed.

Sanctions

Any misuse of the fuel credit card will result in reasonable disciplinary actions that may include a combination of the following:

- Termination of employment.
- Payroll deduction of any unauthorized purchases and of any administrative costs associated with any unauthorized purchases.
- Reimbursement to Head Start Program for unauthorized purchase and any administrative costs associated with any unauthorized purchases.
- Transfer of duty that does not involve or require the use of the card.
- Limitation on the use of the card and/or termination of the right to use the card at any time with or without cause.
- Other discipline as authorized by Program Director.

System/Service Area: Fiscal	Subject: Credit Card Use (Business)
Related Regulation(s): 75.404, 75.503	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to provide guidance on the proper use of fuel credit cards in accordance with reasonable costs and to provide for disciplinary action for the misuse thereof.

Time Frame: As needed

Person(s) Responsible: Executive Director & Assistant Program Directors

Procedure:

The purpose of this policy is to provide guidance and procedures for the use of the Lone Star National Bank Credit Card and to provide for disciplinary action for the misuse thereof. The Program credit card is issued to Hidalgo County Head Start Program for the purposes of traveling for approved business-related travel, emergency, and/or other business-related transactions as deemed necessary and approved by the Executive Director.

The Chief Financial Officer will serve as the Program's Credit Card Manager. The Chief Financial Officer will be assigned the responsibility for administering the credit card to the respective authorized user. The authorized user will use the credit card for official Head Start business only. Under no circumstances should the credit card be used for personal use.

Obtaining the Program Credit Card

1. The authorized user will request the Program Credit Card from the Chief Financial Officer. The card will have pre-established merchant codes, credit limits, purchases limits, and limits on the daily number of transactions. Requests for changes to these limits will only be authorized by the Chief Financial Officer.
2. The Program Credit Card will be issued to the authorized user for the purposes of travel and/or other emergency related business.

Credit Card Security

1. It is the employee's responsibility to safeguard the Program Credit Card while in his/her possession.
2. The Chief Financial Officer will maintain the employee list of approved cardholders and the assigned card number(s). The authorized list will be physically secured in the Finance Department.
3. An updated list will be submitted to the Executive Director each time a new user is approved/removed.
4. The Program Credit Card should have the pre-printed name of the Program.

5. The Program Credit Card will be safeguarded under lock and key in the Finance Department.
6. If the credit card is lost/stolen the employee should immediately notify the Chief Financial Officer. The Chief Financial Officer will notify the Program Executive Director and the credit card company immediately to cancel the lost/stolen credit card. A new card will be promptly issued. If the lost/stolen credit card is subsequently found, the credit card will be returned to the credit card company and will be destroyed.

Credit Card Purpose

1. Only authorized credit card users will have access and use to the credit card. Pursuant to Commissioner's Court's approval dated November 20, 2019, the Hidalgo County Head Start Program will provide a list of credit card authorized users for the purposes of conducting official Program business. Requests for credit cards will be presented to the Commissioner's Court for approval to identify users of the cards.
2. Program Credit Cards will be restricted to purchases for Head Start Program business travel. **Under no circumstance is a credit card to be used for personal use**.
3. If an employee finds it necessary to purchase business related travel for Program use on his/her personal credit card, a request for reimbursement should be submitted to the Finance Department Accounts Payable along with proper supporting documentation (i.e. original receipts).

Credit Card User's Responsibilities

1. Credit card users will obtain prior approval for expenses incurred on behalf of the Program and paid for with the Program Credit Card, including but not limited to travel and lodging accommodations, conference registration, air fare, special diets, and emergencies for vehicle and/or building repairs, and where purchase orders are not accepted.
2. Credit card users will obtain an itemized receipt for each credit card purchase.
3. All itemized receipts will be submitted to the Finance Department

Credit Card Procedures

1. A Credit Card Agreement acknowledging the understanding of this policy and the sanctions for misuse will be signed and kept in a file by the Chief Financial Officer for everyone utilizing the Program Credit Card.
2. If an employee loses a receipt the employee will submit an affidavit accounting for a specific lost receipt. The affidavit will accompany the request for payment to the Head Start Program Finance Department Accounts Payable.
3. When the card statement is received, the Accounts Payable bookkeeper will reconcile the charges. If the card statement is not reconciled the bookkeeper will notify the credit card company and dispute any amounts that are determined to be in error. The bookkeeper will then notify the Chief Financial Officer noting the disputed amount and approval for payment of the correct amount will be executed.
4. The Program Credit Card is never to be used for personal non-Program related purchases and/or securing of goods or services.
5. The Chief Financial Officer at their discretion may terminate privileges at any time due to misuse and/or abuse of card.

Credit Card Cancellation

1. The Chief Financial Officer will immediately remove an authorized credit card user from the authorized user's employee list upon separation of employment with the Head Start Program.

Separation from Head Start Program

2. Prior to separation from the Head Start Program the employee will surrender the Program credit card to the Chief Financial Officer. Upon receipt of the Program Credit card, the Chief Financial Officer will contact the credit card company and deactivate the credit card and it will be destroyed.

Sanctions

Any misuse of the Program Credit Card will result in reasonable disciplinary actions that may include a combination of the following:

- Termination of employment.
- Payroll deduction of any unauthorized purchases and of any administrative costs associated with any unauthorized purchases.
- Reimbursement to Head Start Program for unauthorized purchase and any administrative costs associated with any unauthorized purchases.
- Transfer of duty that does not involve or require the use of the card.
- Limitation on the use of the card and/or termination of the right to use the card at any time with or without cause.
- Other discipline as authorized by Program Director**.**

System/Service Area: Fiscal	Subject: Federal Financial Report SF-425
Related Regulation(s): 75.341, 75.342, 75.371	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to submit Federal Financial Reports (performance reports) to the Department of Health & Human Services awarding agency in accordance with the required terms and conditions of the Notice of Award (NOA).

Time Frame: Semi-Annually, Annually, & Final

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial

Procedure:

The Program is required to submit performance reports to the HHS awarding agency. Semiannual reports are **due 30 calendar days after the reporting period**.

The SF-425 Federal Financial Report is submitted electronically utilizing the Department of Payment & Management System (DPM) at www.dpm.psc.gov. The report tracks cash receipts (revenues) and cash disbursements (expenses paid) made semi-annually and year to date. It also tracks the year-to-date costs for administrative services, Disability Costs, T&TA Costs, and TDA Costs. The report includes the total grant award/authorized funds for the calendar year, the prior period cumulative federal cash disbursements, current semi-annual federal cash disbursements, and total cumulative federal cash disbursements.

The reporting periods and due dates for the SF-425 Federal Financial Report(s) are as follows:

Quarter #:	Reporting Period(s):	Due Date(s):
Semi Annual	01/01/20YR thru 06/30/20YR	07/30/20YR
Annual	07/01/20YR thru 12/31/20YR	01/30/20YR
Final	01/01/20YR thru 12/31/20YR	04/30/20YR

To complete the SF-425 Reports, you will need to print the following reports utilizing the MIP Fund Accounting Software Module in accordance with the reporting period(s) indicated above:

- ✓ Head Start Trial Balance
- ✓ Head Start Encumbrance Budget Report
- ✓ Head Start Encumbrance Budget Report (Function 10)
- ✓ Head Start Encumbrance Budget Report (Department 405 – Disability)
- ✓ Head Start Encumbrance Budget Report (GL 5404 – T & TA)
- ✓ TDA Standard General Ledger (GL 4020 – TDA)
- ✓ DPM Inquiry for Advances

If the Program fails to comply with the terms and conditions of a Federal award and fails to submit timely federal cash transaction reports, the awarding agency can temporarily withhold cash payments pending correction of a deficiency, disallow both the use of funds, and suspend or terminate the Federal Award.

System/Service Area: Fiscal	Subject: Federal Financial Report SF-428 Tangible Personal Property
Related Regulation(s): 75.341, 75.342, 75.381, 75.2	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to submit the SF-428 Tangible Personal Property Report to the Department of Health & Human Services awarding agency in accordance with the terms and conditions of the Notice of Award (NOA) and Closeout Procedures no later than 90 calendar days after the close of the 5 year grant project.

Time Frame: 90 Calendar days after the close of the 5 year grant period

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

The Program is required to submit performance reports to the HHS awarding agency. The SF-428 Tangible Personal Property Report is uploaded and submitted to the Administration for Children and Families (ACF) Department of Health and Human Services (DHHS) electronically through the Department of Payment and Management System (DPM) website at www.dpm.psc.gov.

Tangible Personal Property is defined as equipment having a useful life of more than one year and a per-unit acquisition cost which equals to or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.00. Examples of tangible personal property include office/computer equipment, servers and software, air conditioners, lawn equipment, kitchen equipment, i.e., ovens, braziers, freezers, etc.

The forms listed below will be completed when preparing the SF-428 Tangible Personal Property Report:

- Tangible Personal Property SF-428 Cover Page.
- Tangible Personal Property Annual Report SF-428-A, when required to provide annual inventory listings of Federally owned property.
- Tangible Personal Property Final Report SF-428-B, when required to provide property information in connection with the closeout of an award.
- Tangible Personal Property Disposition Request/Report SF-428-C, when required to request disposition instructions for or to report the disposal of Federally owned property or acquired equipment, at any time other than award closeout (i.e., during the award period or after award closeout if the Federal government retains an interest in the item).

To complete the SF-428 Tangible Personal Property Report you will need the following:

- ✓ MIP (Abila) Fixed Assets Report printed by Fixed Asset Type (SF-428) Tangible Property

Failure to submit timely SF-428 Tangible Personal Property Reports can result in funding disallowance and non-compliance with Federal Program Standards.

System/Service Area: Fiscal	Subject: Federal Financial Report SF-429 Real Property
Related Regulation(s): 75.318, 75.319, 75.343, 75.2	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to submit the SF-429 Real Property Report to the Department of Health & Human Services awarding agency in accordance with the terms and conditions of the Notice of Award (NOA).

Time Frame: Annually

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

The Program is required to submit performance reports to the HHS awarding agency at least annually on the status of real property in which the Federal Government retains an interest, unless the Federal interest in the real property extends 15 years or longer. The SF-429 Report is uploaded and submitted to the ACF, Department of Health and Human Services (DHHS) electronically through the Department of Payment and Management System (DPM) website at www.dpm.psc.gov.

Real property is land, including land improvements and structures i.e. permanent and modular buildings. Title to real property acquired or improved under a Federal award will vest upon acquisition in the Program. Real property will be used for the originally authorized purpose during which time the Program will not dispose of or encumber its title or other interests. When real property is no longer needed, the Program will obtain disposition instructions from the HHS awarding agency.

The SF-429 Real Property Status Report is due on an annual basis at the same time the annual SF-425 Federal Financial Report is submitted, on or before 04/30/XX. Use the following forms in accordance with the General Instructions for Real Property Status Report SF-429:

- Use the Real Property Status Report SF-429 (Cover Page)
- Use the Real Property Status Report SF-429-A (General Reporting) to report real property even if the grantee has any federal interest property; includes cover page.
- Use the Real Property Status Report SF-429-B (Request to Acquire, Improve or Furnish) to request to acquire, improve or furnish real property; includes cover page.
- Use the Real Property Status Report SF-429-C (Disposition or Encumbrance Request) when requesting to dispose or encumber real property; includes cover page.

To complete the Real Property Status Report SF-429 you will need the following:

✓ MIP (Abila) Fixed Assets Report printed by Fixed Asset Type (SF-429) Real Property

Failure to submit timely SF-429 Real Property Status Reports can result in funding disallowance and non-compliance with Federal Program Standards.

System/Service Area: Fiscal	Subject: Fixed Assets
Related Regulation(s): 75.2, 75.317, 75.320(d)(1), 75.320(d)(2), 75.320(e)(1), 75.439(d)(2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to maintain property records on all Fixed Assets, take a physical inventory and reconcile with property records at least once every two years, and ensure adequate safeguards to prevent loss, damage, or theft of the property.

Time Frame: Once, every two years

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

Capital Assets (also known as fixed assets) are any tangible, non-expendable, personal property charged directly to an award that has a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Fixed assets are capitalized (cost is depreciated over useful life) and recorded on an annual basis at year end by use of a journal entry to the Property, Plant and Equipment section of the balance sheet and are not to be included as an operating expense. Fixed assets are depreciated over their estimated useful lives using the straight-line method. Fixed assets include land, buildings, buses/vehicles, machinery, and equipment. The Head Start Program shall obtain prior written approval from the awarding agency when a fixed asset with an acquisition cost of $5,000 or more per unit is considered for purchase.

The estimated useful lives of capitalized assets will be determined by the Head Start Program in conjunction with the County of Hidalgo, Texas. The following is a list of the estimated useful lives of each category of fixed asset for depreciation purposes:

Description:	Estimated Useful Life:
A/C Units	7 years
Computer Equipment	7 years
Vehicles, Trucks, Vans, Buses, etc...	7 years
Portable Buildings	15 years
Permanent Buildings	25 years

Fixed Assets Management Requirements

Property records shall be maintained to include a description of the property, a bar code number, a serial number or other identification number, funding source, title, acquisition date, fixed asset cost,

percentage of costs for the Federal award under which the property was acquired, location, estimated useful life, and any ultimate disposition date including the date of disposal and sale price of the property.

A physical inventory of fixed assets must be conducted and reconciled with the property records at least once every two years. Effective policies and procedures must be developed to ensure adequate safeguards to prevent loss, damage, or theft of property. The Program utilizes the MIP Fixed Assets Software to record all fixed assets utilizing a bar code tag number which is assigned and affixed to the property/equipment. The MIP Fixed Assets Software enables the Program to produce Fixed Assets reports by location, tag number and/or acquired date, and a physical inventory once every two years is conducted by Fiscal staff.

The Head Start Program accounting records separately identify property acquired with Federal Funds under the General Ledger Account Code 3000 - Property, Plant and Equipment (PP&E).

Acquisition of Fixed Assets

Assets are acquired utilizing an electronic requisition. The Department Director will approve and submit the electronic requisition to the Procurement Department Director for approval. The Procurement Director will review the electronic requisition and submits the approved purchase order to the Finance Department for a second approval by the Chief Financial Officer. The purchase order will then be forwarded to the Executive Office for a third and final approval by the Assistant Program Director.

When fixed assets are delivered to the LBJ Administration Building and received by the Field Operations Courier he/she will sign and date the green copy of the purchase order (Warehouse/Receiving Copy) and will notify the Finance Department before delivering the fixed asset to its respective location. The Finance Department will assign a fixed asset bar code tag number to the item and will enter item information onto the MIP Fixed Assets Software. An updated Fixed Assets Report with asset information such as bar code number, item description, serial number, funding number, acquisition date, department/location, item cost, model number, manufacturer, etc. is printed and retained in the Finance Department.

When fixed assets are delivered to a center, the Field Operations Warehouse Coordinator is notified by the Campus Director and he/she will sign and date the green copy of the purchase order (Warehouse/Receiving Copy) and notifies the Finance Department. A Fixed Assets Information Form will be completed by the person tagging the item(s) at the respective location. Attached to the form is a bar code tag number/label which is used to tag the fixed asset. The form is submitted to the Finance Department for data entry into the MIP Fixed Assets Software and a Fixed Asset Report is printed and attached to the purchase order and retained with property records in the Finance Department.

Repairs of Fixed Assets

Expenditures to repair capitalized assets will be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets will be capitalized if the repairs increase the value of property, prolong its estimated useful life, and/or adapt it to a new or different use. Such capitalized repair costs will be depreciated over the remaining estimated useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

Disposal of Fixed Assets

When a fixed asset is acquired under a Federal Award and has a current per unit fair market value of $5,000 or less and is no longer needed by the Program the fixed asset may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency. If the fixed asset current per unit fair market value is over $5,000 at the time of disposition, the Program must request disposition instructions from the HHS awarding agency.

In the event a non-expendable asset is scrapped, stolen, and/or no longer needed, by the Program, a list of disposed fixed assets, including the assigned tag numbers, and a purpose for disposal is submitted to the Administration Office for review and approval. The Executive Director presents items for disposal to the Policy Council and the Grantee Board for final approval. The approved disposal list is submitted to the Finance Department for adjustments to the MIP Fixed Assets module.

Insurance Coverage for Fixed Assets

The Head Start Program shall provide equivalent insurance coverage for real property and equipment acquired or improved with Federal funds. Insurance premium costs cover all Program property, buildings and contents, general liability, children's liability coverage, medical liability, vehicles, and vehicle physical liability.

System/Service Area: Fiscal	Subject: GABI (Grant Application & Budgeting Instrument)
Related Regulation(s): 75.203, 75.206	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to prepare and complete funding application requirements in accordance with the Notices of Funding Opportunities and ensure timely submission to the ACF, Department of Health and Human Services.

Time Frame: Annually

Person(s) Responsible: Executive Director & Assistant Program Directors

Procedure:

Every year, on or around the month of June, the Department of Health and Human Services (DHHS) provides a funding guidance letter along with application submission instructions and requirements addressed to the County Judge specifying the amount of funds available to Grantees. Upon receipt of the funding letter, the Head Start Program can apply for federal financial assistance.

A Head Start Program Budget Memorandum/Narrative is prepared for review and approval by the Policy Council and the Grantee Board. The memorandum describes in detail how the funds will be used. The cost categories in the Budget Memorandum/Narrative include costs for salaries, fringe benefits, equipment, supplies, i.e. office, classroom, maintenance, janitorial, medical, and operational, and other costs, i.e. rent, telephone, utilities, local travel, professional services, children's dental services, children's disability costs, children's mental services, health services, medical services, printing costs, children's liability insurance, vehicle maintenance, fuel costs, equipment repairs, small equipment costs and T&TA.

The Budget Memorandum/Narrative includes the valuation methodology and resources to meet the requirements for non-Federal Match. A Budget Analysis, a Program Salary Scale, Budget Graphs, and Yearly Budgeted Positions are included in the budget memorandum packet for review and approval. It also includes a detailed narrative of the Texas Department of Agriculture (TDA) budget and its cost categories and their intended use.

The Grant Application and Budgeting Instrument (GABI) is the online tool that is used for submitting a Head Start grant funding application. The HCHSP must complete, submit, and upload the documents listed below:

- SF-424 (Application for Federal Assistance)
- SF 424A (Budget Information- Non-Construction Programs)
- Application and Budget Justification Narrative
- Results of Self-assessment and Improvement Plan
- Training and Technical Assistance Plan
- Governing Body and Policy Council Decisions Report

- Commissioner's Court Budget Signature Report
- Policy Council Budget Signature Report
- Organizational Chart
- Commissioner's Court Minutes
- Program Schedule
- Budget Categories
- Budget Summary
- Administration Costs
- Other Funding (TDA)
- Application Summary Items
- Application Documents
- Warnings/Errors Documentation
- Correspondence
- SF 424B (U.S. Department of Health and Human Services Compendium of Required Certifications and Assurances)
- Grantee Change Form

The Hidalgo County Head Start Program is required to submit a completed grant application to the Department of Health and Human Services no later than September 30th of each year. The grant application is uploaded and submitted electronically to the Head Start Enterprise System (HSES) at https://hses.ohs.acf.hhs.gov/hsprograms.

System/Service Area: Fiscal	Subject: GASB 87 (Leases)
Related Regulation(s): 75.501, 75.507, 75.510, 75.511, 75.512	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to comply with the financial reporting standard for leases and contracts that apply to state and local governments.

Time Frame: Annually

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

The Governmental Accounting Standards Board (GASB) Statement No. 87 is the latest lease accounting and financial reporting standard that applies to state and local governments. GASB 87 was adopted for all fiscal years beginning after June 15, 2021. This statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. GASB 87 increases the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that were not being reported.

Under GASB 87, a lessee government (HSCSP) is required to recognize (1) a lease liability and (2) an intangible asset representing the lessee's right to use the leased asset. A lessor government is required to recognize (1) a lease receivable and (2) a deferred inflow of resources.

GASB 87 defines a lease as a contract that conveys control of the right to use another entity's nonfinancial assets as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. GASB 87 applies to all contracts meeting this definition of a lease, unless specifically excluded.

There are three types of GASB 87 leases, i.e., short term leases, contracts that transfer leases, and all other leases (a catch all for all remaining leases of nonfinancial assets).

GASB 87 requires disclosures of the amount of outflows of resources recognized in the reporting period for variable and other payments not included in the measurement of the lease liability, such as residual value guarantees or termination penalties the lessee was previously uncertain of owing.

HCHSP currently uses the Debt & Lease Management Software also known as Debtbook to record GASB 87 Leases. Debtbook is used to store and organize all lease documents in a single place that is secure, centralized, and in a searchable location. It facilitates the reporting requirements under GASB 87 and ensures GASB compliance.

System/Service Area: Fiscal	Subject: GASB 96 (Subscriptions)
Related Regulation(s): 75.501, 75.507, 75.510, 75.511, 75.512	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to comply with the financial reporting standard for leases and contracts that apply to state and local governments.

Time Frame: Annually

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

The Governmental Accounting Standards Board (GASB) Statement No. 96 is the latest accounting and financial reporting standard for subscription-based information technology arrangements (SBITAs) that applies to state and local governments. GASB 96 was adopted for all fiscal years beginning after June 15, 2022, and all reporting periods thereafter. This statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. GASB 96 increases the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that were not being reported.

The GASB Statement No. 96 provides guidance on the accounting and financial reporting for governments and defines a SBITA as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

A SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and requires note disclosures regarding a SBITA.

The subscription term includes the period during which a government has a noncancellable right to use the underlying IT assets. The subscription term also includes periods covered by an option to extend (if it is reasonably certain that the government or SBITA vendor will exercise that option) or to terminate (if it is reasonably certain that the government or SBITA vendor will *not* exercise that option).

In accordance with GASB Statement No. 96, the County Government will recognize a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability. In addition, the County Government will recognize the subscription liability at the commencement of the subscription term, —which is when the subscription asset is placed into service. The subscription liability will be initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments will be discounted using the interest rate the SBITA vendor charges the Program, which may be implicit, or the government's incremental borrowing rate if the interest rate is not readily determinable. The County Government will recognize amortization of the

discount on the subscription liability as an outflow of resources (for example, interest expense) in subsequent financial reporting periods.

The subscription assets will be initially measured as the sum of (1) the initial subscription liability amount, (2) payments made to the SBITA vendor before commencement of the subscription term, and (3) capitalizable implementation costs, less any incentives received from the SBITA vendor at or before the commencement of the subscription term. The County Government will recognize amortization of the subscription asset as an outflow of resources over the subscription term.

This Statement provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources.

This Statement requires a government to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements for the subscription liability, and other essential information.

HCHSP currently uses the Debt & Lease Management Software also known as Debtbook to record GASB 96 Leases. Debtbook is used to store and organize all lease documents in a single place that is secure, centralized, and in a searchable location. It facilitates the reporting requirements under GASB 96 and ensures GASB compliance.

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System/Service Area: Fiscal	Subject: In-Kind (Non-Federal Match)
Related Regulation(s): 640(b), 75.306(b), 75.306(i)(1), 75.306(i)(3), 75.306(e), 75.306(f), 75.306(g)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the policy of the Head Start Program to ensure that at least 20 percent of the total Program costs are obtained through in-kind contributions and adequately documented in the financial statements. In-kind contributions will meet the same criteria for allowability as other costs incurred and paid with federal funds.

Time Frame: Annually/ongoing

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

In-kind contributions also known as Non-Federal Match (NFM) are non-cash transactions in the form of goods or services. In-Kind contributions may consist of the value of real property/donated space (shall not exceed the fair rental value of comparable space as established by a certified independent appraisal), equipment (at fair-market value), and goods and services directly benefiting the Program. A service which benefits and/or accomplishes program objectives at no cost to the Program is considered an in-kind contribution. Cash donations may be used as a match, but only when expended.

Non-federal match is a statutory requirement of the Head Start Act Section 640 (b). The Head Start Act mandates that the federal match of the total costs of the Head Start Program do not exceed 80 percent of the total grantee budget unless a waiver has been granted. The Head Start Program is required to contribute at least 20 percent of the total Program costs through in-kind contributions. If the Program fails to obtain and adequately document the required 20 percent non-federal match, a disallowance of Federal funds may be taken. Non-Federal Match contributions will meet the same criteria for allowability as other costs incurred and paid with federal funds.

Calculating NFM

The required 20 percent of the total grantee budget (federal funds plus non-federal match) can be calculated by using any one of the formulas listed below:

Formula #1: Total Funds $27,712,382 X .25% = $6,928,095.50
Formula #2: Total Funds $27,712,382 /.80 X .20 = $6,928,095.50
Formula #3: Total Funds $27,712,382 /.80 = $34,640,477.50 - $27,712,382 = $6,928,095.50

In-kind contributions must be verifiable from the Program's records, should not be included as in-kind contributions for any other Federal award, and shall be necessary and reasonable for the accomplishment of the Program's objectives as stated *in 45 CFR §75.306(b) Cost sharing or matching.* Listed below are examples of in-kind contributions.

Donated Real Property 45 CFR §75.306(i)(1). The value of donated real property must be determined in accordance with the usual accounting policies of the non-Federal entity, with the following qualifications. The value of donated land and buildings must not exceed its fair market value at the time of donation to the non-Federal entity as established by an independent appraiser. The appraiser must be certified and/or licensed for the type of property appraised, generally commercial real estate. An appraisal more than three years old cannot be used to establish the current fair market value of real property as stated in ACF-IM-HS-17-01; Facilities Guidance Attachment 1; Valuation and Matching.

Additional Clarification:

- Land provided by Hidalgo County to place a Head Start facility paid with grant funds, will be amortized over the expected life of the building and the annual amortization claimed as non-federal match (OHS-PC-A-014).

- Buildings provided by Hidalgo County to operate a Head Start facility that were not purchased with Head Start grant funds or other federal funds will be used as in-kind, as long as the depreciation and use allowance is included as non-federal match (OHS-PC-A-014).

Donated Space 45 CFR §75.306(i)(3). The value of donated space must not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality. The appraiser must be licensed for the type of property appraised, generally commercial real estate. An appraisal more than three years old cannot be used to establish the current fair market value of rental value of donated space as stated in ACF-IM-HS-17-01; Facilities Guidance Attachment 1; Valuation and Matching.

Volunteer Services 45 CFR §75.306(e). Volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. Rates for third-party volunteer services must be consistent with those paid for similar work by the non-Federal entity. In those instances, in which the required skills are not found in the non-Federal entity, rates must be consistent with those paid for similar work in the labor market in which the non-Federal entity competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, necessary, allowable, and otherwise allowable may be included in the valuation. To count the time of a volunteer as a match the volunteer must be providing a service to and not receiving a service from the Program.
If a volunteer's time is being paid under another federal grant, it may not be used for a match. However, if a volunteer is paid from a grant that is funded by state/and or local federal sources (e.g., 60 percent state/local and 40 percent federal), part of the volunteer's time may be used as a match. A volunteer's time may not be counted as a match for more than one grant.
For a volunteer's time to be counted as in-kind it must adhere to the following criteria:

- The services provided by the volunteer would have to be allowable costs that would be purchased from a consultant, another individual and/or provided by salaried personnel.

- The duties of the individual shall be controlled by the Program.
- The value of the service provided by the individual must be measurable and material.
- The value must be based upon the service provided by the individual. For example, a dentist who volunteers time to provide dental services to Head Start children should have time valued according to normal compensation for the service provided. However, if the dentist chooses to volunteer in a different capacity, such as working in the classroom, his service should be valued according to the agency's current wage scale.

Time spent by the Policy Council and Governing Board may be used as in-kind contributions for time spent in the decision-making capacity related to the Head Start Program. Documentation such as Sign In sheets and Minutes from the Policy Council meetings shall be used to calculate total time and valuation for volunteer services and computed at a rate consistent with those paid for similar work by the non-Federal entity and in accordance with 45 CFR §75.306(e).

The In-kind volunteer rate is valued at the rate of an Assistant Teacher's current salary and fringe benefits.

Allowability of parent volunteer time is based upon whether the parent is giving a service to the grantee or receiving a service from the grantee. For example, time spent by parents in special programs such as literacy is unallowable because the parent is not providing a service to the Program. Time spent by a parent working in the classroom is allowable because a service is being provided to the Program.

The time spent by parents on fundraising activities is unallowable as a match because fundraising is specifically unallowable under the Office of Budget and Management (OMB) Cost Principles. However, expenditure of the proceeds is allowable only when expended for allowable Program costs.

List of parent/volunteer activities allowed as in-kind:

*Assisting with the recruitment of new families
*Assisting with carpentry projects
*Assisting with clerical duties
*Assisting with center's newsletter
*Assisting in the classroom (volunteer)
*Serving on Head Start committees
*Assisting as a field trip volunteer
*Assisting with meal preparation
*Assisting with center lawn care
*Assisting with center decorations
*Reviewing Menus
*Serving on the Policy Council
*College Interns
*Read Aloud Initiative
*Participating in trainings or conferences as Policy Council members
*Assisting in yearly activities i.e., Nutrition Contest, Week of The Young Child, Health Fairs, Volunteer Training, Fatherhood Conference, Parent Conference, Leadership Conference

*School district professional teaching staff whose salaries and benefits are paid by the school district to provide teaching instruction to HS children. A Memorandum of Understanding between the Head Start Program and the School District outline the services provided by the district.

List of parent/volunteer activities not allowed as in-kind:

*Parent Orientation
*Socialization Activities
*Meetings related to family goal setting
*Participating in transition meetings
*Staff-Teacher Conferences
*Parent Education Training
*Eating lunch with a child
*Fund-raising activities

*Participation in specific activities that are related to a child's developmental or educational plan, Individualized Family Service Plan, or the Individualized Education Plan.

Services of an employee 45 CFR §75.306(f). When a third-party organization furnishes the services of an employee, these services must be valued at the employee's regular rate of pay plus an amount of fringe benefits that is reasonable, necessary, allocable, and otherwise allowable provided these services employ the same skills for which the employee is normally paid.

Donated Equipment/Supplies 45 CFR §75.306(g). Donated equipment/supplies from third parties may include such items as equipment, office supplies, laboratory supplies, or workshop and classroom supplies. Value assessed to equipment/supplies included in the cost sharing or matching share must not exceed the fair market value of donated equipment/supplies at the time of the donation.

Additional Clarification:

- Supplies that are normally an allowable cost to be charged to the Head Start Grant can be counted as non-Federal Match. Donated clothing, for example, used for class room activities (e.g. dress-up time) or rain coats for use in inclement weather are examples of allowable in-kind contributions (OHS-PC-A-023).

List of supplies and materials allowed as in-kind:
*Books, bookshelves, classroom materials, tables, chairs, playground supplies

List of supplies and materials not allowed as in-kind:
*Food, i.e. cookies, cakes, candies, cupcakes, juices, cokes, chips, food platters of any kind
*Donations of supplies to be used as gifts such as toys and/or clothing

DOCUMENTATION USED TO RECORD NFM
All matching contributions must be verifiable from the grantee's records. This includes the source and application of cash match, services received and donations of supplies and equipment.
The use of volunteer time as match must include the establishment of a wage scale based upon the grantee agency's internal pay scale or prevailing wages in the area. Wages used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as wages claimed for reimbursement from Federal awards. Supporting documentation should include the following:

- Volunteer's name
- Date volunteer services were provided to the Program
- Duration of time volunteer services were provided to the Program
- Volunteer's supervisor's signature
- Volunteer's signature
- Activity provided by the volunteer
- Rate of pay applied for volunteer's services
- Total valuation for the
- Signed Time Sheets
- Certificate of In-kind

Documentation for recording Non-Federal Match shall be maintained daily at the respective centers and submitted to the Finance Department every month.

Documentation for receipt of supplies and/or equipment shall include a copy of a receipt issued to the donor. Information on the receipt should include a description of the item, an estimate of the current fair-market value of the item, the date received and signatures of the donor and the recipient.

Form(s) used to document and record in-kind contributions as Revenues and Expenditures in the General Ledger:

- **Certified Independent Appraisal Report**
  A certified appraisal report is used to record the Non-Federal Match contributions from the local school districts and private entities. A certified independent appraiser establishes the current fair market value of real property and prepares a certified appraisal report. The valuation of the property and/or donated space is indicated on the certified appraisal report and is good for no more than 3 years. A journal entry is made once a year to record the Non-Federal Match for donated space/real property.

- **Daily In-Kind Time and Attendance Sign-In Roster for School District Staff**
  Local school districts provide paid professional teaching staff to co-teach in the Head Start classrooms to support the School Readiness Plan. The Daily In-Kind Time and Attendance Sign-In Roster for School District Staff is completed by school district staff to document the number of daily hours worked in the classroom. The roster contains the Center Name, Date, School District Staff Name, Initials, Time in, Time out for lunch, Time in from lunch, Time out for the day, Center Manager's signature and Date. The form is reviewed and signed by the Center Director and submitted to the Finance Department every morning for recording the total number of daily hours contributed/worked/donated. The salaries and fringe benefits for school district teachers are based on the average salaries paid to teachers by the district and in accordance with 45 CFR §75.306(f).

- **Certificate of In-kind for Donations**
  The Certificate of In-kind for Donations is used for recording in-kind contributions including supplies and materials, presentations from local community agencies, doctor(s) and dental services, cash contributions, and any other type of in-kind contribution. A description of the contribution, date, total value, and name of the donor is completed by the center manager/staff and signed by the donor. The value assessed to donations for equipment, supplies, and /or services must not exceed the fair market value at the time of donation as stated in 45 CFR§75.306(g). The form is reviewed and signed by the center manager and submitted to the Finance Department by the 5th of the following month for processing and recording.

The Finance Department Bookkeepers are responsible for calculating in-kind contributions at the beginning of every month. The reports include the following:

- **Yearly In-Kind Report for Real Property -** A journal entry is made once a year to record the Non-Federal Match for donated space/real property. A copy of the certified appraisal report is used to record the Non-Federal Match contributions from the local school districts and private entities. The supporting documentation is retained with the journal entry. Records are retained in the Finance Department for review and auditing requirements.

- **Monthly In-Kind Report for School District Staff -** The monthly in-kind report summarizes the total number of hours worked by school district staff at every center. The total number of hours is multiplied by the established in-kind rate to determine the Non-Federal Match for the month. The Chief Financial Officer reviews and approves the monthly in-kind report prepared by the Finance Coordinator and/or Bookkeepers and a journal entry is posted to the financial statements on a monthly basis. Records are retained in the Finance Department for review and audit requirements.

- **Monthly In-Kind Certificate for Donation(s) -** The monthly in-kind report summary includes the center name, staff signature, donor's name and signature, description of donation, total number of hours and the total dollar amount contributed for all centers. The Chief Financial Officer reviews and approves the monthly summary prepared by the Finance Coordinator and a journal entry is posted to the financial statements monthly. Records are retained in the Finance Department for review and audit requirements.

System/Service Area: Fiscal	Subject: Intangible Property
Related Regulation(s): 75.320(e), 75.322	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program that title to intangible property acquired under a Federal award vest upon acquisition in the Program, will use the intangible property for the originally authorized purpose and will not encumber the property without approval from the Health and Human Services awarding agency.

Time Frame: Ongoing

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

Intangible property such as trademarks, copyrights, patents and patent applications and property, i.e. loans, notes, and other debt instruments, lease agreements, stocks, and other instruments of property ownership whether the property is tangible or intangible and purchased with Federal Grant Award funds will vest in the Program upon acquisition.

Intangible Property will be used by the Program for its originally authorized purpose and will not encumber the property without approval from the HHS awarding agency. The Program may develop work that is subject to copyright however, the federal awarding agency will reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, and/or otherwise use the work for Federal purposes and/or may authorize others to do so.

The Federal Agency will have the right to obtain, reproduce, publish, and use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, and use data. The Program will be subject to applicable regulations governing patents and inventions.

If the Program or completion of project should terminate, disposition instructions from the HHS awarding agency will be obtained and proper disposition of intangible property will be ensured.

System/Service Area: Fiscal	Subject: Internal Revenue Service (IRS) Form 941 – Employer's Quarterly Federal Tax Return
Related Regulation(s): 75.302; 75.470	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to ensure timely submission of the Employer's Quarterly Federal Tax Return Form 941 to the Internal Revenue Service in accordance with the due date.

Time Frame: Quarterly

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

The Employer's Quarterly Federal Tax Return Form 941 is used to report wages, tips, employer's and employee's share of social security and Medicare taxes, additional Medicare tax withheld from employees, current quarter's adjustments to social security and Medicare taxes for fractions of cents, sick pay, tips, and group-term life insurance.

The IRS uses two different sets of deposit rules to determine when business must deposit their social security, Medicare, and withheld federal income taxes. According to IRS Rules, if you reported $50,000 or less in taxes during the lookback period (July 1st to June 30th), you are a monthly schedule depositor. If you reported more than $50,000 in taxes during the lookback period, you are a semiweekly schedule depositor. The Head Start Program is a semiweekly schedule depositor because the total tax liability is greater than $50,000 during the lookback period.

Semiweekly electronic federal tax liability deposits are made through the **E**lectronic **F**ederal **T**ax **P**ayment **S**ystem (**EFTPS**) website at https://www.eftps.gov.

The IRS Form 941 Employer's Quarterly Federal Tax Return must be filed by the last day of the month that follows the end of the quarter. The due dates for filing Form 941 are as follows:

Quarter #:	Months Includes:	Quarter End Date:	Form 941 Due Date:
1st	January, February, March	March 31st	April 30th
2nd	April, May, June	June 30th	July 31st
3rd	July, August, September	September 30th	October 31st
4th	October, November, December	December 31st	January 31st

Completed forms are submitted via FedEx to: The Department of the Treasury, Internal Revenue Services, 1160 W. 1200, Ogden, UT 84201-0005.

System/Service Area: Fiscal	Subject: Internal Revenue Service (IRS) Form 1099-MISC - Miscellaneous Income
Related Regulation(s): 75.302; 75.470	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to ensure timely submission of Form 1099-MISC – Miscellaneous Income to the Internal Revenue Service in accordance with the due date.

Time Frame: Annually

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

The IRS Form 1099-MISC Miscellaneous Income is used to report payments made to persons and/or businesses to whom the Head Start Program has paid at least $600 for the following: Rents (box 1); Services (including parts and materials) performed by someone who is not an employee of the Program (box 7); Prizes and awards (box 3 and 7); Other income payments (box 3); Medical and health care payments (box 6); and Payments for professional services, i.e., attorneys, accountants, architects, independent contractors, engineers, certified appraisers, etc.… (box 7).

Some payments do not have to be reported on Form 1099-MISC, although they may be taxable to the recipient. Payments for which a Form 1099-MISC is not required include the following: Corporations (including a limited liability company (LLC) that is treated as a C or S corporation; Payments for telephone, freight, storage, and similar items; Wages paid to employees; Business travel allowances paid to employees, Cost of current life insurance protection; or Payments to a tax-exempt organization.

The IRS Form 1099-MISC Miscellaneous Income must be filed on or before January 31st of every year. The forms are processed using the Abila MIP Fund Accounting Software and submitting through the Aatrix eFile Center. Once the electronic submission has been completed an Aatrix eFile Confirmation Notice is emailed to the Chief Financial Officer. The notice includes an eFile Summary with the Taxpayer Identification Number, Filing Date and Time, Type of Form, Filing Period, Settlement Date and Vendor Name. The IRS Form 1099-MISC is mailed to all applicable vendors on or before January 31st.

System/Service Area: Fiscal	Subject: Internal Revenue Service (IRS) Form W-2 Wage and Tax Statement
Related Regulation(s): 75.302, 75.470	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to ensure timely submission of Form W-2 Wage and Tax Statement to the Internal Revenue Service in accordance with the due date.

Time Frame: Annually

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

The IRS Form W-2 Wage and Tax Statement is used to report wages paid to employees during the calendar year. The form must be completed if any income, social security, or Medicare tax from wages was withheld regardless of the amount of wages; or withheld income tax if the employee had claimed no more than one withholding allowance or had not claimed exemption from withholding on Form W-4; or if $600 or more in wages was paid even if you did not withhold any income, social security, or Medicare tax.

The IRS Form W-2 Wage and Tax Statement must be filed on or before January 31st of every year. The forms are processed using the Abila MIP Fund Accounting Software and submitted through the Aatrix eFile Center. Once the electronic submission has been completed an Aatrix eFile Confirmation Notice is emailed to the Chief Financial Officer. The notice includes an eFile Summary with the Taxpayer Identification Number, Filing Date and Time, Type of Form, Filing Period, Settlement Date and Vendor Name. IRS Form W-2's are mailed on/or before January 31st.

System/Service Area: Fiscal	Subject: Internal Revenue Service (IRS) Form W-4 Employee's Withholding Allowance Certificate
Related Regulation(s): 75.302, 75.470	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to ensure timely completion of Form W-4 Employee's Withholding Allowance Certificate in accordance with the Internal Revenue Service.

Time Frame: Annually/As change is requested by employee

Person(s) Responsible: Assistant Chief Financial Officer & Senior Payroll Bookkeeper

Procedure:

The IRS Form W-4 Employee's Withholding Allowance Certificate is a form used by the employer to withhold federal income tax from an employee's pay and when an employee's personal or financial situation changes.

If an employee is not exempt from federal withholding income tax, he/she must complete the Personal Allowances Worksheet provided above the IRS Form W-4 Employee's Withholding Certificate to assist in determining the total number of allowances claimed on his/her W-4 for the calendar year. If an employee is exempt from federal withholding income tax, he/she must complete only boxes 1, 2, 3, 4, and 7 of the form.

Form W-4 is signed and submitted to the Finance Department for payroll processing at the beginning of each calendar year. If an employee does not have any changes and does not submit a renewal Form W-4 federal withholding income tax information remains in effect.

System/Service Area: Fiscal	Subject: Internal Revenue Service (IRS) Form W-9 Request for Taxpayer Identification Number and Certification
Related Regulation(s): 75.302, 75.470	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to obtain a W-9 Request for Taxpayer Identification Number (TIN) and Certification from all vendors.

Time Frame: Ongoing

Person(s) Responsible: Assistant Chief Financial Officer

Procedure:

All vendors are required to provide the Program with a completed IRS Form W-9 Request for Taxpayer Identification Number and Certification. The Form W-9 contains the following:

1. Name
2. Business Name
3. Type of Business
4. Exemptions
5. Address
6. City, State, Zip Code
7. TIN; Social Security Number or Employer Identification Number
8. Signature
9. Date

The TIN on a Form W-9 will be verified by logging on to www.irs.gov. The website allows the Program to validate TIN and name combinations prior to doing business with vendors and provides an Interactive TIN Session Results confirmation for each TIN Match request.

Internal Revenue Code 6724 provides any penalties under Section 6721 may be waived if the filer shows the failure to file a correct TIN on an information return was due to reasonable cause and not willful neglect. Filers may prove due diligence and receive a waiver from proposed penalties if they prove the TIN and name combination, they submitted matched IRS records. Providing a copy of the Print Screen of your Interactive Results will be considered proof of due diligence.

It is anticipated that payers who validate the TIN and name combinations before filing information returns (Form 1099-MISC) will receive fewer backup withholding and penalty notices from the Internal Revenue Service.

System/Service Area: Fiscal	Subject: Journal Vouchers
Related Regulation(s): 1303.5, 644(b) & (c)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to ensure that all financial transactions that require a journal entry will be completed utilizing a journal voucher. Journal entries are posted to the general ledger utilizing the double-entry bookkeeping method.

Time Frame: As Needed

Person(s) Responsible: Assistant Chief Financial Officer, Senior Payroll Bookkeeper, Bookkeeper

Procedure:

All general ledger entries that do not originate from a subsidiary ledger will be supported by a journal voucher (JV) which will include a reasonable explanation with supporting documentation. Examples of journal vouchers/entries include:

- Recording of non-cash transactions (i.e., bank interest, draw downs, in-kind contributions, transferring between funds, etc.)
- Correcting posted errors
- Correcting general ledger account codes
- Recording depreciation of fixed assets
- Recording deferred revenue
- Recording employee payments for elected health and life insurance premiums

Journal voucher forms will be completed by finance department staff. An unposted general ledger transactions report and supporting documentation is attached to the journal voucher form for review and approval by the Chief Financial Officer and/or the Assistant Chief Financial Officer. Upon written approval, the transaction will be posted to the general ledger. A posted general ledger transactions report is then printed and attached to the journal voucher form with supporting documentation. All journal vouchers are maintained in a journal voucher binder in sequential order.

The Hidalgo County Head Start Program's Finance Department maintains a sequential numbering system to ensure that journal vouchers are logged and posted accordingly.

It is the policy of the Head Start Program that all journal entries will be verified and authorized in writing by the Chief Financial Officer and/or the Assistant Chief Financial Officer.

System/Service Area: Fiscal	Subject: Notice of Award
Related Regulation(s): 45 CFR Part 75, Head Start Act, Head Start Program Performance Standards	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to actively manage and comply with the terms and conditions outlined in the Notice of Award. The Program will adhere to all applicable requirements and instructions pertaining to the grant.

Time Frame: Annually

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

The Hidalgo County Head Start Program (HCHSP) is an authorized user of GrantSolutions and will receive email notifications of newly issued Notices of Award (NOA). Award documents can be accessed by logging on to www.grantwsolutions.gov. All NOA's are subject to the terms and requirements included in 45 CFR Part 75, The Head Start Act, and the Head Start Program Performance Standards.

NOA's contain Recipient Information, Federal Award Information, Summary of Federal Award Financial Information, Authorized Treatment of Program Income, Grants Management Officers, Approved Budget Funding, Federal and Non-Federal Share Requirements, Appropriations, CFDA No., Grant No., FY Account No., Federal Award Date, Federal Award Budget Period, Standard Terms and Conditions, Remarks, Funded Enrollment, Approved Program Options for the Head Start Program and specific instructions pertaining to the grant.

The Notice of Award is issued by the ACH Department of Health and Human Services upon approval of the annual budget application.

System/Service Area:	Subject: Notice of Federal Interest (Property trust relationship)
Related Regulation(s): 75.323	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program that when real property, equipment, and intangible property, is acquired or improved with a Federal award, a Notice of Federal Interest is retained and posted in accordance with Code of Federal regulations and filed in the appropriate official records for jurisdiction in which property is located.

Time Frame: As needed

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

When the Program receives funding from the Department of Health and Human Services to purchase equipment, intangible property, real property, construct, and/or renovate a facility the Program will record and post a Notice of Federal Interest clearly visible on the exterior and interior of the real property or facility that reads the following:

"On 01/01/1993, the Department of Health and Human Services (DHHS) awarded Grant Number _____ to Hidalgo County Head Start Program. The grant provided Federal funds for conduct of a Head Start Program, including purchase of this modular unit. The grant incorporated conditions which included restrictions on the use and disposition of this property and provided for a continuing Federal interest in the property. Specifically, the property may not be used for any purpose other than the purpose for which the facility was funded, without the express written approval of the responsible DHHS official or sold or transferred to another party without the written permission of the responsible DHHS official. These conditions are in accordance with the statutory provisions set forth in 42 U.S.C. 9839; the regulatory provisions set forth in 45 CFR Part 1309, 45 CFR Part 74 and 45 CFR Part 75; and Administration for Children and Families' grants policy."

A Notice of Federal Interest is a property right which secures the right of the federal awarding agency to recover the current fair market value of its percentage of participation in the cost of the facility, real property, intangible property, and equipment in the event it is no longer used for Head Start purposes by the Program or upon the disposition of the property. When the Program uses Head Start funds to purchase, construct, or renovate a facility, or make mortgage payments, it creates a federal interest. The federal interest includes any portion of the cost of purchase, construction, or renovation contributed by or for the entity, or a related donor organization, to satisfy a matching requirement.

The Program will record a Notice of Federal Interest in the appropriate official records for jurisdiction in which the facility is located. The notice will be recorded, stamped, and validated by the County Clerk's Office and the original notice will be retained in the Finance Department's Assets records.

System/Service Area: Fiscal	Subject: Program Income
Related Regulation(s): 75.307	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to defray program costs if program income is earned.

Time Frame: As needed

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

Program income is income earned by the Program that is directly generated by a supported activity and/or earned because of a Federal Award during the period of performance.

Program income includes but is not limited to income from fees for services performed, the use or rental or real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds.

Program income does not include rebates, credits, discounts, and interest earned on advances of Federal funds.

System/Service Area: Fiscal	Subject: Program Information Summary (PIS)
Related Regulation(s): 642(d)(2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to report program information data on a monthly basis to the Policy Council and Grantee Board (Commissioner's Court).

Time Frame: Monthly

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

The Head Start Act requires that the Grantee Board and the Policy Council receive monthly enrollment reports, monthly meal count reports, and monthly program information summary reports to maintain the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation.

On a monthly basis, the Finance Department will provide the Executive Director with data regarding the following:

- Monthly non-Federal match generated from ISD school teaching staff and other ISD staff
- Monthly non-Federal match generated from properties
- Monthly status on Federal Financial Reporting

System/Service Area: Fiscal	Subject: Purchasing
Related Regulation(s): 75.113(f)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program that all purchases for goods and services are secured utilizing a purchase order number.

Department Heads are required to submit a purchase requisition for goods and services to the Procurement Department for review and approval.

Time Frame: As Needed

Person(s) Responsible: Department Directors, Procurement Director, Chief Financial Officer & Assistant Program Director(s)

Procedure:

Procurement for goods and services whose costs are charged to federal awards received by the Hidalgo County Head Start Program are subject to the policies and procedures described in the Program's Procurement Manual. All violations of Federal criminal law involving fraud, bribery, and/or gratuity violations potentially affecting the Federal award must be reported in writing to the Department of Health and Human Services (DHHS) in a timely manner. It is the policy of the Program to follow a practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. *The Procurement Manual describes in detail the principles and procedures that all staff will adhere to in the completion of their job responsibilities*.

Electronic Requisitions

The Procurement Department facilitates the purchasing for all departments utilizing the MIP Electronic Requisitions. All department heads shall initiate and submit an electronic requisition to the Procurement Department for approval before goods and services are provided. When items on an electronic requisition are being considered for purchase, the following criteria must be met; availability, quality, price, allowability, and reasonableness. If all criteria have been met, the Procurement Department shall assign a purchase order number to the corresponding electronic requisition.

Purchase Orders

It is the policy of the Head Start Program to utilize a purchase order numbering system for all purchases. A properly completed purchase order is required for all purchases, except for travel advances and expense reimbursements, i.e., utilities, rent, telephone, monthly alarm costs, and garbage costs. A properly completed purchase order shall contain the following:

1. Purchase Order Date
2. Purchase Order Number
3. Vendor Name and Address
4. Requisition Number
5. Item Description
6. Unit
7. Quantity
8. Unit Price
9. Total Cost per unit
10. Purchase Order Total Cost
11. Fund
12. General Ledger (GL) Code
13. Function Code
14. Location
15. Department Code
16. Procurement Director's Signature
17. Chief Financial Officer's Signature
18. Asst Program Director's Signature

All completed purchase orders shall be pre-numbered and must be signed and approved by the Procurement Director, Chief Financial Officer, and the Assistant Program Director.

Color coded copies of a Purchase Order

There shall be six color coded copies for every purchase order.

- White Copy – Finance Department
- Yellow Copy – Vendor Copy
- Pink Copy – Payment Copy
- Goldenrod Copy – Procurement Department
- Green Copy – Warehouse / Receiving
- Blue Copy – Department Copy

Special Purchases

- **Emergencies** – Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, licensing requirements, etc., for children, staff and protection of the Program property is involved. An electronic requisition shall be processed with an estimated cost before services and/or materials are purchased, and a purchase order number will be issued by the Procurement Department. The department director shall review and approve the vendor invoice(s) to ensure services and/or materials are received. All invoices shall be submitted for payment to the Finance Department.

- **Single Source/Distributor** – Where there is only one distributor for merchandise needed and no other product meets the stated needs or specifications, quotations will not be necessary.

Merchandise received

Merchandise shall be delivered to the Hidalgo County Head Start Program's LBJ Administration Building (Warehouse/Receiving) located at 107 West State Highway 107, Edinburg, Texas. A designated staff member in the warehouse shall inspect all goods received and the following actions shall immediately be taken:

1. Review the packing slip for correct delivery point.
2. Verify the quantity of boxes/packages specified in the packing slip.
3. Examine boxes/packages for exterior damage.

4. Note on the packing slip, any discrepancies (missing or damaged boxes/packages).
5. Sign and date the packing slip.
6. Retain a copy of the packing slip.
7. Compare the description and quantity of goods with the green copy of the purchase order to the packing slip to ensure that correct quantities are received.
8. If purchase order is incomplete, indicate that a back order is pending.
9. Examine goods for physical damage.
10. If the vendor's invoice is included in the boxes/packages, it shall be given to the department secretary at the time when merchandise is delivered.

Warehouse employee delivers merchandise along with the original invoice to the respective department/center. The department director/secretary shall sign and date the green copy of the purchase order acknowledging receipt of merchandise. The green copy of the purchase order is retained for warehouse records.

Payment of purchase order

The department director shall sign and date the original invoice and the pink copy of the purchase order acknowledging receipt of merchandise. The department secretary shall submit the invoice and the pink copy of the purchase order for payment to the Procurement Department for processing. A copy of the invoice is retained by the department secretary and attached to the blue copy of the purchase order for department records.

If an original invoice is received via mail the administrative secretary will give the invoice to the Procurement Department. The Procurement Department will submit original invoice to the respective department for signature to be attached to the pink payment copy for payment processing.

Partial Payment(s) of purchase order

If a partial payment on a purchase order is made for reasons such as back orders and/or open purchase orders, the department secretary shall do the following:

- Note the partial payment amount on the pink copy of the purchase order.
- Department head shall sign the partial payment amount
- Department secretary will make a copy of the pink purchase order and submit the copy of the pink purchase order to the Procurement Department for processing and will retain the pink copy for final payment.

Original invoices must be signed and dated by the department head acknowledging receipt of goods/services. All payments made by the Program shall be made from an original invoice. If an original invoice is lost, a duplicate copy of the invoice is requested from the vendor. The Finance bookkeeper shall review a cash journal to ensure that payment hasn't already been made.

System/Service Area: Fiscal	Subject: Record Retention
Related Regulation(s): 75.361	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to retain all records pertinent to a Federal Award in accordance with the retention requirements indicated in the Code of Federal Regulations and the Head Start Act.

Time Frame: Three years/ As needed

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

The Head Start Program will retain financial records, supporting documents, statistical records, and all other records pertinent to a Federal award for a period of three (3) years from the date of submission of the annual financial report. The only exceptions to other record retention requirements are the following:

A.) If there are any litigations, claims, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action is taken.

B.) If the Program is notified in writing by the HHS awarding agency to extend the retention period for audit purposes.

C.) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.

D.) When records are transferred to the HHS awarding agency.

E.) Records for Program income transactions after the period of performance.

F.) Audit reports, Deeds, Mortgages, Bills of Sale, Depreciation Schedules, Minute Books, By-laws, Charters, Property Records, Retirement and Pension Records, Trademark Registration and copyrights, and Procedures/Training Manual are retained permanently.

The HHS awarding agency will have the right to access any records pertinent to a Federal award. All other records for the exception of a court order or subpoena pursuant to a bona fide confidential investigation must be approved by the head of the HHS awarding agency.

System/Service Area: Fiscal	Subject: System of Award Management (SAM)
Related Regulation(s): 75.205(a)(2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to complete an online annual registration application utilizing the System of Award Management (SAM) website.

Time Frame: Annually

Person(s) Responsible: Assistant Program Director(s) & Chief Financial Officer

Procedure:

The System of Award Management (SAM) is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of contract awards, grants, and electronic payment processes. Prior to granting a federal award, the Health and Human Services (HHS) awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any Office of Management and Budget (OMB)-designated repositories of government-wide eligibility qualification or financial integrity information such as the SAM website. Annually, the Program is required to register online at www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting application.
- Always maintain an active SAM registration with current information during which it has an active award or an application.
- Provide its active DUNS number in each application.

A SAM registration is required for any business, organization, or agency that is eligible to receive payments from the federal government. To qualify for federal contracts or grants, a fully accurate and compliant SAM registration is required. More importantly if the Program has already completed a government contract or has been awarded a grant, an up-to-date SAM registration is required for the Program to receive payment. The Program information listed below is required when registering online:

A. DUNS number assigned to the Program	**E. Username**
B. Taxpayer Identification Number (TIN)	**F. Registration Status**
C. Business Name	**H. Activation Status**
D. Business Type	**I. Expiration Date**

Email notifications from SAM.gov for annual renewal re-registration will be sent to the Program's designated Entity Administrators, the Assistant Program Director, and Chief Financial Officer. The designated Program personnel shall make the appropriate and necessary changes and updates to the SAM.gov website as required. The email notifications also contain helpful tips for updating information

and making changes as required. In addition, they provide step by step instructions along with a contact Federal Service Help desk telephone number to facilitate changes/updates as needed.

The Administration for Children and Families (ACF) is prohibited from making an award until the Program has complied with these requirements. At the time an award is ready to be made, if the Program has not complied with these requirements, ACF may determine that the Program is not qualified to receive an award and may use that determination as a basis for making an award to another applicant.

System/Service Area: Fiscal	Subject: Supplies
Related Regulation(s): 75.321	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program that all supplies will vest in the Program upon acquisition.

Time Frame: XX

Person(s) Responsible: XX

Procedure:

The Program will secure under lock and key all supplies and materials purchased with Federal Grant Award funds for use to meet Program objectives. Title to supplies will vest in the Program upon acquisition.

If the Program should terminate and a residual inventory of unused supplies exceeding $5,000 in total aggregate value are not needed for any other Federal award, the Program will retain the supplies for use on other activities and/or sell them and shall compensate the Federal Government for its share.

An inventory of all supplies and materials will be conducted/maintained by the Procurement Department to determine value of inventory at the time of Program termination and/or completion of the project. The Program will not use the residual inventory acquired under a Federal Grant Award to provide services to other entities for a fee that is less than what private companies charge for equivalent services, unless authorized by Federal Statute.

The Program will request disposition instructions from the HHS awarding agency as indicated in the terms and conditions of the Federal Award.

System/Service Area: Fiscal	Subject: Telephone Use
Related Regulation(s): 75.213, 75.305	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program that all long-distance phone calls made for Program business are properly logged and accounted for at each campus location.

Time Frame: Ongoing

Person(s) Responsible: XX

Procedure:

It is the policy of the Head Start Program that all long-distance phone calls made for Program business should be properly logged and accounted for at each center location. Employees will not make personal long-distance phone calls and/nor charge personal calls to the Program telephone expense. The procedures below explain how long-distance phone calls must be logged and accounted for at all locations.

1.) Every long-distance call must be logged by the person making/originating the call on the Monthly Long Distance Telephone Log. The information below must be completed on the log:

   a.) Center/Location Name
   b.) Month
   c.) Date Called
   d.) Number Called
   e.) Place Called
   f.) Person Called
   g.) Employee making the call/Print Employee Name & Signature
   h.) Reason/Purpose
   i.) Reviewed/Approved by
   j.) Title
   k.) Date

2.) All department heads must ensure that a log is maintained and verified at all times.
3.) The Monthly Long Distance Telephone Log must be submitted to the Finance Department at the end of each month for review and documentation.
4.) Every long-distance call that appears on the monthly telephone statement must be accounted for at each location.
5.) The Finance Department reviews the telephone statement and the monthly telephone log to ensure that only authorized calls are made for Program use.
6.) If an employee is found to have made personal long-distance calls, he/she is expected to reimburse the Program immediately upon notice.
7.) Personal long-distance telephone calls are not permitted and are subject to disciplinary action by the Program Executive Director.

System/Service Area: Fiscal	Subject: Travel/Mileage Reimbursement
Related Regulation(s): 75.474	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program that all business related travel is reimbursed on an actual costs basis and are considered reasonable and allowable to the extent such costs do not exceed charges normally allowed by the Program.

Time Frame: As needed

Person(s) Responsible: Chief Financial Officer & Assistant Chief Financial Officer

Procedure:

Allowable travel/mileage reimbursement for Head Start Employees who conduct official Program business includes expenses for total number of miles traveled, transportation costs, lodging, meals, taxi fares, parking, air fare and luggage costs, and other charges consistent with those normally allowed in like circumstances for Program related business.

The Program does not provide insurance coverage for privately owned vehicles; therefore, employees traveling on Program business must hold a valid driver's license and a current automobile insurance policy that provides adequate coverage. The name of the traveler must appear on the automobile insurance card. Reimbursement will not be made if the name of the traveler does not appear on the insurance card. Employees will submit a renewal insurance card to the Finance Department upon insurance renewal/expiration dates. Vehicle accidents, vehicle repairs, parking fines, towing charges, automobile malfunctions, and theft of property are the responsibility of the employee.

Local Travel

Local travel/mileage reimbursement for employees whose position requires daily or intermittent travel will be submitted on an approved Head Start Program Local Travel Expense Report and will be approved only if accompanied by a statement for the reason such travel was necessary. Local travel will be authorized and approved by the Head Start Program Director, Department Director and/or Campus Director to whom such authority has been delegated. A Local Travel Expense Report will be completed with the following information:

- Employee Name
- Position/Title
- Center Name/Location
- Date(s) of Travel
- Destination (To and From); physical address and city name
- Odometer Readings (Beginning/Ending) and/or Mileage Chart Miles
- Number of miles traveled to and from destination
- Purpose of Trip

- Contact Person
- Signature of Traveler/Employee
- Signature of Supervisor/Department Director

Local travel/mileage reimbursement for use of a privately owned automobile will be paid in accordance with the most current IRS standard mileage rates. In no event will the rates exceed the federal allowable rates.

Commuting miles (distance between employee's home and main place of work) incurred in traveling between the employee's residence and their main place of work or for mileage expenses incurred in any other travel of a personal nature are not reimbursable. If mileage incurred in a single day to a place outside of the office exceeds normal commuting mileage, the difference between mileage incurred that day and commuting mileage is reimbursable.

Employees will use the Chart for Mileage Reimbursement that depicts the total number of miles between center sites. All other sites not listed on the chart will be documented in the Local Travel Expense Report to include a physical address, city, odometer readings, and total number of miles traveled between sites. Employee's travel/mileage reimbursement will be processed in accordance with the most current Travel/Mileage Reimbursement Schedule.

Local travel mileage reimbursement for all Program employees will reflect on employee payroll vouchers in accordance with the Program's Mileage Reimbursement Schedule and will not be subject to payroll taxes.

Out of Town Travel

Out-of-town travel will be authorized by the Program Director for the purposes of official business-related travel. Travel costs for lodging, incidental expenses, and airfare will be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the Program. The Program's Administration Office will be responsible for making travel accommodation including hotel, airfare, per diem, registration fees and travel advance expenses.

The out-of-town travel reimbursement is subject to the following requirements:

- Less than first-class travel and lodging shall be used in all instances.
- Moderately priced accommodation.
- Travelers shall stay at a hotel near the meeting/conference.
- If a privately owned automobile is used for official out of town business travel, payment for total number of miles traveled shall be limited to the comparable cost of appropriate common carrier transportation, the federal allowable rate, or any applicable statutory maximum, whichever is less. In no event shall reimbursement exceed the federal allowable rate. In addition, such reimbursement shall be paid to only one person if more than one person is traveling together on the same trip and in the same automobile. The

Head Start Program Director must approve, in writing, prior to planned trip, use of more than one automobile on the same trip.

- Transportation and lodging may, at the option of the Head Start Director, be arranged and paid for directly to the vendor.

- All payments for out-of-town travel must be supported by properly approved travel documentation covering both travel and, if applicable, per diem costs.

Travel Advances

Funds shall be advanced for out-of-town travel only upon receipt of a completed and properly approved Travel Authorization/Advance Request/Expense Voucher Form. A travel advance is to be used only for the purpose intended. The form shall properly be completed with the following:

a.) Name of traveler
b.) Department Name
c.) Date Requested
d.) Date(s) of Travel
e.) Destination (To and From)
f.) Purpose
g.) Air Travel Costs
h.) Hotel Costs
i.) Per Diem Costs
j.) Taxi/Luggage/Parking Fees
k.) Miscellaneous/Incidentals
l.) Total Travel Advance Costs
m.) Traveler's Signature
n.) Program Director Approval

Persons receiving travel advances are required to sign for the advance signifying their acknowledgement of, and agreement to, these procedures. Employees receiving travel advances must submit an expense report within 30 days of returning from travel.

Travel Claim

At the conclusion of an out-of-town travel trip, employees and/or members that have incurred business-related travel expenses should submit the following supporting documentation to the Finance Department:

- Identify each separately incurred business expense; if any.
- For the exception of tips, tolls and reimbursed mileage, all business expenses must be supported with invoices/receipts.
- For all lodging and any expenditure other than meals, vendor receipts/invoices will be submitted. For airfare, airline-issued receipts will be obtained. If a traveler fails to obtain a receipt, other evidence will be required indicating that a trip was taken including amount paid (for example, an itinerary, a credit card receipt, and boarding passes).

- An airline receipt for luggage fees will be submitted for claim reimbursement.
- Mileage will be reimbursed at the standard federal rates currently in effect, as published each year by the IRS.
- The business purpose of each trip will be adequately explained in each report.
- Fund, general ledger, and function codes will be identified for all expenditures.
- All expense claims will be signed and dated by the employee.
- All expense claims will be reviewed and approved by the Chief Financial Officer.
- Only one expense claim will be prepared for each trip.
- If out of town per diem rates are utilized, there is no requirement to obtain a receipt.

Employees/travelers will not be reimbursed for expense reports not meeting the preceding criteria. If travel claim results in a balance due the Head Start Program (because of receiving a travel advance greater than actual business expenditures), the employee will attach a check or sign a statement indicating authorization to settle the balance due through a payroll deduction. Any outstanding advances more than 30 days will be deducted from an employee's paycheck.

Reasonableness of Travel Costs

The Hidalgo County Head Start Program will reimburse only for those business-related costs that are reasonably incurred. Accordingly, the following guidelines will apply:

a. Suites and other upgraded rooms at hotels shall not be allowed.
b. When utilizing rental cars, travelers should rent midsize or smaller vehicles.
c. Reasonable tips for baggage handling shall be reimbursed, no receipts are required.
d. Air travel will be Coach Class
e. First Class air travel will not be reimbursed unless there is a documented medical reason.
f. Travelers will identify and pay for all personal flights.

Spouse/Partner Travel

It is the policy of Hidalgo County Head Start Program not to reimburse any employee or board member for separate travel costs (air fare, etc.) associated with his/her spouse or partner. The cost of a shared hotel room need not be allocated between employee/director and spouse/partner for purposes of this policy.

System/Service Area:	Subject: Voiding Checks
Related Regulation(s): 75.302	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: It is the Policy of the Head Start Program to ensure that voided checks are properly secured, stamped, and retained with pertinent information including the reason for voiding the check.

Time Frame: As needed

Person(s) Responsible: Assistant Chief Financial Officer & Bookkeeper(s)

Procedure:

Checks will be voided due to processing errors by making proper notations in the check register, and defacing the check by clearly marking it as "VOID". If checks are lost in the mail and become stale at the end of a 30-day period, checks will be voided, and a stop payment will be made via online banking. All voided checks are retained in the Voided Check Roster binder in the Finance Department.

A Voided Transaction Form is completed with the following information:

- GL (General Ledger) Code
- GL (General Ledger) Description
- Effective Date
- Session ID Number
- Document Number (Check #)
- Debit
- Credit
- Reason for void
- Preparer's Signature
- Approval Signature

A journal entry is made to record the stop payment and any related bank fees.

Checks remain outstanding in the bank reconciliation until they are voided and/or cleared.
Checks must be re-issued accordingly.

Appendices

Appendix – XX

XXX

Appendix – XX

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Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

Governance Department

Executive Director: Irma E. Peña

Policy Council Member Assigned: Rosa Perez

Governance Procedures Manual

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Introduction

The County of Hidalgo has been the grantee of the Head Start Program since 1981. The County of Hidalgo's leadership is composed of locally elected officials called the Hidalgo County Commissioners Court (HCCC). The HCCC conducts the general business of the county and consists of the County Judge and four County Commissioners, and they are the Head Start Program's governing body.

The HCCC has a formal structure for program governance, and it maintains oversight of quality services for Head Start children and families and makes decisions related to program design and implementation.

The HCCC has legal and fiscal responsibility of the Hidalgo County Head Start Program. The composition of its members is exempt from requirements as listed in Sec. 642 (c)(1)(B)(i-iv) as they are elected officials whose responsibilities include oversight of the public entity as defined in Sec. 642 (c)(1)(B)(v).

The Policy Council is responsible for the direction of the program and takes into consideration the needs assessment, strategic plan, and long and short-term goals. The Policy Council is proportionality represented by parents of currently enrolled children, and community representatives who are appointed by the HCCC as per Sec. 642(c)(2)(B).

The HCCC has shared governance and decision making with the Head Start Policy Council. The HCCC and the Policy Council work closely with the Head Start Executive Director who is responsible for the implementation of policies, development of procedures, supervision of staff and monitor compliance.

The HCCC meets bimonthly, and the Policy Council meets monthly. The Executive Director provides monthly reports to both entities including any communication from HHS/OHS, financial statements include credit card reports, program information summary (PIS) reports, enrollment reports, and USDA reports. The program also provides on an annual basis financial audit, self-assessment, community assessment, and the program information report.

The HCCC and Policy Council has adopted practices that assure active, independent, and informed governance and fully participate in the development, planning and evaluation of the Head Start Program.

The HCHSP Governance Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (5 U.S.C. 301; 2 CFR part 200)

Acknowledgement:

The Hidalgo County Head Start Program acknowledges the contributions of the Hidalgo County Commissioners Court and the Hidalgo County Head Start Policy Council members for their continuous support of the children and families we serve.

Human Resources

Head Start Executive Director: Responsible to work with the governing body (Hidalgo County Commissioners Court-HCCC) and the Policy Council to ensure that all required functions to include legal and fiscal, effective governance, quality compliance and assurance, and all other responsibilities as required by the Office of Head Start.

Head Start Senior Executive Secretary: Responsible for submitting agenda items to the HCCC for review and approval as per posting requirements, and secure HCCC minutes as it pertains to the operation of the Head Start Program.

Head Start Executive Team: Responsible to work with the Head Start Executive Director and the Head Start Senior Executive Secretary to submit agenda items and the supporting documentation for consideration for approval by the HCCC.

Responsibilities

- Legal and Fiscal: Responsible for administering and overseeing the program to include safeguarding federal funds.
- Effective Governance: Responsible to a Adopt practices that assure active, independent, and informed governance and fully participate in development, planning and evaluation of the program.
- Quality Compliance and Assurance: Responsible for ensuring compliance and assurance with Federal and State laws and regulations.
- Annual Operating Budget: Responsible to approve financial management, accounting and reporting policies and compliance with laws and regulations related to financial statements including all major financial expenditures and approval of the annual operating budget.
- Major Policies Including: Responsible to review and approve all policies including annual self-assessment and financial audit, monitor program's progress in carrying out programmatic and fiscal provisions in applications and corrective actions.
- Personnel Policies: Responsible for reviewing and approving Head Start personnel policies.
- Policy Council Selection: Responsible for developing procedures for how members of the Policy Council are selected.

Deadlines & Schedules – At a Glance

Name of Report or Activity	Staff Responsible	Due Date
Confidentiality Form	Senior Executive Secretary	
Conflict of Interest Form	Senior Executive Secretary	
Policy Council Agenda	Ex Director and Sr Ex Secretary	Monthly
Policy Council Minutes	Ex Director and Sr Ex Secretary	Monthly
Policy Council & HCCC Monthly Reports: • Financial Statements and Credit Card Expenditures Report • Program Information Summary (PIS) Report • Child Enrollment Reports • USDA Meal County Reports	Executive Director Assistant Program Directors Department Directors	Monthly
Policy Council & HCCC Annual Reports: • Financial Audit • Community Assessment • Program Information Report (PIR) • Annual Report	Executive Director Assistant Program Directors Department Directors	Annual

System/Service Area: Governance	Subject: Governing Body – Commissioners Court
Related Regulation(s): 642 (c)(1)(B) 642 (c)(1)(D); 1301.2; 1301.5; 1301.6; 1302.102	
Related Forms: Conflict of Interest Forms	Related Reports: HCCC Bylaws, HCCC Minutes, PC Bylaws, HR Personnel Policies
PC Approval:	PC Revision:
Governing Body Approval:	Governing Body Revision:

Policy: HCHSP maintains a formal structure for program governance that includes a governing body. The Hidalgo County Commissioners Court is the program's governing body. The governing body has the legal and fiscal responsibility to administer and oversee the Head Start Program.

Time Frame: Yearly and Ongoing

Person(s) Responsible: Head Start Executive Director

Procedure: (a) Authority – The HCHSP governing body has the authority as an organized private nonprofit to administer the HS/EHS program and is subject to the powers of the governing body.

(b) Composition – Members of the HCHSP governing body consist of five (5) elected members, one (1) County Judge and four (4) County Commissioners. The composition of its members are exempt from requirements as listed in Sec. 642 (c)(1)(B)(i-iv) as they are elected officials whose responsibilities include oversight of the public entity as defined in Sec. 642 (c)(1)(B)(v).

(c) Conflict of Interest – Members of the HCHSP governing body are required to sign a form annually that attests to the following:
Members do not have any financial interest in the program; do not receive compensation for serving on the governing body; do not have members of their immediate family employed with Head Start; and do not operate an entity independent of staff employed by Head Start.

(d) Responsibilities – Following are the responsibilities of the HCHSP governing body:

1. Legal and fiscal responsibility of the program; and to safeguard federal funds.
2. Development, planning and evaluation of the program. The governing body requires that program staff have implementation plans, procedures and systems that are essential to meeting the communities' needs for children and families that are compliant with HS Performance Standards, the HS Act, TDFP Child Care Licensing and USDA requirements.
3. Procedures and criteria for recruitment, selection and enrollment of children.
4. Review and approve all applications for funding and amendments.
5. Review and approve all major policies.
6. Review and approve findings and corrective actions for annual Self-Assessment.
7. Review and approve annual independent fiscal audit. The governing body hires

an independent CPA firm for this task.

8. Review and conduct ongoing monitoring of program and fiscal provisions listed in the grant application.
9. Review and approve personnel policies regarding hiring, evaluation, termination and compensation of employees; with specific attention to the HS/EHS Executive Director, HR Director, and CFO.
10. Review and approve the Policy Council bylaws that include the selection of PC members.
11. Review and approve financial management, accounting and reporting policies that include:
    a. All major financial expenditures;
    b. Annual approval of the operating budget;
    c. Selection of independent financial auditors; and
    d. Monitor any audit findings and insure correction of such findings to comply with governing financial statements and accounting practices.
12. Review and approve written standards of conduct for governing body members, to include conflict of interest; and
13. Review and approve a system for program complaints and investigations.

System/Service Area: Governance	Subject: Policy Council
Related Regulation(s): 642 (c)(1)(B,C,D,E)(2)(D) of the Act; 1301.3; 1302.102	
Related Forms: Conflict of Interest Forms	**Related Reports: Policy Council Bylaws, Policy Council Minutes, HR Personnel Policies**
PC Approval:	**PC Revision:**
Governing Body Approval:	**Governing Body Revision:**

Policy: HCHSP maintains a formal structure for program governance that includes a Policy Council. The Policy Council is responsible for the direction of the Head Start Program.

Time Frame: Yearly and Ongoing

Person(s) Responsible: Head Start Executive Director

Procedure: Authority: The PC is responsible for the direction of the Head Start program, as described in the Policy Council bylaws.

Composition: PC membership shall consist of eleven (11) members, six (6) parent representatives and five (5) community representatives. The program is divided into six (6) geographic areas to ensure proportional representation.

- Parent Representatives: 51% of the members are parents/guardians of children currently enrolled in the Head Start Program. Head Start parent committees elect parent committee officers at each Head Start campus. Parent committee officers elect PC parent representatives and alternates annually at the Parent Leadership Conference.
- Community Representatives: Each member of the governing body appoints one member annually.

Term: Each member of the PC may serve for a one-year term. Parent representatives may be re-elected by the Head Start Parent Committee Officers annually. Community representatives may be re-appointed annually by the governing body. PC members must not exceed five (5) term years lifetime.

Conflict of Interest: Members of the PC are required to sign a form annually that attests to the following:

- PC Members do not have any financial interest in the program;
- do not receive compensation for serving on the PC;
- do not have members of their immediate family employed with Head Start; and
- do not operate an entity independent of staff employed by Head Start.
- PC parent representatives may be employed as substitutes with the program.

Responsibilities: The following are the responsibilities of the PC:

1. Review and approve program goals and work plans.
2. Review and approve plans for recruitment of children and the criteria for selection of children into the program and items listed in the HS Performance Standards.

3. Establish a method of receiving and resolving community complaints regarding the programs and such policy will be made readily available to parents and other interested parties.
4. Review and approve the Personnel Policies and any updates or additions.
5. Approve the hiring and firing of all program staff, to include the Executive Director.
6. Review and approve the development of program plans and the program budget.
7. Review and approve grant applications, grant amendments, or any request to change the program design or budget.
8. Participate in the program's annual self-assessment.
9. Review periodic reports on program activities and implementation of plans and suggestions.
10. Participate in planning, informing parents of program activities for parents, including the utilization of the Parent Activity fund.
11. Promote parent involvement in every aspect of the program and assist in recruiting and utilizing community volunteers in the program.
12. Review periodic program status reports on operational issues of the program.
13. The Policy Council shall receive updates on the Head Start school readiness goals and five-year program goals.

System/Service Area: Governance	Subject: Program Management & Quality Improvement
Related Regulation(s): 642 (c)(1)(B,C,D,E)(2)(D) of the Act; 1301.3; 1302.102	
Related Forms:	**Related Reports: Governing Body Minutes, PC Minutes, Governance Forms Listed**
PC Approval:	**PC Revision:**
Governing Body Approval:	**Governing Body Revision:**

Policy: HCHSP maintains a system for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and delivery of effective high-quality program services. The governing bodies will use ongoing monitoring results and data on school readiness goals to establish program goals, monitor program performance, conduct ongoing assessment of program goals and use data for continuous improvement

Time Frame: Monthly, Yearly, and Intermittently

Person(s) Responsible:
Head Start Executive Director
Assistant Program Directors
Department Directors
Department Managers

Procedure: The governing body and Policy Council are responsible for ensuring that all program services and fiduciary responsibilities are implemented for the delivery of high-quality services. The management team provides the following reports and communication to the governing body and Policy Council to facilitate data-driven decision making.

- Communication from the Secretary of HHS – Intermittently
- Financial statements, including credit card expenditures – Monthly
- Program Information Summaries – Monthly
- Enrollment Reports – Monthly
- USDA Meal reports – Monthly
- Financial audit – Yearly
- Self-Assessment – Yearly
- Community Assessment – Yearly
- Annual Program Information Report (PIR) – Yearly

System/Service Area: Governance	Subject: Governance Training
Related Regulation(s): 1301.5; 1302.12(m); 1302.90	
Related Forms: Confidentiality Form, Conflict of Interest Form	**Related Reports: Policy Council Bylaws, Head Start Personnel Policies, Governance Leadership Manual**
PC Approval:	**PC Revision:**
Governing Body Approval:	**Governing Body Revision:**

Policy: HCHSP provides training and technical assistance and orientation to the governing body and Policy Council to ensure the members understand the Head Start Performance Standards, the Head Start Act, and other regulatory requirements for the execution of the Head Start Program. The purpose of the training is to provide information so the governing body and Policy Council can effectively oversee and actively participate in the decision-making process.

Time Frame: Yearly, and Intermittently

Person(s) Responsible:
Head Start Executive Director
Assistant Program Directors
Department Directors
Department Managers

Procedure: Governance Leadership Conference: HCHSP has an annual Governance Leadership Training Institute (3 Days). This institute will provide comprehensive training to newly elected Policy Council members and governing body members to include:

- Head Start Performance Standards
- Governing Bodies – Roles and Responsibilities
- Program Goals and School Readiness Goals
- By-laws
- Rules of Order
- Confidentiality
- Conflict of Interest
- Impasse Procedures
- Eligibility of Children and Families

Policy Council Personnel Committee Training: HCHSP has an annual one (1) day training for Policy Council members to implement their responsibilities regarding the Personnel Policies Manual and how to conduct hearings for staff complaints and grievances.

Head Start Conferences: Governing body and Policy Council members are offered an opportunity to attend 1 (one) national, regional, or state conference that provides additional comprehensive training on Head Start.

Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual –
Health Services Department

Health Services Director: Yesenia Quintanilla

Policy Council Member Assigned: Crystal Loredo

Hidalgo County Head Start Program Health Services Department Policies & Procedures Manual

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Introduction- Health

At Hidalgo County Head Start Health Services, our primary goal is to promote the well-being of children and families. As a crucial component of the Head Start Program, we deliver excellent healthcare, addressing various needs including physical, emotional, and developmental aspects. By collaborating with parents, caregivers, and community organization

ions, we promote an environment conducive to the flourishing of children. Our Health Services Department Procedures Manual plays a vital role in ensuring that our services maintain the highest standards, including medication administration, emergency management, record maintenance, screenings, and wellness promotion. This comprehensive manual serves as a guiding tool for our staff, enabling them to provide quality care while upholding program standards and safeguarding the well-being of enrolled children. Compliance with these standards and regulations is imperative to maintain the quality and effectiveness of health services within our Hidalgo County Head Start program.

The HCHSP operates its Department Policies and Procedures Manual, as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- Texas Minimum Standards
- Centers for Disease Control and Prevention (CDC)
- The U.S. Department of Health and Human Services (HHS) (Hidalgo County)
- American Academy of Pediatrics
- Health Insurance Portability and Accountability Act. (HIPPA)
- These policies adhere to the general guidelines of the ECLKC Performance Standards and the Texas Health and Human Services Standards.

ECLKC Performance Standards focus on ensuring children's health and well-being in areas:

- Access to ongoing healthcare (including dental)
- Up-to-date immunizations
- Healthy meals and nutrition
- Mental health and social-emotional development

All health information is made confidential in accordance with HIPAA regulations.

- Staff can only share information with healthcare professionals and support personnel involved in the child's care with written parental consent.

Department Overview

Staff

The Health Department within the Hidalgo County Head Start Program is committed to promoting the health and well-being of children and families in the community. With a dedicated team of professionals, the Health Department strives to provide comprehensive health services and support to children enrolled in the program. Our team consists of:

- Health Services Director (BSN, RN)
- Registered Nurses (RN)
- Licensed Vocational Nurses (LVNs)
- Health Services Secretary

Responsibilities

- Managing reports, monitoring Program Outcomes Portal (POP) and Program Information Report (PIR), and overseeing 30-45-90-day deadlines
- Conducting health screenings.
- Developing individual healthcare plans and referrals for abnormal findings.
- Providing health education, staff training, and organizing health promotion activities.
- Overseeing medication administration processes and administering prescribed medications as ordered.
- Engaging in disease prevention measures, monitoring immunizations, and maintaining health records.
- Responding to emergencies and collaborating with departments, community agencies, and partners.
- Interacting with families to address health concerns, offering guidance and support to staff and families, and ensuring compliance with regulations and standards.
- Coordinating healthcare services for children with complex medical needs and participating in professional development.
- Managing schedules, coordinating meetings, appointments, and correspondence, and facilitating communication among department staff, families, and community partners
- Supporting coordinated care and support for children and families, prioritizing compliance with standards and regulations, and performing organizational tasks.
- Data entry into Go Engage System and ensuring compliance with regulations and confidentiality requirements.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
TB test or questionnaire	Campus Staff & Nurses	1st day or before
Child immunization record	Campus Staff & Nurses	1st day or before, As Needed
Height screening	Campus Staff & Nurses	Sept, As Needed
Weight screening	Campus Staff & Nurses	Sept, As Needed
Daily health checks	Campus Staff & Nurses	Daily
Toothbrushing	Campus Staff & Nurses	Daily
First aid monitor checklist	Campus Staff & Nurses	Weekly
Medical insurance	Campus Staff & Nurses	30 days
Primary care provider, (specialist if applicable)	Campus Staff & Nurses	30 days, As Needed
Child health summary report	Campus Staff & Nurses	Monthly
Program Information Summary (PIS)	Department Director	Monthly
Audiometer Monthly Biological Calibration Check Form	Campus Staff & Nurses	Monthly
Hearing exam	Campus Staff & Nurses	45 days
Vision exam	Campus Staff & Nurses	45 days
Blood count test	Campus Staff & Nurses	90 days
Blood pressure test	Campus Staff & Nurses	90 days
Oral exam	Campus Staff & Nurses	90 days
Physical exam	Campus Staff & Nurses	90 days
Lead test/questionnaire	Campus Staff & Nurses	Annually/ Once
Medication administration training	Campus Staff & Nurses	Annually, As Needed
Communicable disease training	Campus Staff & Nurses	Annually, As Needed
Provider contracts (MOU)	Campus Staff & Nurses	Annually
Health service advisory committee	Campus Staff & Nurses	Annually
Program Information Report (PIR)	Department Director & Nurses	Annually, Ongoing
Toothbrushes/Toothpaste	Campus Staff & Nurses	Twice a year
Referrals	Campus Staff & Nurses	As Needed
Health staffing's	Campus Staff & Nurses	As Needed
Documentation	All Staff	Ongoing
Follow up on late or missing information	All Staff	Ongoing
Submission of Hearing and Vision Report to Texas Department of Health and Human Services	Campus Directors, Family Service Workers	End of year, May

System/Service Area: Health Services	Subject: Accident and Incident Reporting
Related Regulation(s): 1302.47 (c)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy aims to document and address any accidents or incidents occurring on campus during children's presence, ensuring prompt notification to parents/legal guardians and appropriate follow-up actions.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **After an accident or incident occurs, please follow the procedure below:**

Administer First Aid or Cardiopulmonary Resuscitation (CPR):

- In the event of an accident or incident, PROMPTLY administer FIRST AID OR CPR. If the child requires immediate medical attention, dial 911 without delay.

Notify Parent/Legal Guardian:

- Immediately contact the child's parent/legal guardian. If unable to reach them, proceed to call the emergency contacts. Provide a "Parent Notice of Illness/Injury" to the parent/legal guardian to ensure they are informed of the incident.

Complete Reports:

- Fill out a "Notice of Accident/Incident Report" on Go Engage and complete the "Notification of Injury Report" Form. For any inquiries, contact the Head Start Employee Benefits Coordinator (Human Resources Department) and notify the Health Services Department.

Staff Responsibility:

- The staff member who witnessed the accident/incident is responsible for accurately completing the required forms.

Reporting to Authorities:

- Any accident or incident requiring medical attention must be reported to the Head Start Program Compliance Department Director.

Refer to Appendix A - Incident Form

Refer to Appendix W– Health Notice of Illness/Injury

System/Service Area: Health Services	Subject: Anaphylaxis Management and Form Posting
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure: **What is Anaphylaxis?**

Anaphylaxis is a sudden, severe and life-threatening allergic reaction that occurs rapidly and can affect multiple organ systems. Early recognition of symptoms and immediate treatment could save a child's life. Check the airway, breathing and circulation immediately, CPR may be needed.

Common triggers:

- Foods: egg, peanuts, tree nuts, seafood, milk and more,
- Insect bites or stings, latex
- Medications: Antibiotics, NSAIDs and others,
- Inhaled substances.
- Unidentified triggers in some cases

SYMPTOMS OF AN ANAPHYLAXIS REACTION MAY INCLUDE:

- **Skin:** Swelling, hives, itching, warmth, redness, rash.
- **Respiratory/breathing:** Wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion, or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing) or trouble swallowing.
- **Gastrointestinal (stomach):** Nausea, pain, cramping, vomiting, diarrhea.
- **Cardiovascular (heart):** A drop in blood pressure, rapid heartbeat, pale, blue or purple color, weak pulse, passing out, dizzy/lightheaded, shock.
- **Other:** Anxiety, feeling of "impending doom", headache, loss of consciousness.

ACT QUICK! THE FIRST SIGNS OF A REACTION CAN BE MILD, BUT SYMPTOMS CAN GET WORSE FAST! STEPS TO FOLLOW DURING AN ANAPHYLAXIS REACTION:

1. Follow the indications on the child's Anaphylaxis Plan as ordered by his/her medical doctor.
2. If it's a first-time allergic reaction to an unknown allergen, call 911 immediately.

3. Administer epinephrine auto-injector (e.g. EpiPen/EpiPen, Jr.) or Benadryl (Diphenhydramine) as ordered on the anaphylaxis plan at the first sign of the reaction.
4. Contact parent/guardian or emergency contact. If unreachable, conduct a home visit. In case a parent/guardian cannot be reached during the call or home visit, accompany the child to the hospital and stay with the child until the parent/legal guardian arrives.
5. Document all signs, symptoms, and actions taken in case notes on Go Engage. This ensures comprehensive tracking of each incident and facilitates appropriate follow-up and communication with parents or guardians.
6. Initiate a referral if it's the child's first-time allergy on campus.

Staff Responsibility:

- Prior to enrollment, a valid emergency plan must be in place for any child diagnosed with any type of allergy regardless of the severity.
- Children cannot be admitted to campus without a duly signed and dated anaphylaxis emergency plan.
- Individualized anaphylaxis plans detail how to address a child's specific medical needs while on campus, including protocols for managing anaphylaxis, especially during special situations like field trips.
- All staff members are responsible for ensuring the correct posting of food allergy emergency plans in accordance with our Health Bulletin Board Policy.

Food Allergen

- Ensure each child's food allergy emergency plan includes allergenic foods, symptoms, and reaction steps. All diagnosed allergies require a plan, regardless of severity.
- During field trips, bring along food allergy emergency plans and medications, even if food service isn't planned, to address potential cross-contamination risks.

Form Posting:

- Post food allergy emergency plans in designated areas for staff awareness and accessibility.
- Place the form in the kitchen behind the child’s menu to inform kitchen staff of any dietary restrictions related to anaphylaxis.
- Additionally, post the form in the child’s classroom, behind the child’s nutrition menu, and in every room where the child may spend time.

Refer to Appendix B - Anaphylaxis Action Plan

System/Service Area: Health Services	Subject: Appointment Notice
Related Regulation(s): 1302.42 (d) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy supports parents/legal guardians in managing their child's healthcare needs effectively and promotes clear communication between staff and families.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
All Staff

Procedure:

Appointment Assistance Procedure

- If staff assist in scheduling an appointment for a child, they are responsible for informing the parent/legal guardian of the upcoming appointment.

Implementation of Follow-Up Plan

- The process of advising parents/legal guardians about their child's appointment must be documented and implemented as part of the follow-up plan. Staff will utilize a designated form or record to document the communication and scheduling of appointments.

Communication in Primary Language

- Staff will make every effort to communicate appointment details in the parent's primary language to ensure accurate and effective communication.

Parental Consent

- Before assisting in scheduling appointments, staff must obtain parental consent to do so. Parents/legal guardians will be informed of their right to decline assistance with appointment scheduling if they prefer to handle it independently.

Accountability and Documentation

- Staff will be responsible for complying with the appointment assistance policy and adhering to the correct procedures.
- All interactions related to appointment assistance must be documented accurately on Go Engage Case Notes.

System/Service Area: Health Services	**Subject:** Asthma Management
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure: **Asthma Management**

- Every child with asthma should have an Asthma Action Plan on file. This individualized plan explains how to handle a child's specific medical needs at the campus and outlines how to manage asthma for a child in special situations, such as field trips.
- Staff must post this form on the classroom's health bulletin board anywhere that the child may spend time. Staff will be responsible for ensuring that this form is posted following our health bulletin board policy.
- Asthma can be life-threatening. Most asthma episodes can be prevented with proper care and attention, along with clear communication between parents and school staff.

Symptoms/Warning Signs and what to look for:

- Restless and Irritable
- Frequent coughing spells
- Complaining of chest tightness or their chest "hurting."
- Shortness of breath or gasping for air
- Irregular rapid breathing (greater than 25-30 at rest)
- Retractions (visible sinking-in of ribs or stomach area)
- Nasal flaring (widening of nostrils during breathing)
- Trouble speaking because of restricted breathing.
- Fatigue – less energy working or playing
- Rapid heart rate (greater than 120 per minute)
- Abnormal breathing sounds:
    - Decreased breath sounds
    - Wheezing (whistling sound during breathing in or out)
    - Rales/Crackle (bubbling noise during breathing in)
    - Ronchi (rumbling sound mostly heard breathing out)
    - Prolonged exacerbation (breathing out)

What to do in an Asthma Crisis at school:

- Review of the child's Asthma Action Planas ordered by their doctor.
- Have the child sit upright and check their breathing.
- Administer the prescribed medication as ordered (medication should be inhaled slowly and fully).
- Reassure the child and attempt to keep him/her calm and breathe slowly and deeply.
- The child should be able to respond to treatment within 15-20 minutes.
- If NO change or breathing becomes significantly worse, contact parent immediately and call for emergency help.

Seek Immediate Emergency Care by calling 911 if the child:

- Medicine is not working and/or shows no improvement after 15 minutes
- Has pulse greater than 120/minute
- Has lips, nails, mucous membranes that are gray, purple or blue
- Demonstrates severe retractions and/or nasal flaring
- Is vomiting persistently
- Is severely restless

Documentation:

- Document the observed signs or symptoms and what was done to assist the child on Go Engage health case notes.

Refer to Appendix C - Asthma Action Plan

System/Service Area: Health Services	**Subject:** Audiometer Monthly Biological Calibration Check
Related Regulation(s): 1302.40	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure accurate hearing assessments and maintain compliance with Texas Department of Health Services regulations, this policy establishes guidelines for the regular screening and calibration of audiometers.

Time Frame: Monthly

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Monthly Biological Calibration Check:

- Audiometers must undergo a monthly biological calibration check to verify their proper functioning.
- Perform the calibration check on the designated individual each month, ensuring consistency.
- Designate one individual whose hearing record is known for the monthly check.
- All individuals must be able to hear all frequencies at 25 dB or better.
- Audiometric screeners should establish baseline hearing records for three individuals, ideally including themselves and two co-workers, for comparison throughout the year.

Confirmation of Changes:

- If a change of 10 dB or more in the same direction is confirmed by the additional biological checks, an electronic calibration of the audiometer is required.
- Arrange for electronic calibration promptly to maintain accurate screening results.

Record Keeping:

- Document the results of each monthly biological calibration check on a designated form.
- Keep the calibration form with the audiometer for easy reference and audit purposes.

Compliance:

- Ensure strict adherence to the monthly calibration schedule and recording of results.
- Maintain records of all calibration checks as per regulatory requirements.
- Address any deviations or discrepancies promptly to ensure ongoing compliance.

Screening Process:

1. Screen individuals at 25 dB HL in both ears at 1000 Hz, 2000 Hz, 4000 Hz, 6000 Hz, 500 Hz, and 250 Hz to identify eligible candidates.
2. Begin with the right ear and set the frequency dial to 1000 Hz.
3. Set the HL (Hearing Level) dial at 40 dB HL and present the tone for 2-3 seconds.
4. If the individual responds, decrease the intensity by 10 dB HL (to 30 dB HL on the HL dial) and repeat the tone presentation.
5. Continue decreasing the HL dial in 10 dB increments until no response is obtained or until a level of 20 dB is reached.
6. If no response is obtained, increase the HL dial setting to 5 dB steps until the individual again signals that the tone is heard and record this numeric HL setting at 1000 Hz for the right ear.
7. Reset the HL dial to 40 dB HL and turn the frequency control dial to 2000Hz.
8. Repeat the sequence (steps number 3-6) until you establish the numeric HL setting for 2000 Hz and record it.
9. Continue in this manner for each of the frequencies in the following sequence: 4000, 6000, 500, and 250 Hz. Remember, each time you begin screening a new frequency, return the HL dial to 40 dB and begin the sequences of down 10 until the individual does not respond and up 5 until the individual responds or 20dB is reached.
10. Establish and record the numeric HL setting for all six frequencies in the right ear.
11. Set the output selector to the left ear and begin the procedure on that ear at 1000 Hz. The sequence remains the same for the left ear: 1000, 2000, 4000, 6000, 500, and 250 Hz. Numeric HL settings are recorded in the same manner as for the right ear.
12. Once the numeric HL settings for all frequencies in the right and left ears have been recorded, the procedure is complete.

Refer to Appendix D- Audiometer Monthly Biological Calibration Check

System/Service Area: Health Services	**Subject:** Caring for Sick or Injured Children
Related Regulation(s): 1302.47 (b) (7) (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines the procedures for addressing both sick and injured children, ensuring timely and suitable care.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure: **Caring for a Sick Child**

How to take a child's temperature:

- Place the thermometer snug under the child's axilla. Fold the child's arm across chest until temperature is displayed. The body's normal temperature is 98.6˚ F. The parent/legal guardian should be called as soon as possible to pick up their child, when child has a temperature of 100.4˚F or higher.

Take the child's temperature when any of the following signs and symptoms are present:

- Nausea
- Vomiting
- Flushed cheeks
- Warm to the touch (assess temperature)
- Diarrhea
- Excessive coughing
- Fatigue

Isolate the child from other children in a nurturing manner, maximizing available classroom/office space.

- Provide a mat for the child to lie on if necessary while waiting.
- Sanitize all areas touched by the child (e.g., mats, toys, table/desk area) after he/she leaves the campus.
- Please **KEEP** all **reusable ice packs** and **sanitize** them after each use.

Caring for an Injured Child (falls, bumps, cuts or scrapes):

- In case of an accident resulting in bleeding or a serious bump, follow emergency procedures while remaining calm.
- Call 911 immediately if any life-threatening symptoms arise.
- If a bump on the head leads to a " **Hematoma**", Monitor the child's condition closely and assess the severity of the injury.
- Apply an ice pack wrapped in cloth or paper towels to the affected area for 10-15 minutes.
- Bleeding from nose, ears, or mouth - Stop bleeding by applying firm pressure directly over the cut with a clean cloth or bandage for 15 minutes. If a cut is deep or penetrates the skull, emergency treatment is needed as soon as possible, Call 911.
- Utilize first aid skills acquired through training, and when uncertain, promptly contact 911 and the Health Services Department at (956) 383-4189.

Advise parents to seek medical attention for the child if any of the following signs or symptoms occur:

- Difference in pupil size
- Loss of consciousness
- Abnormal behavior
- Nonstop crying
- Persistent dilated pupils even in well-lit environments
- Nausea, vomiting
- Develops a headache
- Develops a seizure
- Disorientation or confusion
- Weakness to any body part
- Continuing drowsiness or lethargy
- Other signs of shock

Documentation:

- Document the observed signs or symptoms and what was done to assist the child on Go Engage health case notes.

System/Service Area: Health Services	**Subject:** Classroom Safety
Related Regulation(s): 1302.47 (b) (4) (i) (G) & (J)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines the guidelines and procedures to be followed to maintain a safe learning environment and effectively respond to emergencies.

Time Frame: Ongoing

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure:

Safety Measures:

- All staff members working with children must undergo regular training in first aid and CPR for infants and children.
- First aid kits and biohazard kits will be kept in designated locations within each classroom, accessible to staff members but out of reach of children. A visible sign indicating the location of the first aid kit must be displayed. (See Dental and Medical Emergencies policy)
- There must be a SIGN in the classroom indicating the location of the First Aid kit.
- Staff members must carry a first aid kit and copies of each child's emergency consent form on all field trips. All emergency consent forms must be signed on the consent e-file of the Go Engage tab.
- For any Head Start Program events, a First Aid Station will be available, and staff will carry their First Aid Kits, such as during field trips.
- Staff will submit a completed Health and Safety checklist to their campus director each month.
- Campus directors will follow up on identified issues.
- Campus directors will post a diagramed evacuation plan near the exits in each classroom and office.
- A fire drill and building evacuation shall be practiced once each month (see Fire Drill policy).
- The fire drills will be documented by the staff in charge on the monthly Health and Safety Checklist and the (weekly lesson plan - must be posted).
- There must be at least one fire extinguisher in each classroom and in the kitchen. Fire extinguishers should be inspected annually.

- All electrical outlets accessible to children will have protective caps in place when not in use.
- All stairways, hallways, and corridors must always have 3 feet of free walk-through access. Storage of supplies or equipment is not permitted in these areas.
- Items of potential danger to children or any other cleaning agent (i.e., hand sanitizer, flammable liquids, toxic materials, aerosols, detergents, etc.) Must:
    - Be kept in the original containers with original label intact, indicating contents
    - Be stored in an area not used by children (away from children)
    - Be stored separately from food and foodservice equipment
    - Be secured with a child-proof lock
- Be accompanied by the Material Safety Data Sheet (MSDS) that talks about potential hazards of the product and be in the MSDS binder in the classroom, kitchen, or office in which the product is located.
- Not be purchased unless our agency has approved it as an acceptable/safe-cleaning agent.
- Children are strictly prohibited from accessing the kitchen area. Under no circumstances are they permitted near the stove, oven, or any drawers containing sharp objects.
- Only panel electrical strips (with surge protection) should be used as extension cords, and they must not be attached to other extension cords; instead, they are to be plugged into the existing wall outlet.
- Wall heating units are prohibited (i.e., microwaves, coffee pots, toasters, etc.)
- An emergency light source (flashlight and working batteries) will be always available.
- Areas and equipment that staff feel are unsafe must be immediately reported to the campus director and kept "off-limits" until repaired or corrected to a safe condition.

System/Service Area: Health Services	**Subject:** Communicable Disease Management
Related Regulation(s): 1302.47 (b) (7) (iii) 1302.42 (d) (1) & (2) & 1302.41 (b) (2); 746.701; 746.1315	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines the procedures for reporting and managing cases of communicable diseases and illnesses to minimize their spread and ensure prompt and appropriate care.

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Reporting Requirements:

- All communicable diseases **among children** must be promptly reported to the Hidalgo County Health Services Department Nurse's.
- Refer to the Communicable Disease Chart for Schools and Child-Care Centers and Guidelines for Exclusions.
- Infectious Cases involving **staff or volunteers** must be reported to Human Resources within 24 hours.
- Document all signs and symptoms, along with the actions taken to assist the child, in the Health Case Notes section of Go Engage.

Parent Notification and Child Exclusion:

- Parent(s) or emergency contacts will be notified to pick up the child if he/she appears to have symptoms of a communicable disease or becomes ill at school (see Caring for a Sick Child).
- The child will be sent home and cannot return to the classroom until, the staff member advises the parent to request a note from the child's Health Care Provider that indicates the name of the disease, the treatment prescribed, and the date when the child can safely return to school.
- A Health Services Notice to Parents Form will be sent out to the parents if there are two (2) or more diagnosed cases of the same Communicable Disease in the child's classroom. The form will inform the parent that the program is taking all precautions to protect the child's health.
- Notification will be sent to parents of all the children in the classroom within twenty-four (24) hours after the disease in question has been verified by a Health Care Provider, or with urgent reports and verified by the Health Services Department Staff.

Refer to Appendix F – Notifiable Communicable Disease and Communicable Disease Chart
Refer to Appendix V – Health Notice To Parents for Information

System/Service Area: Health Services	**Subject:** Consent for Request/Release of Information
Related Regulation(s): 1302.41 (b) (1) & 1302.47 (b) (4) (i) (c) (5); 746.603	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program recognizes the importance of maintaining the privacy and confidentiality of health records. This policy establishes procedures for requesting/ releasing health records from community agencies or healthcare providers while adhering to Health Insurance Portability and Accountability Act (HIPAA) regulations for data security and privacy.

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Explanation to Parent/Guardian:

- Campus staff will use the designated e-file consent form when requesting health records from a community agency or healthcare provider.
- Staff must explain to the parent/legal guardian the purpose and type of information being requested through this form.

Privacy and Confidentiality:

- The privacy of all medical records and other personal health information must be protected.
- Information pertaining to a patient's health care history, diagnosis, condition, treatment, or evaluation is considered personal health information.
- Health information must be kept confidential and can only be shared with written permission from the child's parents/guardians.

Use of Health Information:

- A child's health information can only be used for health purposes.

HIPAA Fax Cover Sheet:

- When requesting medical records by fax, staff must always use a HIPAA Fax Cover Sheet Disclaimer for protection. This ensures that the child's protected health information is safeguarded from public view during transmission.

Retention and Disposal of Information

- Health information is retained in accordance with program record-keeping policies and applicable state regulations.
- A secure disposal of outdated or no longer needed health information is ensured (e.g., shredding paper records, and following secure data deletion protocols for electronic records – administration staff).

Hidalgo County Head Start Program Penalties

- Employees found to breach the privacy and confidentiality of patient health information, whether through disclosure or other means, may face disciplinary measures, up to and including termination of employment from the Hidalgo County Head Start Program.

Penalties for Misuse of Personal Health Information

- **State Penalties**. Various state laws impose criminal and civil penalties on individuals who misuse or disclose individually identifiable health information without explicit consent by the patient.
- **Federal Penalties**. HIPAA (Health Insurance Portability and Accountability Act) is a piece of legislation that directly addresses the privacy and security protection of individually identifiable health information. HIPAA calls for civil and criminal penalties for privacy and security violations, including:
- Fines up to $25,000 for multiple violations of the same standard in a calendar year.
- Fines up to $250,000 and/or imprisonment up to 10 years for misuse of individually identifiable health information.

Refer to Appendix G - Consent, Authorization & Release Form

System/Service Area: Health Services	**Subject:** Daily Health Check
Related Regulation(s): 1302.42 (c) (2) & 1302.42 (d) (1) (2) & 1302.41 (b) (2); 746.701; 746.1315	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Daily

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Assistant Teachers

Procedure: **A health check is a quick evaluation of a child's body, mood, and behavior.**

- This tool is implemented to promptly identify any potential illnesses or health issues affecting the child. Therefore, it is critical that each child undergoes a brief health assessment at the beginning of their day, which should be conducted before the parent or legal guardian departs from the center.

Daily Health Checks

Daily health checks are an essential tool to help identify sick or injured children. The American Academy of Pediatrics (2022) offers several factors in deciding whether a child is too ill for childcare:

- The child cannot participate in activities
- The child's illness presents a risk to other children or staff
- The staff cannot care for the child while maintaining appropriate care for the other children

Following are the Daily Health Check protocols:

- Areas to Observe (use senses – look, feel and smell):
  - Hair: Is it clean and combed? Do you see any lice or nits?
  - Eyes: Are there dark circles around the eyes? Are the whites of the eyes reddened? Are the eyes clear and without tearing or drainage/crust?
  - Ears: Is there any drainage or complaint of pain?
  - Nose & Throat: Is there nasal discharge that was not there the previous day? If the child complains of mouth pain or sore throat, look at the throat and mouth. Is there redness, evidence of infection, such as white spots on the back of the throat, cheeks or gums? Change in size or color of tonsils or a problem with a tooth?
  - Skin: Is the child unusually pale or flushed? If skin feels hot, take child's temperature. Ask the parent/guardian about any rashes, cuts or bruises that you notice.

- Unusual behavior: Observe activity level and mood. Ask parent/guardian about any noted changes.

- Any concerns about the child's condition must be addressed immediately and in the presence of the parent or guardian. If the child appears to be ill, staff will send the child home with his/her parent/guardian.
- If the staff decides that the child will remain at school, they will discuss with the parent/guardian how they will manage the child's condition, and at what point, they will call the parent/guardian. Staff will make the final decision.
- If the child stays at school, staff will note all changes in the child's condition (i.e. activity level, appetite, food intake, bowel movements), and will inform the parent/guardian upon arrival.
- Refer to Temporary Exclusion Policy and Procedure for additional guidance.
- In the event a health care provider note confirms a child was diagnosed with a communicable disease, an Exposure Notice must be posted. Please refer to Exposure Notice Policy & Procedure for more information.
- If a child is not accepted at the center due to illness, please fill out the illness form indicating symptoms observed.
- All observations regarding the child's health check, condition, and interaction with the family will be documented in the child's file on Go Engage case notes.

Parent Health Notice

- The Health Notice of Illness/Injury form if a child becomes ill on the campus, has an accident while at the campus, or arrives at the campus already sick or with an apparent injury.
- If the child's Primary Care Physician (PCP) must examine the child, they must provide a medical excuse indicating diagnosis, treatment, and date when the child may return to school.
- The parent/legal guardian must sign this notice to show acknowledgment after this form has been explained in the parent's primary language.

Refer to Appendix H - Daily Health Checklist

Refer to Appendix W – Health Notice of Injury/Illness

System/Service Area: Health Services	**Subject:** Dental Emergency
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (G)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Assistant Teachers

Procedure:

Immediate Response:

- Assess the situation to determine the severity of the dental emergency.
- Remain calm and reassure the child to alleviate anxiety.
- Contact the child's parent/legal guardian to transport the child to the dentist. If unable to locate parent/legal guardian call 911.
- The classroom teacher will remain with the injured child, while the assistant attends to the other children.

Guidelines for Dental Emergencies:

- Check for bleeding.
- Provide immediate first aid if necessary, such as applying gentle pressure to control bleeding or rinsing the mouth with water if there's debris. Use protective gloves.
- Apply ice wrapped in a clean cloth or sterile gauze to reduce swelling.

Injuries to Teeth:

- If a tooth is hit, fractured, chipped, or loosened:
  - Clean the affected area with protective gloves if dirty.
  - Apply cold compresses to reduce swelling.
  - If the tooth is dirty, rinse it with water and keep it moist until dental care.

Loose Teeth:

- Rinse the child's mouth carefully with protective gloves.
- Do not attempt to move the tooth or jaw.

Injuries to Soft Tissues:

- Rinse the child's mouth carefully with protective gloves.
- Apply ice to reduce swelling.
- Apply pressure to stop bleeding and cover the area with sterile gauze.

Documentation:

- Complete an Accident/Incident Report Form and upload a copy on Go Engage.
- Provide a copy to the parent/guardian.
- Upload the Accident/Incident Report Form to the Incident Report section on Go Engage.
- Notify the Compliance Department and Health Services Department as soon as possible.
- Document the details of the dental emergency, including the time, date, and description of the injury, and any first aid provided.

THIS PROCEDURE WILL BE POSTED IN ALL HIDALGO COUNTY HEAD START CAMPUSES AND/OR CLASSROOM

Refer to Appendix A - Incident Form

Refer to Appendix I - Consent for Child's Emergency Medical/Dental Treatment Transportation

System/Service Area: Health Services	**Subject:** Dental Screen/Exam and Follow-Up
Related Regulation(s): 1302.42 (b)(i)(ii) & (c)(1)(2)(3) & (d)(1) & (e)(2), 746.605	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Within 90 days of enrollment, each child is required to have a comprehensive dental exam annually and a preventive treatment or screening every six months. Parents or legal guardians are strongly encouraged to schedule a dental exam for their child before the first day of school.

Time Frame: Ongoing, 90 days

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Dental Form Distribution:

- The campus staff will print the dental form from Go Engage and provide it to the parent/legal guardian.

Documentation of Treatment:

- The dental provider will document the treatment on the Head Start oral form and will note whether the treatment was complete, parent/legal guardian must return the completed form to Head Start campus. If a child requires further treatment, the dental provider must provide an estimate.

Follow-up on Abnormal Findings:

- The campus staff will follow up with the dentist within seven (7) to ten (10) working days on any abnormal findings in the exam and document on Health Case Notes accordingly.
- **Assistance with Appointment Scheduling: The** Family Service Workers will assist parents with planning in scheduling appointments as needed. The program will also accept results from the child's primary dentist form.

Financial Assistance:

- Children without insurance, staff will print the dental form from Go Engage and provide it to the parent/legal guardian.
- If the child needs complex dental treatment, the parent/legal guardian will be referred to a community resource that may assist with payment.
- Once exhausting all possible community resources to help with dental complex treatments financially, the parent/legal guardian must obtain and provide the Head Start campus with a Denial Letter from MEDICAID proving insurance ineligibility.

- The campus staff must fill out a Healthcare Promissory Note (Refer to Health Care Promissory Note form) and send it along with the Medicaid Denial Letter to the Health Services Department.

Approval of Services:

- Once all documentation is received, the Health Services Director will review, approve, and authorize services through the Hidalgo County Head Start Program funds.
- The parent/legal guardian is their child's primary advocate. They are encouraged to notify the HCHSP or the campus staff of any difficulties they have in acquiring a dental exam or follow-up; if so, the appropriate measures can be taken to assist them in attaining what their child needs.
- A "Parent Notice for Dental Follow-Up" will be sent to inform the parent/legal guardian of their child's six (6) months dental follow-up. The campus staff will be responsible for sending notices according to the procedure and in a timely manner.

Referral Procedure:

- Campus staff will assist the parent/legal guardian in arranging appointments for further diagnostic testing as needed.
- All follow-up treatments are recorded in the Health Case Notes.
- The Health Advisory Committee will be consulted for further action when the dental provider cannot complete the treatment or examination due to the child being uncooperative.
- Campus directors will assist if the family does not comply after receiving two (2) notices of their non-compliance from campus staff. All the information mentioned above must be noted in the Health Case Notes, and everything in the Child's Health Record is confidential.

Refer to Appendix J - Dental Form and Dental Health User Guide

Refer to Appendix Cc – Health Care Promissory Note Form

System/Service Area: Health Services	**Subject:** Diabetes Management
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Assistant Teachers
All Staff

Procedure:

Posting:

- Staff members are responsible for posting this form on the classroom's Health Bulletin Board whenever a child with diabetes is enrolled. This ensures that all staff members have access to essential information regarding the care of diabetic children.

Compliance:

- Staff must adhere to the Health Bulletin Board Policy, ensuring that the form is posted as required and kept up to date.

Staff Awareness:

- All staff members should familiarize themselves with this form's contents to effectively care for diabetic children.

Accessibility:

- The form should be easily accessible to all staff involved in the diabetic child's care. It should be prominently displayed and regularly reviewed to ensure everyone is aware of the procedures.

Emergency medical assistance should be sought immediately if the child shows signs such as unconsciousness, seizures, inability to swallow, or difficulty breathing.

- Call 911.

If blood sugar remains low or high despite treatment and the student displays confusion, parents/guardians should be contacted immediately to pick up the child.

Blood sugar check should be done when:

- The student is symptomatic during or after exercise.
- If a child exhibits symptoms of high or low blood sugar levels:

- Increased thirst – High
- Increased urination – High
- Fatigue – High
- Fruity breath odor – High
- Sudden stomachache – High
- Vomiting – High
- Irritability – Low
- Shakiness – Low
- Dizziness – Low
- Fatigue – Low
- Pale Skin – Low
- Mood Changes – Low
- Irritability – Low
- Blurry Vision – Low
- Rapid Heart Rate – Low
- Trouble Concentrating – Low
- Seizures – Low
- Loss of consciousness or Coma in severe instances – Low

The procedure to follow based on the child's sugar reading (Low to High):

- **Under 60**
- Give juice or milk, followed immediately by food containing 30 carbohydrates. If the student does not respond within (10) ten minutes, the parent should be called for further instructions.
- **61 to 100**
- Give a meal or snack if it is within 30 minutes, the student can wait, otherwise give the student a snack including carbohydrates and protein, such as cheese crackers with peanut butter, or cookies and milk.
- 1**01 to 125**
- The student is fine; if exercise is planned before a meal or snack, the student must **have a snack before participating. This includes recess.**
- **126 to 200**
- The student is fine. The student could feel low if the student was previously high and is dropping.
- **210 to 240**
- The student is a bit high, but this is common for him or her, especially in the early morning.
- **Over 240**
- If the student's blood sugar is too high. The student must be given access to water or other non-caloric fluids. Use of the bathroom must be allowed as needed.

When giving sugar for low blood sugar, the following are roughly equivalent:

- Four ounces of fruit juice
- ½ to 1 cup of milk

- Two Glucose Tablets (there are a wide variety of glucose tablets, it is recommended to take 10-15 grams of sugar, if prescribed).
- Chocolate candy should not be used unless there is no other source of sugar available (it is often not absorbed quickly enough due to fats in candy).

System/Service Area: Health Services	**Subject:** Documentation of Healthcare Promissory Note Form
Related Regulation(s): 1302.42 (e) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This form is intended to serve as a promissory note to cover children attending the Hidalgo County Head Start Program requiring complex medical or dental services.

Time Frame: Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Qualification Criteria:

- The child must be an undocumented immigrant.
- The child does not qualify for state or federal healthcare programs.
- The child lacks access to healthcare services.
- The child's family does not possess the financial resources to cover the expenses of medical or dental complex treatments.

Completion of Promissory Note:

- The parent/legal guardian must complete the Promissory Note form provided by the Hidalgo County Head Start Program.
- The form should include written documentation of the parent/legal guardian's efforts to obtain financial assistance from other community resources.

Submission of Denial Letter from Medicaid:

- Upon exhausting all possible community resources for financial assistance, the parent/legal guardian must obtain a Denial Letter from Medicaid proving insurance ineligibility. The parent/legal guardian must provide a copy of the Denial Letter to the Head Start campus.

Healthcare Promissory Note Submission:

- The staff responsible must fill out the Healthcare Promissory Note form, detailing the child's information and the nature of the required medical or dental services.
- The Healthcare Promissory Note, along with the Denial Letter from Medicaid, must be submitted to the Health Services Department.

Review and Approval:

- Upon receipt of all the required documentation, the Health Services Director will review and approve the request for assistance. If approved, the Health Services Department will authorize the provision of funds through the Hidalgo County Head Start Program.

Refer to Appendix Cc – Health Care Promissory Note Form

System/Service Area: Health Services	**Subject:** Early and Periodic Screening and Testing Consent
Related Regulation(s): 1302.41 (b) (1)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program requires written consent from parents/legal guardians for the performance of developmental screenings and tests as mandated by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program. This consent form outlines the required screenings and tests within specific timeframes after enrollment).

Time Frame: Ongoing, 45 days and 90 days

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Completion and Signature:

- This consent form must be completed and signed by the parent/legal guardian and staff upon enrollment of the child into the Hidalgo County Head Start Program.
- Information will be provided to parents/legal guardians in their primary language to ensure understanding.
- Staff will ensure that parents/legal guardians understand the purpose and importance of each screening/test and the significance of early detection and intervention in child development.
- The completion of this form indicates written consent for the program to perform developmental screenings and tests required by the EPSDT program.

Within 45 Days of Enrollment:

- Parents/legal guardians will be provided with information about the developmental screenings/tests their child needs within 45 days of the enrollment date.
- Developmental screenings/tests include vision/strabismus screening, hearing screening, and height and weight measurements.

Within 90 Days of Enrollment:

- Children must undergo a physical examination, hemoglobin and hematocrit testing, blood pressure measurement, and dental examination within 90 days of enrollment.
- Parents/legal guardians will be informed about the necessity and scheduling of these screenings/tests in their primary language.
- The program staff will facilitate access to these screenings/tests by assisting parents/legal guardians in scheduling appointments and providing necessary forms and information.

Documentation:

- All screenings/tests and related information will be documented accurately and securely in the child's health records.
- Staff will maintain confidentiality of all health information in accordance with program policies and privacy laws.

Follow-up and Support:

- In the event of abnormal findings or the need for further evaluation or treatment, parents/legal guardians will be provided with appropriate guidance and support.
- Staff will initiate a referral for further evaluation.
- Staff will assist parents/legal guardians in accessing additional resources or services as needed to address any identified health or developmental concerns.
- Children who are not up to date with their health screenings will prompt program staff to document all follow-up efforts in Go Engage case notes continuously.
- Collaboratively, program staff and health personnel will engage with parents to identify any emerging health concerns, facilitating referrals to appropriate services when necessary.

Compliance:

- Compliance with this policy is mandatory for all staff involved in the enrollment and health monitoring processes.
- Any concerns or questions about this policy should be directed to the Health Services Department for clarification and resolution.

Refer to Appendix Ff- Screening/Testing Procedures Form

System/Service Area: Health Services	**Subject:** Exclusion Guidelines for Sick Children
Related Regulation(s): 1302.47 (b) (7) (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure the safety and health of our children and staff, children who have any of the following conditions will be excluded from the classroom until we receive a note from the child's doctor stating that the child is no longer contagious and/or can return to campus.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Teacher Assistants
All Staff

Procedure: **Children will be sent home if the following signs and symptoms occur:**

- Axillary temperature at 100.4˚F or higher
- Sore, red throat, even if no fever is present
- Profuse bleeding
- Head injury lesions / Trauma
- Earache
- A severe, persistent, deep, hacking cough
- Severe nasal /chest congestion
- Difficulty breathing or wheezing
- Unexplained rash
- Seizures
- Allergic reaction
- Asthma exacerbation
- Foreign object ingestion or insertion into ear or nose
- Vomiting (more than one time in last 24 hours)
- Diarrhea (more than two times in last 24 hours)
- Complaints of a stiff neck and headache with one or more of the above symptoms (Notify parent and doctor immediately.)
- Thick green nasal drainage
- Yellow discharge from the eyes
- Unusual yellow coloring to the skin or eyes.
- Any contagious disease.

- Parents who suspect or know that their child has a contagious disease must inform the center and seek medical advice from a licensed doctor in the United States.

- Doctors must provide a written excuse to the campus indicating the diagnosis, treatment, and the date when the child may safely return to school.

- In the case of a deep open wound (e.g., stitches or staples), the child's doctor must cover it. Dressing changes should not be performed at the campus; only parents or doctor's office staff can perform that type of dressing changes.

- Fresh air and exercise significantly contribute to a child's health and growth. Parents who believe their child is too ill to participate in outdoor activities must provide a written excuse from a healthcare provider specifying the duration of restriction from outdoor play activities.

- If staff is uncertain about a parent's concern regarding their child's condition or if a child is brought into the classroom exhibiting signs of illness, staff will promptly contact the parent, if available, or another individual listed on the emergency contact form to arrange for the child to be picked up. If there is a disagreement between the parent and staff regarding the child's condition, staff will contact the Health Services Department for additional guidance. Staff will consult the Communicable Disease Chart for Schools and Child-Care Centers and follow the Communicable Disease and Illness Procedure for further direction.

Refer to Appendix F – Notifiable Communicable Disease and Communicable Disease Chart

System/Service Area: Health Services	**Subject:** First Aid Inventory
Related Regulation(s): 1302.47 (b) (1) (vi)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure that all First Aid Kits within the campus are adequately stocked and maintained, this policy establishes procedures for conducting weekly inventory checks and restocking as necessary.

Time Frame: Weekly

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Weekly Inventory Check:

- Campus staff must fill out the First Aid Kit Inventory Form weekly.
- The form must be posted near the first aid kit for easy access.
- During the inspection, staff should mark the corresponding day of the week on the form.

Restocking and Replacement:

- Staff will restock First Aid Kits as needed throughout the program year. All First Aid Kits must be checked for expiration dates and restocked during the summer break by the Health Services Department.
- If any items require restocking or replacement, staff must indicate this with the letter "R" on the form. Upon completion, staff must email the filled-out form to the Health Services Department and retain a copy of their records.

Monthly Confirmation:

- At the beginning of each month, both the Family Service Worker and teachers must sign the form to confirm inspection acknowledgment.

Request for Missing Items:

- If any items are missing from the first aid kit, staff should promptly email their request for inventory replacement to the health secretary.
- **DO NOT THROW AWAY SCISSORS SANTIZE AFTER EACH USE.**

Refer to Appendix K – First Aid Monitor Checklist

System/Service Area: Health Services	**Subject:** Handwashing
Related Regulation(s): 1302.47 (b) (6) (i)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
All Staff

Procedure: **Hand-Washing**

- Staff and all adults working in the classroom will model and teach handwashing with soap and warm water at appropriate times, including:
  - Before and after preparing and serving food.
  - Before and after mealtimes.
  - After cleaning the bathroom.
  - After toileting.
  - After contact with body fluids (use Universal Precautions).
  - Before and after diapering (refer to the Special Services Diapering Policy).
  - Before putting on or removing disposable gloves (or use anti-bacterial wipes).
  - After caring for any child with nose, mouth eye, or ear discharge.
  - After handling soiled items.
  - After removing a smock/overshirt - a shirt used over clothing.
  - After inspecting hair for lice (refer to Communicable Disease Chart).
  - Before and after giving medication (see Administration of Medications Policy).
  - Before and after handling or touching animals (see Animals in the Classroom Policy).

- Staff will instruct children to wash their hands regularly with soap and warm water including the above mentioned and in addition to: After contact with body fluids including:
  - Nose secretions (sneezing)
  - Saliva (coughing)
  - Urine
  - Vomit
  - Blood
  - Feces
  - Open sores

- Best Practices for Handwashing
  - Wet hands with warm water.

- Apply soap, ensuring it is within the child's reach at each sink.
- Lather hands from front to back, between fingers, and under nails for at least 20 seconds.
- Rinse hands well with warm water.
- Dry hands with a paper towel.

THIS PROCEDURE WILL BE POSTED IN ALL HEAD START CAMPUSES AND/OR CLASSROOM

Refer to Appendix F – Notifiable Communicable Disease and Communicable Disease Chart

System/Service Area: Health Services	**Subject:** Head Lice Management
Related Regulation(s): 1302.47 (b) (7) (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The purpose of this policy is to provide guidelines for managing head lice cases in our campuses while minimizing disruptions to students' education.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers
Teachers
Teacher Assistants

Procedure:

No Exclusion:

- In Texas, there's no law mandating the exclusion of children with head lice from school. The American Academy of Pediatrics advises against missing school due to lice, as they're not a health hazard, and recommends schools drop "no-nit" policies.
- No healthy child will be excluded from school due to head lice or nits.
- Students with head lice will stay in class and participate in school activities.

Identification and Notification:

- Staff should closely monitor and encourage children to minimize head-to-head contact to prevent lice spreading.
- Campus staff who identify a child with head lice or nits (lice eggs), will notify the child's parent as soon as possible, but no later than 48 hours.
- Parents of all children in the same classroom as the affected child will be informed within five (5) school days.

Treatment and Education:

- Affected children will receive lice shampoo, and treatment will begin on the same day.
- The child may return to school the next day after treatment has begun.
- Teachers and staff will encourage good hygiene practices.
- Parents will be provided with CDC recommendations for lice treatment in their primary language to ensure clear understanding and compliance.

Follow-Up Treatment:

- A second lice shampoo will be provided to the affected child after ten (10) calendar days if live lice are still present.
- If lice persist despite treatment, a referral will be initiated to the child's primary doctor for further treatment.

Confidentiality and Sensitivity:

- No student will be publicly identified or embarrassed due to head lice.
- Student privacy will be respected.
- The privacy of all medical records and health information will be strictly protected.
- Individually identifiable health information will only be disclosed with the express written consent of the child's parent and for health purposes only.

Refer to Appendix L - Head Lice Management

System/Service Area: Health Services	**Subject:** Health Case Notes
Related Regulation(s): 1302.42 (d) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Health Case Notes:

- Staff members are responsible for documenting all relevant changes related to a child's health in the Health Case Notes on GOENGAGE.
    - This includes:
        - Updates on health conditions (e.g., allergies, chronic illnesses).
        - Communication with parents or guardians regarding health matters.
        - Any other pertinent information related to the child's well-being.
        - Health Case Notes should be maintained in a secure and confidential manner.

Monthly Medical Conditions Roster:

- Staff will use the Monthly Medical Conditions Roster to track the current health status of all children enrolled on our Head Start Campus.
    - The roster includes essential medical information, such as:
        - Action plan expiration dates (if applicable).
        - Specific health conditions.
        - Emergency contact details.
        - Completion of the Monthly Medical Conditions Roster is mandatory.
        - Staff should update the roster monthly, following the due dates specified on the program's ongoing monitoring calendar.

Compliance:

- All staff members are expected to adhere to this documentation policy. Proper and timely documentation ensures the safety and well-being of the children in our care.
- Please ensure that all staff members are familiar with and follow this policy consistently. If you have questions or need more clarification, feel free to contact the designated personnel responsible for health documentation.

Refer to Appendix Ee- Monthly Medical Conditions Roster

System/Service Area: Health Services	**Subject:** Health Records Monitoring and Compliance
Related Regulation(s): 1302.47 (b) (4) (i) (c) (5); 746.601; 1302.42 (c); 746.609	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy details the Hidalgo County Head Start Program's procedures for monitoring children's health records, ensuring compliance with immunization requirements, and maintaining accuracy and timeliness of health records.

Time Frame: Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Health Record Collection, Review, and Responsibilities:

- Upon enrollment, parents/guardians provide the program with:
  - Child's current health records and immunization records.
  - medical conditions, (heart conditions, allergies, asthma, seizures etc.)
  - medication orders, plans, or forms if necessary.
  - physician or specialist information, Insurance information
- Program staff confirm records are complete and in compliance with Texas Department of State Health Services (DSHS) immunization requirements.
- Parents/guardians promptly inform the Program of any changes to their child's health information, providing necessary documentation for verification.

Program Staff Responsibilities:

- Review and verify updates from parents/guardians.
- Maintain accurate health records and communicate update expectations.
- Follow up on late or missing updates, document all changes as needed, enter notes on all late or missing information monthly.
- Track changes in electronic health record systems and communicate expectations to parents/guardians.

Ongoing Monitoring:

- Program staff monitor changes in a child's health status daily, communicate with parents/guardians about concerns, and document updates in the Go Engage case notes.

Recordkeeping:

- Maintain children's health records securely with limited access.

- Keep records up to date, including changes in health information or medication needs, and document all interactions with medical professionals and parents/guardians in the Go Engage case notes.

System/Service Area: Health Services	Subject: Health Referrals
Related Regulation(s): 1302.42 (a)(e); §746.609	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines how health referrals are initiated and followed up for children in need of additional health services or support. The goal is to improve health outcomes through early intervention and preventive care by enhancing collaboration between Hidalgo County Head Start Program (HCHSP) and community health organizations.

Time Frame: Ongoing

Person(s) Responsible: Nurses, Campus Director
Family Service Workers
Health Services Advisory Committee
Healthcare professionals/specialists

Procedure:

Referral Process

- Program staff observe the child and document any concerns on Go Engage case notes.
- HCHSP Staff consult with the child's parents/guardians, Primary Care Provider (PCP) and Program nurse to discuss concerns.
- Written parental consent is obtained before initiating any referral.
- Staff identify appropriate healthcare professionals or specialists based on the child's specific needs. This might involve consulting with the child's pediatrician, contacting local community resources, or collaborating with the HSAC (Health Services Advisory Committee) for recommendations.
- A referral form is completed, outlining the child's name, date of birth, reason for referral (specific observations and concerns), developmental history (if applicable and/or relevant), any current medications, therapy history, and parent/guardian contact information.

Identification of Needs

- Program staff are trained to identify potential health concerns in children, including signs and symptoms of illness or developmental delays, indications of unmet health needs (e.g., frequent absences due to illness, changes in behavior)

Communication and Follow-up

- Program staff communicate the referral decision to parents/guardians sensitively and supportively. The reason for referral is explained clearly, and resources are offered to address any concerns they may have.

- Staff assist parents/guardians in scheduling appointments with the chosen specialist and obtaining necessary records from the program (e.g., immunization records, physical exams).

Following the appointment, the program staff:

- Collect a copy of the healthcare professional's report, orders, or recommendations (with parental consent). This can be obtained directly from the PCP, specialist or through the parent/guardian.
- Discuss the report with parents/guardians to understand the specialist's findings and recommendations.
- Collaborate with parents/guardians and any recommended support personnel to develop a plan of action to support the child's needs within the Program. This may involve program modifications, accommodations, or incorporating any recommended therapies.
- If necessary, update the child's individual health record to reflect the referral, specialist's recommendations, and any adjustments made within the Program.

Refer to Appendix M – Health Referral Form

System/Service Area: Health Services	**Subject:** Health Resources
Related Regulation(s): 1302.47 (b) (1) (vi) (5); 746.1301	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy ensures that the Hidalgo County Head Start Program (HCHSP) maintains accessible health resources to promote children's well-being and address basic health needs. It aligns with the emphasis on child health and safety. Though specific resources are not mandated, this policy encourages readiness.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Health Information Resources

- Age-appropriate health information materials are readily accessible to staff.
- These may include information on:
  - common childhood illnesses
  - injuries
  - first-aid procedures
  - emergency contact information (poison control center, ambulance).

Community Health Resources

- Program staff maintains a list of local healthcare professionals (pediatricians, dentists) and community resources (clinics, hospitals) readily available for staff and parents/guardians.

Communication and Training

- Campus staff are trained in recognizing signs and symptoms of common childhood illnesses and injuries.
- Proper first-aid procedures and the use of available health resources are included in staff training.

System/Service Area: Health Services	**Subject:** Health Services Advisory Committee (HSAC)
Related Regulation(s): 1302.46; 746.1317	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program (HCHSP) collaborates with the Health Services Advisory Committee (HSAC) to enhance health services, access to care, and health awareness for enrolled children. The HSAC includes representatives from diverse backgrounds, such as healthcare professionals, mental health experts, and community social service agencies.

Time Frame: Annually
As Needed

Person(s) Responsible: Health Services Staff
Health Advisory Committee Members

Procedure: **Collaboration Activities**

- Joint planning and development of health and wellness programs for children.
- Identification of community resources to enhance children's health services.
- Development of strategies to address specific health needs within the Program population.
- Educational workshops or training sessions for staff and parents on child health topics.
- Meetings are held between health services staff and HSAC members annually or as needed.
- Health services plans, policies, and procedures are presented to the HSAC for review and feedback.
- HSAC members provide recommendations and insights on health-related issues affecting children in the program.
- Open communication is encouraged to explore best practices.

System/Service Area: Health Services	**Subject:** Health Education and Parent Involvement
Related Regulation(s): 1302.41 (a); 746.2201; 746.307	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program fosters collaboration between parents/guardians and staff through health education participation, promoting children's health and well-being by strengthening home-program partnerships, reinforcing healthy habits.

Time Frame: Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Participation Opportunities:

- Parents/guardians are invited to participate in health lessons and activities through various means, including:
- Serving as guest speakers on specific health topics, such as nutrition and dental hygiene.
- Volunteering to assist with health-related activities like cooking demonstrations and healthy snack preparation.
- Providing feedback on health curriculum and suggesting topics of interest for future sessions.
- Participating in workshops or presentations alongside their children.

Reinforcing Health Concepts at Home:

- Program staff provide parents/guardians with suggestions on how to reinforce health concepts learned in Head Start at home.
- Take-home materials and activities are distributed to encourage family discussions and engagement in healthy behaviors outside of the program setting.

Communication:

- Program staff maintain clear and consistent communication with parents/guardians regarding upcoming health lessons and activities.
- Information provided includes the topics covered, learning objectives, and any materials required for participation.

- Communication methods may include newsletters, emails, phone calls, or in-person meetings, depending on the preferences of parents/guardians and available resources.

System/Service Area: Health Services	**Subject:** Hearing Screen
Related Regulation(s): 1302.42 (b) (1); 746.605 & 1302.42 (b) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 45 days

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Hearing Screens**

- Hearing screens are performed every twelve (12) months.
- The program will accept the results from the child's primary physician form.
- Staff will follow up within seven (7) to ten (10) working days on any abnormal findings in the exam and will document Health Case Notes in Go Engage.
- Parents are notified via the program acceptance letter sent during the summer that their child must have a hearing screening done before the first day of school.
- If the child begins school without having a hearing screen, the parent will be given a health notice advising them of the concern.
- The health notice will include a deadline in which to comply. Should the parent be unable to comply with the notice, a certified campus staff member may screen the child.
- In the event the child is absent the day of the screening, the parent will be given a second opportunity to transport the child to their primary care physician.
- Certified staff conducting hearing screenings must date and print the complete name on Hearing Report.
- Family Service workers will assist if the family does not comply after receiving one notice of their non-compliance. It is essential that all the above is documented in the Health Case Notes.
- Children may receive a hearing screening using a mobile health unit with parental consent.

Refer to Appendix N – Hearing Form and Hearing Exam User Guide

System/Service Area: Health Services	**Subject:** Height and Weight Screen
Related Regulation(s): 1302.42 (d) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Yearly; September

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Height and Weight**

- All children enrolled in the Hidalgo County Head Start Program must undergo a height and weight screening.
- Parents are strongly encouraged to ensure their children undergo this screening before the first day of school.
- Each child will be weighed and measured to assess and track his/her individual growth and development.
- Children will be weighed and measured once a year in September.
- New Children entering the program after school begins will be measured and weighed within two (2) weeks of their entry.

Responsibility for Measurement and Weighing:

- Staff members are responsible for measuring and weighing children enrolled in the program.
- If unable to perform measurements and weighing themselves, staff members must arrange for these tasks to be completed accurately and promptly.
- The scale must be placed on a hard surface.
    - Have the child take off shoes when weighing and measuring.
    - Child must stand with back against scale to take height and weight readings.
    - Record the child's exact height and weight.
- Staff will enter height and weight readings into the Weight/Height Growth Chart in Go Engage.

Referral Procedure:

- Staff must initiate a Referral Form to Child Nutrition Department (CND) if data entered on Weight/Height Growth Chart in from My HeadStart' outcome is:
    - Between 85% and 95% - Overweight
    - Over the 95% - Obese
    - Under 5% - Underweight
- Staff must include in the Referral Form if a child is receiving Nutritional Counseling by WIC. Also, include if physician has provided anticipatory guidance related to nutrition

status or if the child is being seen by a specialist such as a Dietitian/Nutritionist (This information can be found in the physical assessment form).

*Revised according to a report by the Centers for Disease Control and Prevention (CDC). "Division of Nutrition, Physical Activity, and Obesity, National Center for Chronic Disease Prevention and Health Promotion" April 01, 2019.

Refer to Appendix 0 – Height & Weight User Guide

System/Service Area: Health Services	**Subject:** Immunization Exemption
Related Regulation(s): 1302.15 (e)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program acknowledges the provisions of Texas law regarding immunization exceptions for children enrolled in our program. The following policy outlines the procedures for granting and documenting exemptions from immunization requirements.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Maintaining Exemption Records:

- The Hidalgo County Head Start Program will maintain an updated list of students with exemptions for quick identification during communicable disease emergencies, epidemics, or pandemics declared by the commissioner of public health.

Submission of Exemption Affidavits:

- Parents/guardians opting for exemptions based on conscience or religious beliefs must sign the official exemption affidavit.
- The original exemption affidavit must be completed and submitted to the appropriate Head Start campus.
- Should the parent or guardian choose to proceed with immunization for their child, the exemption will be rendered null and void.
- The original document will be securely stored at the campus and shall be returned upon the child's withdrawal from the program.

Medical Exemptions:

- For children claiming medical exemptions, a written statement from the physician must accompany the original exemption affidavit.
- Unless the statement indicates a lifelong condition, medical exemptions are valid for one year from the date signed by the physician.

Documentation:

- **Scan all exemption-related documents** (exemption affidavits, physician statements) into Go Engage.
    - Use the **Immunization** or **Medical Records** tab for uploading.
- **Document any discussions** about exemptions with parents/guardians.
    - Enter these details in the **Case Notes** section of Go Engage.

Refer to Appendix P – Head Start Immumization Affidavit Exemption and Immumization State Affidavit Exemption

System/Service Area: Health Services	**Subject:** Immunization Requirements
Related Regulation(s): 1302.15 (e) & 1302.16 (c) (1) & 1302.42 (d) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program (HCHSP) prioritizes the health and well-being of enrolled children. This policy outlines immunization requirements to safeguard our community.

Time Frame: At Enrollment
Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Exception for Homeless Children:

- Homeless children are exempt from the standard immunization requirements.
- Parents or guardians of homeless children should provide any available immunization records.
- If records are not accessible due to homelessness, the child will still be accepted into the program.
- If a child is eligible as homeless, the Hidalgo County Head Start Program allows them to attend for up to 90 days (or as permitted by Texas state licensing requirements) without immunization and other records.
- The program must collaborate with families to get children immunized as soon as possible to comply with the state licensing requirements.

Immunization Compliance:

- Children must have all up-to-date immunizations before the first day of school.
- Children with deficient immunization records will not be allowed to attend school until the required doses are administered.
- The law requires that children be fully vaccinated against the specified diseases.
- Campus staff will collaborate with the parent/legal guardian via telephone conferences, home visits, meetings, and immunization notices informing them about their child's incomplete vaccination status.
- Campus staff will document all efforts made in the Health Case Notes of Go Engage.
- Once enrolled in the Hidalgo County Head Start Program, the campus staff will monitor the child's vaccination status throughout the school year.
- When the child requires the immunization record to be updated, the staff will notify the parent/legal guardian with a "Notice of Information/Immunization", advising them of their upcoming immunization schedule. The original notice must be provided

to the parent/legal guardian in their primary language. Signatures from both staff and the parent/legal guardian are needed for this notice form.

- Parents must provide proof of updated immunizations promptly.
- The Campus staff will inform the campus director/health coordinator if a parent/legal guardian has not complied with the requested medical information.
- The campus staff will document all efforts made in Health Case Notes.
- The campus staff will make several attempts throughout the school year by referring them to community clinics to assist the Head Start population in having their immunizations updated.
- For questions regarding children with parents requesting immunization exemptions, refer to the Health Services Department Procedures Manual for further guidance.

Varicella(chickenpox)

- Children who have never had chickenpox should get two doses of the varicella vaccine.

- If the child has had prior varicella illness, written documentation must be provided by the following methods:

1. A serologic confirmation of varicella immunity (positive varicella Immunoglobulins (IgG) result).

2. The History of Varicella Form must be completed by a physician, school nurse or the child's parent/guardian.

- If a child is unable to submit such a statement or serologic evidence, varicella vaccine is required.

Refer to Appendix U – Notice of Information/Immunization

Refer to Appendix Aa- History of Varicella

System/Service Area: Health Services	**Subject:** Individual Healthcare Plan (IHP)
Related Regulation(s): 1302.42 (c); 746.609 & 1302.42 (b) (1); 746.605	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Individual Healthcare Plan (IHP) policy ensures that children with medical conditions and specific healthcare needs receive appropriate care and support within the Head Start program.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Identification of Children with Healthcare Needs:

- The Health Services Department identifies children with medical conditions or specific healthcare needs through parent or guardian disclosure, health screenings, and medical records.

Assessment and Completion of the IHP:

- A nurse conducts a comprehensive health review of the child's medical condition and healthcare needs during a virtual or in-person meeting with the parent or guardian.
- The nurse and campus staff collects essential information from the parents, including the child's medical history, current health status, medications, treatments, emergency contact information, healthcare provider details, and any necessary accommodations or modifications.
- The nurse creates and completes the IHP form on Go Engage accurately and thoroughly based on the assessment findings and parent response.

Documentation and Upload:

- The child’s health records are uploaded to Go Engage Medical Records section for easy access and reference.
- The nurse ensures that all information provided is accurately documented and up to date.

Entry into GoEngage System:

- Within thirty days or as needed, the nurse enters all Individual Healthcare Plans into the GoEngage system.
- This allows for centralized management and tracking of each child's healthcare needs.

Collaboration with parents and staff:

- Campus Directors, Family Service workers and parents will collaborate with the Health Services Department to document the outcome of the IHP on Health case notes.
- This documentation includes information about the child's condition, any accommodations or modifications implemented, and ongoing support provided.

Review and Updates:

- The IHP is reviewed and updated regularly to reflect any changes in the child's medical condition, treatment plan, or healthcare needs.
- Parents or guardians are actively involved in the review process and provide input as needed.

Confidentiality and Privacy:

- All information collected and documented in the IHP is treated with the utmost confidentiality and privacy, in compliance with federal regulations and Head Start Performance Standards.

Refer to Appendix Q - Medical Record User Guide

System/Service Area: Health Services	**Subject:** Medical Emergency
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (G)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers
Parents/Guardians

Procedure: **Emergency Steps to follow during an emergency:**

1. Do not leave an ill or injured child alone.
2. When a child has an emergency, a trained program staff employee will stay with the injured child; other staff/teacher/assistant will stay with the other children.
3. Staff trained in First Aid/CPR will provide **FIRST AID** as necessary.
4. Seek Medical assistance from:

- 911
- Preferred physician listed on child's emergency form.
- Local emergency room or clinic

5. Staff must send emergency information with the child if emergency treatment is needed.
6. Notify the Health Services Director or Nurses as soon as practicable.
7. Classroom staff (or whoever was present at time of accident) will fill out the Accident/Incident Report Form on Go Engage. A copy will be sent/given to the parent/guardian and notify the Health Services Department.

<u>CALL 911 FOR THE FOLLOWING EMERGENCIES:</u>

- RESPIRATORY DISTRESS – DIFFICULTY BREATHING OR ABSENCE OF BREATHING
- CHOKING
- HEMORRHAGES
- SERIOUS BURNS
- HEART CONCERNS – DETERIORATION OF BLOOD CIRCULATION
- ANAPHYLACTIC SHOCK
- POISONINGS
- HEAD, NECK, BACK OR BONE INJURY
- LOSS OF CONSCIOUSNESS/FAINTING
- MOTOR VEHICLE ACCIDENTSDROWNING
- SMOKE INHALATION
- SEIZURES
- ALLERGIC REACTION

- ANY OTHER SITUATION THAT IS LIFE THREATENING

THIS PROCEDURE WILL BE POSTED IN ALL HEAD START CAMPUSES AND/OR CLASSROOMS

Refer to Appendix A - Incident Report

System/Service Area: Health Services	**Subject:** Medical Provider / Medical Insurance Policy
Related Regulation(s): 45 CFR § 1302.41	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program prioritizes the health and well-being of enrolled children by ensuring access to continuous healthcare. This policy outlines procedures for monitoring children's medical providers and insurance coverage throughout the school year.

Time Frame: At Enrollment, 30 days

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Medical Provider Form Completion: a.

- Campus staff must complete the Medical Provider Form for each enrolled child within 30 days of registration.
- The form will document the child's designated medical provider, ensuring they have a continuous and accessible source of healthcare.
- If the family does not have a medical provider, the parent/legal guardian will be referred to community partners for assistance in finding suitable healthcare options.

Medical Insurance Form Completion:

- Campus staff must complete the Medical Insurance Form (Forma de Seguro Médico) for each enrolled child upon enrollment.
- The form will monitor any changes in the child's medical home and primary insurance throughout the school year.
- Staff must make a copy of the child's insurance card and upload it to the medical records section on Go Engage for documentation purposes.

Monitoring and Documentation:

- Campus staff will monitor children's medical provider and insurance information regularly throughout the school year.
- Any changes in medical providers or insurance coverage must be promptly documented and updated in the child's records on GoEngage.
- Staff will ensure that all information regarding medical providers and insurance is kept confidential and compliant with privacy laws and regulations.

Collaboration and Referral:

- Staff will collaborate with parents/legal guardians to ensure that children have access to appropriate medical care.
- If families have trouble accessing healthcare or encounter changes in insurance coverage, staff will provide support and refer them to community partners for assistance.

Compliance and Review:

- Compliance with this policy will be monitored regularly by program administrators.
- The policy will be reviewed periodically to ensure its effectiveness and compliance with relevant regulations.
- Any necessary revisions or updates to the policy will be made with program stakeholders and legal authorities.
- If unable to obtain insurance of medical provider information, document all attempts on health case notes.

Refer to Appendix R – Medical Insurance Form and Medical Provider

System/Service Area: Health Services	**Subject:** Medication Administration Agreement
Related Regulation(s): 1302.47 (b) (4) (i) (C) & 1302.47 (b) (7) (iv)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure the safe administration of medication on campus, the following policy is established

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Medication Administration Agreement Form:**

- This form explains that a person other than the program nurse will administer all medication at the campus.
- Campus Staff and parent/guardian must fill out the Medication Administration Agreement Form.
- Campus staff will explain the Medication Administration Agreement Form to the parent/guardian in their primary language to ensure a clear understanding of its purpose and terms.
- Campus staff and parent/guardian must sign this form which will be uploaded to the medical records section on Go Engage.

Refer to Appendix S – Consent for Medication Agreement

System/Service Area: Health Services	**Subject:** Medication Administration Checklist
Related Regulation(s): 1302.47 (b) (4) (i) (c) & 1302.47 (b) (7) (iv)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure the safe and effective administration of medication by non-licensed direct care staff, the following policy is established:

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers
All Staff

Procedure:

Staff Education and Training:

- All staff members involved in medication administration will receive education and training on medication administration and vital signs.
- A PowerPoint presentation on medication administration and vital signs will be provided as educational material to staff members.
- A TEST will be conducted at the conclusion of the education training to evaluate learners' understanding.

Medication Administration Checklist Form:

- The Health Services Department will exclusively use the Medication Administration Checklist Form for the yearly Medication Administration training.
- This form is designed to prepare non-licensed direct care staff to be authorized to administer medications as a delegated task by the Health Services Department.

Training Content:

- The Medication Administration Checklist Form addresses informational and interventional competencies related to safe medication administration.
- These competencies include understanding concepts supporting safe medication administration, knowledge of body systems and medication interactions, safe administration techniques, and identification and reporting of medication errors.
- All standards outlined in the checklist must be addressed during the training session.

Competency Demonstration:

- Safe medication administration competencies outlined in the checklist must be demonstrated by non-licensed staff before they are authorized to administer medications.

- Training sessions will provide opportunities for practical demonstrations and assessment of competency.

Documentation:

- A copy of the completed Medication Administration Checklist Form will be provided to each trainee.
- Trainees must file this checklist in their Professional Development portfolio for documentation purposes.

Refer to Appendix Dd– Medication Administration Checklist

System/Service Area: Health Services	**Subject:** Medication Administration Procedure
Related Regulation(s): 1302.47 (b) (4) (i) (C) & 1302.47 (b) (7) iv)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Training and Qualification:

- Staff undergo **one** medication administration training cycle per year to be qualified and maintain compliance to:
  - Witness
  - To handle medications
  - Administer medications
  - Store medications
- Teachers participate in one medication administration training per school year for:
  - Compliance in administering medications during emergencies.

Authorization Requirements:

- All prescription and non-prescription medications require written authorization from the child's PCP and parent/legal guardian medication administration consent form.
- PCP's authorization must align with medication labels and Action Plan instructions.
- Staff must complete Medication Authorization Form, Individual Medication Daily Log, and Medication Administration Record for each child.

Medication Administration Protocol:

- Staff identify the five rights of medication administration accurately and understand medication errors and appropriate actions.
- They can read, follow, and understand doctor's orders, use a clean technique, monitor children for side effects, and report incidents.
- Medications are never transported or given on the bus, except in medical emergencies.

Receipt and Verification:

- Staff only receive medications directly from parents/legal guardians in original labeled containers with necessary information.
- Health Services Department reviews all medication details for clearance.

Health Staffing and Individual Healthcare Plans:

- Hidalgo County Head Start permits medication dispensing only for chronic conditions or when home administration isn't possible.
- Parents should give short-term illness medications at home unless a doctor specifies school-time administration. This applies to all prescribed over-the-counter medications.
- At Head Start campuses, both prescription and non-prescription medications—including diaper rash ointments, insect repellents, and sunscreen—require a written authorization from the child's Primary Care Physician (PCP) and a consent form for medication administration signed by the parent or legal guardian.
- The PCP's written authorization must match the medication label and Action Plan instructions (if applicable.) The staff must complete a new Medication Authorization Form and an Individual Medication Daily Log (Health Services Procedures Manual), and a Medication Administration Record (Health Services Procedures Manual) for each child.

Procedure:

- Medications will never be transported nor given to any child on the Head Start bus. However, in case of a medical EMERGENCY, while children ride the bus, staff will provide First-Aid/CPR, and 911 will be activated.

- At the campus, the staff in charge of medication administration will only receive medications directly from the parent/legal guardian or appointed individual. The parent/legal guardian must bring the medication(s) to the campus in their original labeled container prepared by the pharmacy, PCP's office, or pharmaceutical company (i.e., no envelopes, foil, or baggies). The label must include the child's first and last names, name of the medication, the dosage of medication to be given, frequency of administration, route of administration, name of physician ordering medication, date of prescription, medication's expiration date, medication's administration, and storage instructions. The medication administration staff will not administer medicines that do not contain the above information.

- All medication information will be reviewed by the Health Services Department.
- The Health Services Department will **only** conduct health staffing on children with complex medical history backgrounds or specific cases.
- A health staffing is requested for a child with the conditions mentioned above, the parent/legal guardian must bring all the pertinent documentation for the Health Services Department to create a specific individual healthcare plan.
- A health staffing will require the presence of the campus director, family service worker, child's teacher, the parent/guardian, and the nurse only if the condition is of complex nature.

- Health staffing for children with chronic conditions will be conducted by the campus manager, support service assistant, child's teacher, and parent/guardian. If any questions arise during a health staffing, please call the Health Services Department.

- Once the Health Services Department has authorized medication administration for a specific child, parent/legal guardian must sign the Medication Administration Agreement Not Requiring Supervision and the Medication Authorization Form (Health Services Procedures Manual). The Parent/legal guardian must continue to sign the Medication Authorization Form every month to confirm that there are/are no changes. In addition, the parent/legal guardian must always give the first dose of medication at home.

- The medication administration staff must wash their hands properly and use gloves when administering any medication.

- Before administering any medication to a child, the staff in charge of medication administration must verify the name, the strength, the date, the time, the dose, and the route of the medication. Then they will document and provide a full signature (No initials); in conjunction, the witness will also provide a full signature (No initials) on the Individual Medication Daily Log (Health Services Procedures Manual). Finally, the staff in charge of medication administration will advise the teacher to report any changes observed after the medication has been given on the child's state or behavior. Also, if no side effects were noted document on GoEngage health case notes.

- In the absence of the staff in charge of medication administration, campus staff must notify the parent/legal guardian to come to the campus to administer medication or for the child to stay at home. In addition, the parent/legal guardian may administer medication to their child at the campus if requested. If the parent/legal guardian must give the medicine, it must not be administered in the classroom but in the designated area for medication administration. The parent is to stay with the child at least ten (10) minutes after giving the medication to monitor for adverse reactions. The staff in charge of medication administration must still verify that the medication is prescribed for that child and supervise the parent/ legal guardian giving the medication to the child. After the medication is given, the staff in charge of medication administration will document observations accordingly in the Health Case Notes in GoEngage.

- If a medication dose is missed, the staff in charge of medication administration must notify the parent, PCP, and Health Services Department. Medication doses that are not given should be documented appropriately (i.e., child absent, left early, refused medication). The staff in charge of medication administration will write their observations in the Health Case Notes in GoEngage.

- For new medication or changes in medication dosages (increase or decrease), a copy of the new prescription and a copy of the new medication labeled container must be

emailed/faxed to the Health Services Department for review. After approval, input a new Medication Authorization Form and Individual Medication Daily Log (Health Services Procedures Manual) and a Medication Administration Agreement Not Requiring Supervision Form (Health Services Procedures Manual). Also, it must be documented in the Health Case Notes.

- All medication must always be in a locked medication cabinet, away from food and out of reach of children. Medications must be refrigerated if necessary. Exceptions are rescue medications, such as EpiPen and asthma medications. These medications will be stored in carrying cases and will be placed in the classroom, being always available to the corresponding child. All medications will be labeled individually per child, utilizing a name-to-face recognition system (Child's photograph).

- Unused/expired medications must be returned to the parent/legal guardian for disposal and obtain their signature. No medication that has expired will be administered at the Head Start campus - This information is also included in the Medication Authorization Form and the Individual Medication Daily Log form (Health Services Procedures Manual). However, when the medication is close to the expiration date (one [1] month before the expiration date), the parent/legal guardian must be informed of the soon-to-expire medication and bring a new medication refill (If applicable). For controlled medications, a new prescription is required.

- New controlled substances or refills, such as attention-deficit/hyperactivity disorder (ADHD) medications, must be counted or measured and verified by both the staff in charge of medication administration and parent/legal guardian and must be documented on the Medication Authorization Form and Individual Medication Daily Log (Health Services Procedures Manual). Also, the staff in charge of medication administration will keep a weekly count to check for medication quantity accuracy and document in the Health Case Notes.

- The staff in charge of medication administration must contact the prescribing physician if the medication label is unclear to request clarification in writing or they have any questions regarding the medication to be administered. If questions still arise, they must call the Health Services Department for assistance.

- The Health Services Department will train the staff in charge of medication administration to use any equipment needed to administer medication. The staff in charge of medication administration shall not perform medication administration, treatment, or procedure (i.e., nebulizer treatment, injection, etc.) without first being trained or checked off by the Health Services Department.

System/Service Area: Health Services	**Subject:** Medication Administration Record (MAR)
Related Regulation(s): 1302.47 (b) (4) (i) (C) & 1302.47 (b) (7) (iv) & 1302.42 (c) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Medication Authorization Form and Individual Medication Daily Log methods are intended to ensure the safe administration of medication to children with chronic conditions, mild illnesses, or special health needs. This consent and policy apply to all medication administration for any child within the facility.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Medication Administration Record (MAR)

- Medication will be administered at best if the parent/legal guardian has agreed, signed, and dated consent to include:
- Child's first and last name
- Name of medication
- A time when the staff should give medication and how often
- Medication criteria
- How much medicine to give
- How the staff shall administer the medication (oral, topical, injection, etc.)
- Medical conditions or possible allergic reactions
- Length of time the authorization is valid if less than six months

- A parent/ legal guardian may withdraw their authorization to administer medications at any time. They must provide a stop medication order in a letter or prescription form, signed by the doctor stating why the child will stop receiving the medication. The staff will upload the original letter/prescription order to the child's medical records section and notify the Health Services Department for revision and approval.

- The parent/legal guardian signature must be present on this form before the staff administers any medications to the child. Control substances, such as ADHD medications, must be counted or measured and verified by both staff and parents

On-Site Real-Time Monitoring for Medication Administration Tool

- The Health Services Department will use the On-Site Real-Time Monitoring for Medication Administration Tool to document medication administration when on-site to children in real-time while visiting the Head Start Campuses.

- This document must include the name of the center, the person completing the monitoring, the printed name and signature of the staff handling and administering medication, date, time, and observation comments. If the Head Start staff does not follow the medication administration process, this issue will be brought to the attention of the Health Services Department Director.

An Exception to Parental Authorization

- A caregiver may administer the child's prescribed medication without parental authorization in an emergent medical condition. The child's prescribed medication must be administered following Head Start Emergency Protocols and following the instructions of a healthcare provider/911 operator.

In Case a Reaction to the Medication is Noted

- In such case, any noted reaction's signs or symptoms must be documented in the Health Case notes and brought to the attention of the parent/legal guardian, Health Services Department, and child's doctor, **IMMEDIATELY**!

Refer to Appendix T – Individual Daily Medication Log and Medication Authorization Form

System/Service Area: Health Services	**Subject:** Parents/Guardians Emergency Communication
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (G)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy ensures that essential emergency contact information is readily available to program staff to facilitate prompt communication with parents or legal guardians in case of emergencies involving children enrolled in the Head Start Program.

Time Frame: At Enrollment

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Information Needed for Emergency Purposes

- Parents are to fill out Child Emergency Information forms at the time of enrollment.
- Parents are to list their home and work telephone numbers and addresses where they can be reached while their child is at Head Start.
- Parents are to list the names of other adults that can be notified in case they cannot be reached (Emergency Contacts). Keep a copy of all emergency contacts in the campus director's office, next to the telephone.

Emergency

- In an emergency involving a child, the Campus Director or Family Service Worker will be immediately notified and will be responsible for contacting the parent.
- Campus Director or Family Service Worker will assign another staff member to contact the parent if he/she is providing first aid to the injured child.
- Staff will continue making calls to the listed telephone numbers until the parent or emergency contact is located.
- Home Visit: If the parent or emergency contact person cannot be reached by telephone (i.e. no telephone service), staff will immediately go to the address listed on the form and advise the parent of the emergency.
- When informing parents or emergency contacts about the emergency, staff will remain calm and provide a brief explanation of the accident, the care being provided to the child, their current location, and any necessary actions the parent needs to take. (e.g., meeting in the emergency room).
- Staff will offer support and assistance to parents and children during emergencies, including providing transportation if needed and offering emotional support.

Documentation and Informing

- After the emergency has been resolved, the staff member that witnessed the accident will fill out the appropriate "Accident Report Form and Notice of Illness Injury Forms" and upload it to GOENGAGE, medical records section.
- Staff will document all contacts made with the parent in the Health Case Notes.
- Staff must inform the Health Services Director at (956) 383-0706 and the Licensing
- Department about the emergency and the action taken immediately but no longer than 24 hours of an emergency. This does not include minor cuts or bumps. (Things to report include serious accidents such as: broken bones, deep wounds/severe bleeding, trouble breathing, severe allergic reactions or anytime 911/EMS is called.)

Refer to Appendix I – Consent for Child Emergency/Dental Treatment Transportation

System/Service Area: Health Services	Subject: Physical Examination
Related Regulation(s): 1302.42 (a) (b) (1) (i) & (ii); 746.629	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 90-day deadline

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Initial Health Examination**

- All children entering the Program must have a physical examination performed by a U.S. licensed/certified healthcare professional (e.g., pediatrician, physician).

Healthcare professional's Physical examination should include:

- Review of Systems/Head-to-Toe Assessment (i.e., Appearance, head/fontanels, skin/lymph nodes, eyes, ears, nose, mouth/throat, teeth, neck, chest/breasts, heart/pulses, lungs, abdomen, genitalia/anus, spine, extremities, muscle tone, and deep tendon reflexes (DTR's).

- Height and weight measurements for children can be taken by staff at the campus if these measurements are not documented on the physical exam form.

- TB questionnaire from the back of the physical exam form or TB questionnaire done at the campus.

- If the Parent/Guardian answer yes to TB questionnaire, a TB skin test must be done immediately by a medical doctor/clinic.

- Tuberculosis Screening (TB test),
  9 mm or less = Normal
  Should have at least one result on file.
  Usually administered between 1- 2 years of age.

- Lead questionnaire from the back of the physical exam form or Lead questionnaire done at the campus.
- If the Parent/Guardian answer yes to Lead questionnaire, a Lead blood test must be done immediately by a medical doctor/clinic.

- Blood Lead Level

<3.5 ug/dL = Normal
Should have at least one result on file.
Usually done at 1 and 2 years of age.

- Blood Pressure Screening, staff can screen at campus.

- Hematocrit or Hemoglobin screening
  1 year old 11.0-16.0 g/dL Hemoglobin
  1 year old 34.0-40.0%/dL Hematocrit

Testing and Screening Parent Involvement

- The exams, tests, and screening procedures are determined by the Head Start Program's mandates and allow for parent/guardian to accompany their child, based on the type of procedure.

- Procedures include invasive and non-invasive:
  Invasive – blood finger prick for hemoglobin, hematocrit, tuberculosis, lead test and immunizations.
  Non-invasive – height & weight, hearing & vision, blood pressure, physical examinations, and oral examinations.

- Only one parent/guardian per child is allowed in the testing area. Parents are encouraged to accompany their child during the physical exam.
- If an exam is provided at the campus and the parents cannot accompany their child during the physical exam, campus staff will then accompany the child.

Re-examinations

- Program staff may recommend follow-up examinations as needed based on the initial assessment or ongoing health concerns.
- Re-examinations are conducted at the frequency recommended by the child's healthcare provider.

Responsibilities

- Parents/Guardians are responsible for scheduling, ensuring their child receives the initial physical examination, and any recommended follow-ups, and providing complete and accurate health information.
- Program staff will secure parental/guardian consent and facilitate appointment scheduling for parents if not able to schedule. Alternatively, they will arrange for physical exams to be conducted at the Head Start Campus through a scheduled mobile clinic visit.
- Program Staff are responsible for assisting parents/guardians in understanding the importance of the physical examination BEFORE the start of the school year, collecting a copy of the completed physical exam form (There should be NO

WRITING on the physical form after the physician fills it out), and maintaining documentation of health examinations.

- Physical exams will be paid through Medicaid, CHIP insurance program, or private insurance. Head Start will pay for physical exams on children enrolled in the program who are not eligible for Medicaid, CHIP, or private insurance, upon submitting a Medicaid Denial Letter and Indigent Health Care Denial Letter. Use of funds must be approved by the Health Services Director.

Child Health Record:

- Physical Exam & Assessment, Child Health Record (3, 4 or 5 years) will be completed in accordance with Texas Health Steps, Periodicity Schedule. Parents are strongly encouraged to have all exams prior to the first day of school. The program will also accept the child's Primary Care Physician's form. Any abnormal results found on this physical exam form must physical exam addressed within seven (7) to ten (10) working days and documented on the proper forms.

Refer to Appendix E – Lead Questionnaire, TB Questionnaire, Tb User Guide.

Refer to Appendix X - Physical Exam 3-year-old, Physical Exam 4-year-old, Physical Exam 5-year-old, and Physical Exam User Guide

System/Service Area: Health Services	**Subject:** Program Information Report (PIR)
Related Regulation(s): C. 1-6, C. 7-20	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Annually
Ongoing

Person(s) Responsible: Health Services Director
Nurses
All Staff

Procedure:

Medical Services – Children

- **C.7**: Ensure children receive age-appropriate preventive and primary health care according to the state's EPSDT schedule.
- **C.8**: Identify and address chronic conditions diagnosed by health care professionals.
    - Provide medical treatment for diagnosed chronic health conditions.
    - Address reasons for non-treatment (e.g., no insurance, missed appointments).

Immunization Services – Children

- **C.11**: Verify children are up to date on all appropriate immunizations.
- **C.12**: Address incomplete immunizations based on age-appropriate requirements.
- **C.13**: Document exemptions from immunizations as per state guidelines.

Oral Health

- **C.17**: Ensure continuous, accessible dental care for children.
- **C.18**: Provide preventive dental care during the program year.
- **C.19**: Conduct professional dental examinations and address treatment needs.

Body Mass Index (BMI) Monitoring

- **C.10**: Monitor weight categories (underweight, healthy weight, overweight, obese) based on CDC BMI-for-age growth charts.

Health Insurance and Accessible Health Care

- **C.1-6**: Address health insurance coverage and ongoing accessible health care.
    - Include information on Medicaid, CHIP, and other insurance options.

Responsibilities

- Program Director: Oversee implementation and compliance with this policy.
- Health Services Coordinator: Coordinate health-related activities.
- Staff: Follow procedures and collaborate with parents and health care professionals.
- Families: Participate in health-related activities and provide necessary information.

System/Service Area: Health Services	**Subject:** Program Information Summary (PIS)
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Department Director

Procedure: Department will submit Health activities monthly to Executive Director/Secretary.

- Immunizations
- Hearing and Vision
- Physicals
- Dentals
- Children and Chronic Health Issues
- Individual Health Plans (IHP)

System/Service Area: Health Services	**Subject:** Refusal of Services
Related Regulation(s): 1302.41 (b) (1)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program provides Parent/Guardian with the right to refuse services. A Refusal of Services Form will have to be signed by Parent/Guardian for HCHSP records.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Parents or legal guardians have the right to refuse any health, nutrition, mental health, or disability services. The following procedure is to be followed in acquiring written documentation of the refusal of services:

- The staff will explain the services being offered and the benefits they provide to the child.
- The staff will describe the treatment or service being refused to ensure the parent/legal guardian has a clear understanding.
- The staff will be respectful to the parent/legal guardian about their decision to refuse the services provided.
- Staff will serve as a **liaison** between the parent/legal guardian and the healthcare provider to ensure clear communication when the parent/legal guardian feels uncomfortable engaging directly with the health care office staff or doctor.
- If the parent/legal guardian continues to refuse the services for their child, the appropriate staff will fill out the "Refusal of Services" form. A signature will be required from the parent/legal guardian (Staff will only use this form for denial documentation).
- The staff will go over the "Refusal of Services" form with the parent/legal guardian, pointing out that the services will still be available throughout the school year.
    - The staff will continue to work with the family:
        - Continue to offer the services every month following the refusal.
        - “Parent Notice of Information/Immunization,” form must be signed by the parent/legal guardian every month even if services are still being refused.

- For every interaction with the family, make sure to document each attempt in the Go Engage case notes. Additionally, upload the "Parent Notice of Information/Immunization" form under the medical records section on Go Engage.

Referral:

- The campus director or family service worker will be asked for assistance if the family should not comply.
- The family will be referred to **Child Protective Services** for possible neglect if a refusal of services and the child suffers from a complex medical condition.

Refer to Appendix Y – Refusal of Services

Refer to Appendix U – Parent Notice of Information/Immunization Form

System/Service Area: Health Services	**Subject:** Sanitation/Infection Protocol
Related Regulation(s): 1302.47 (b) (4) (i) (A)1302.47 (b) (6) (i) & (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Hygiene:**

- Protects campus staff and children from the spread of infection.

- Avoid direct contact with bodily fluids: (Urine, feces, vomit, blood, nasal discharge, saliva)
    - Always wear non latex gloves when contact is anticipated such as:
        - cleaning a cut or scrape,
        - changing a diaper,
        - wiping a nose.

- Wash your hands thoroughly with soap and water before and after using gloves.

Sanitation:

- After cleaning the area with soap and water, proceed to disinfect the area by wiping it down with a bleach solution made of one (1) part bleach to ten (10) parts waters.

- To minimize infection risks, it's important to use disposable personal hygiene items like individual wipes for each child's personal cleansing.

- All Head Start staff, including volunteers, are covered by the standard Law. Civil Practice and Remedies Code, Chapter 74, Section 74.001, also known as "The Good Samaritan" Law.

- If an employee or volunteer is exposed to a blood-borne pathogen, they must advise their supervisor immediately. The Hidalgo County Head Start Program will make available to the employee or volunteer, at no cost, a laboratory test by an accredited laboratory. There will be a follow-up confidential medical evaluation documenting the circumstances of the exposure. The Hidalgo County Head Start Program will offer counseling after the exposure incident.

- Employees will receive training on blood-borne pathogens upon being hired and annually thereafter. The Hidalgo County Head Start Program will review and update the plan at least once a year and as needed.

- In the event that a child attends to one of the Hidalgo Head Start campuses presenting signs and symptoms of a contagious disease; Hidalgo County Head Start Program employees will request a medical evaluation and the child will be reported to the Texas Department of County Health. The result will influence the admission of the child and any special care that the child needs during their stay at the campus.

Note:

This policy is approved by the Health Advisory Committee and Policy Council.
THIS PROCEDURE WILL BE POSTED IN ALL HEAD START CAMPUSES AND/OR CLASSROOMS.

System/Service Area: Health Services	**Subject:** Seizures Management
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Seizures**

The "Procedures for Handling a Seizure" form enumerates the procedure followed at all Head Start campuses to care for a child having a seizure. Staff will be responsible for ensuring that this form is posted following our Health Bulletin Board policy.

When encountering a child/adult having a seizure, many people feel unprepared to handle the situation.

The following essential steps will guide how to respond when a child/adult is having a seizure

NOTE:
Document in the Health Case Notes ALL the Signs & Symptoms noted during the seizure episode, including all the following information:

- If the seizure lasts seconds or for how many minutes
- If the child/adult is not breathing or is having difficulty breathing after a seizure.
- If the skin remains bluish gray in color after the seizure.
- If the child/adult has not regained consciousness after the seizure.
- If the child/adult has two or more seizure episodes without regaining
- consciousness.
- If the child/adult sustained severe injury.
- **IF IT IS A FIRST TIME SEIZURE**

1. The staff must turn the child/adult on the left side to keep the airway open and prevent saliva or vomit aspiration. Remove oral secretions by suctioning when possible.
2. Any objects that may obstruct breathing must be removed (pillows, bedding, clothing).
3. Restrictive clothing should be loosened, if possible.

4. It is necessary to protect the child/adult from injury, but it is dangerous to restrain the extremities or the head forcibly.
5. Apply emergency procedures as needed.
6. Note the length (time) of the seizure.
7. Note the behavior immediately before and after the seizure.
8. Note the type of body movements.
9. Note the loss of consciousness (if any).
10. Note if the victim was incontinent and if any injury occurred.
11. Note the victim's condition after the seizure.
12. Document observations in the Health Case Notes.
13. Call 911 immediately, primary physician, and notify the parent/legal guardian. Should the parent not be located, notify the emergency contacts. Provide/send a notice of illness to the parent/legal guardian. Request a doctor's excuse for readmission to the classroom.
14. Notify the licensing department.
15. Notify the Health Services Department and send a copy of the accident/incident report.
16. Every child/adult suffering from seizures should have a Seizure Action Plan in their file. This individualized plan explains how to handle the child/adult specific medical needs at the campus. It outlines how to handle seizures in situations like field trips.

NOTE:
Do Not Put Anything in The Child/Adult's Mouth While Having a Seizure.

Refer to Appendix Z– Seizure Action Plan

System/Service Area: Health Services	**Subject:** Tooth Brushing Programs in Schools and Group Settings
Related Regulation(s): 1302.43	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On Going

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Tooth brushing Programs in Schools and Group Settings:**
Tooth brushing in group settings should always be supervised to ensure that toothbrushes are not shared and that they are handled properly. The likelihood of toothbrush cross-contamination in these environments is very high, either through children playing with them or toothbrushes being stored improperly. In addition, a small chance exists that toothbrushes could become contaminated with blood during brushing. Although the risk for disease transmission through toothbrushes is still minimal, it is a potential cause for concern. Therefore, officials in charge of tooth brushing programs in these settings should evaluate their programs carefully.

Recommended measures for hygienic tooth brushing in schools:

- Children must have adult supervision while brushing their teeth.
- Ensure that each child has his or her own toothbrush, clearly marked with identification (labeled with the child's full name). Do not allow children to share or borrow toothbrushes.
- To prevent cross contamination of the toothpaste tube, ensure that a pea-sized amount of toothpaste is always dispensed onto a piece of paper before dispensing any onto the toothbrush.
- After the children finish brushing, ensure that they rinse their toothbrushes thoroughly with tap water, allow them to air-dry, and store them in an upright position so they cannot contact/touch each other with those of other children.
- Provide children with paper cups to use for rinsing after they finish brushing. Do not allow them to share cups and ensure that they dispose of the cups properly after a single use.

NOTE:
DO NOT THROW AWAY TOOTHBRUSH HOLDERS AND MESH; SANTIZE AFTER EACH USE

System/Service Area: Health Services	**Subject:** Vision Screening
Related Regulation(s): 1302.42 (b) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: At Enrollment, 45 days

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Vision Screening**

- A vision screening is required annually.
- Health professionals or certified staff members conducting the screening will provide the necessary information to complete the form.
- The screening must occur within 45 days of the enrollment date.
- Parents are strongly encouraged to have their children screened before the first day of school.
- Any abnormal findings will be communicated with the parent/legal guardian.
- A referral will be issued for the child to visit their primary care physician (PCP).

- The Hidalgo County Head Start Program will accept the vision screening results from the child's PCP's physical exam form.
- The staff will follow up with the child's PCP within seven (7) to ten (10) working days on any abnormal findings in the exam and document the child's health case notes.
- Parents are notified via the program acceptance letter sent during the summer that their child must have a vision screening done before the first day of school. However, should the child begin school without having had a vision screening, the parent will be given a health notice advising them of the concern.
- The health notice will include a deadline by which to comply. Should the parent be unable to comply with the notice, a certified staff member may screen the child.
- If the child is absent the day of the screening, the staff will instruct the parent/legal guardian to transport the child to their PCP to have the vision test done at their office.
- The certified staff conducting vision screening must date and print the complete name on the Vision Screener Report.
- The certified staff conducting vision screening must complete the Distance Activity Screen as required by Texas.

The Family Social Worker will assist if the family does not comply after having received **one** notice of their non-compliance. All the above must be documented in the Case Notes.

Refer to Appendix Bb - Vision Form and Vision Exam User Guide

System/Service Area: Health Services	Subject: Vital Signs and Measurements
Related Regulation(s): 1302.42 (b) (1); 746.605	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 90-day deadline

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Monitoring Frequency

- Vitals (temperature, pulse, respiration) may be monitored periodically based on program needs and individual child considerations (e.g. health status, activity level).
- More frequent monitoring may be necessary during illness outbreaks or for children with specific health conditions.
- Blood pressure (90-day deadline) may be done by the trained program staff at the centers or nurses and enter all results on Go Engage.

Monitoring Techniques

- Staff trained in proper techniques utilize appropriate equipment to measure vitals (e.g., digital thermometers, blood pressure machine, height, and weight scales).
- Height and weight are measured during September using calibrated equipment or obtained from the physical exam form. Results will be entered under Medical Tests or Physical Exam on Go Engage for appropriate Body Mass Index (BMI) calculations.

Documentation and Communication

- Vital signs are documented in each child's individual health record on Go Engage.
- Any abnormal readings or concerns are promptly communicated to parents/guardians and, if necessary, the child's healthcare provider. Provide a referral after 2 abnormal results at the campus.
- Follow up on referrals until a normal result is acquired or medical documentation of the abnormal finding is cleared by the child's Primary Care Provider (PCP).
- Parents/guardians are informed and encouraged to discuss any health concerns or specific monitoring needs for their child with HCHSP staff.

Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

Human Resources

Executive Director: Irma E. Peña

Policy Council Member Assigned: All Policy Council Members

Human Resources Procedures Manual

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Introduction

The Hidalgo County Head Start Program (HCHSP) has established this written Human Resources Procedures Manual to provide a current source of reference to employees. This manual is intended to assist employees in the delivery of human resources policies, services, programs and practices in a fair, equitable, and consistent manner. Adherence to the procedures included in this manual provides reasonable assurance that the Program is managing the appropriate human resources information management systems that support all HR processes including recruitment & selection, training & development, performance management, compensation & benefits, employee relations, health & safety, employee wellness, organizational development, policy formation, compliance, and disciplinary action. All staff are bound by the procedures herein, and any deviation from the established procedures is prohibited.

HCHSP utilizes the Micro Information Products (MIP) Human Resource Management module which provides increased human resource management and reporting functionality. The module is fully integrated with the MIP Fund Accounting Payroll module (Payroll) allowing a single point of entry for critical human resources data. By streamlining these processes, it eliminates double entry of employee information, yet the changes made are reflected throughout the entire HR and Payroll system. This data can easily be exported to machine readable formats such as CSV (Comma Separated Variables), XML (Extensible Markup Language), PDF files (Portable Document Format), Microsoft Excel, and Microsoft Word formats. Data is stored daily and backed up on to a file server. This manual follows all local, state, and federal laws.

The HCHSP operates its Human Resources Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- Texas Health and Human Services Child Care Regulation Division
- Texas Department of Agriculture
- The Texas Education Agency
- Title VII of the Civil Rights Act of 1991 (Title VII) which prohibits employment discrimination based on race, color, religion, sex and national origin
- Americans with Disabilities Act of 1990
- Age Discrimination in Employment Act of 1967
- Equal Pay Act of 1963
- Fair Labor Standards Act of 1938 (FLSA)
- Family and Medical Leave Act of 1993 (FMLA)
- Immigration Reform and Control Act of 1986
- Occupational Safety and Health Act of 1970
- Pregnancy Discrimination Act of 1978
- Health Insurance Portability and Accountability Act (HIPAA)

Department Overview

Staff

The Human Resources Department consists of the following staff members that manage and process HR information for the Hidalgo County Head Start Program. The positions comprising the Human Resources Department are as follows:

- Chief Human Resources Officers (CHRO)
- Assistant Chief Human Resources Officers (ASST. CHRO)
- Employee Benefits Coordinators (Em. Ben. Coord.)
- Communications Coordinators (Comm. Coord.)
- Assistant Human Resources Secretaries (ASST HR Sec.)
- Secretaries (Sec.)

Responsibilities

- The Human Resources Department (HR) is responsible for finding, recruiting, screening, and training job applicants.
- HR also handles employee compensation, benefits, and terminations.
- Human resource management (HRM) strategies focus on actively advancing and improving the HCHSP workforce with the long-term goal of improving the organization itself.
- The HR department must keep up to date with laws that can affect HCHSP and its employees.
- The HR department is responsible for collecting and maintaining sensitive employee information and will remain strictly confidential.
- The HR department impacts how company culture operates both directly and indirectly.
- All staff should model the behavior we want to see from a cultural standpoint.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Active Employee Report	CHRO, ASST. CHRO	Weekly
Annual Staff Development Training	Staff Dev. Dir., CHRO	Annually (Aug.)
Background Checks	Sec., CHRO	As Needed
Benefits and Insurance Enrollment	Em. Ben. Coord., CHRO	Annually
Birthday List Report	Sec., CHRO	Monthly
Commercial Bookings	Comm. Coord., CHRO	As Needed
Contracted Staff Report	Sec., CHRO	Bi-Weekly
Contracted Staff Training	Staff Dev. Dir., CHRO	Ongoing
CPR & First Aid Training	ASST. CHRO, CHRO	As Needed
Driver License Renewal Submissions	Em. Ben. Coord., CHRO	Monthly
Drug Testing	Sec., CHRO	Monthly
Employment Verification Letter	ASST CHRO, CHRO	Upon Request
Exit Interview	Em. Ben. Coord., CHRO	As Needed
Family Medical Leave Act Report	Em. Ben. Coord., CHRO	Bi-Weekly
Health Appraisal	Sec., CHRO	Monthly
Interviews (New Employees)	ASST. CHRO, CHRO	Ongoing
New Employee Orientation	ASST CHRO, CHRO	Ongoing
Pension Distribution Form Submissions	Em. Ben. Coord., CHRO	Upon Request
Performance Appraisals – Exempt and Non-Exempt	Sec., ASST. CHRO, CHRO	Annually (May)
Performance Appraisals – Probationary	Sec., ASST. CHRO, CHRO	Monthly
Personnel Action Form	Sec., ASST. CHRO, CHRO	As Needed
Personnel Status Report	Sec., ASST. CHRO, CHRO	Monthly
Program Information Report (PIR)	Sec., ASST. CHRO, CHRO	Yearly (Aug.)
Program Information Summary (PIS) Report	ASST. CHRO, CHRO	Monthly
Reporting of Employees Who Left (CCL)	Sec. CHRO	Yearly (Jan.)
Requisitions	Sec., CHRO	As Needed
Scholastic TV Updates	Comm. Coord., CHRO	Monthly
Self-Assessment Report	ASST. CHRO, CHRO	Yearly (Feb.)
Separation of Employment	Sec., ASST., CHRO, CHRO	As Needed
Social Media Ads	Comm. Coord., CHRO	As Needed
Staff Years of Service Report	Sec., ASST. CHRO, CHRO	Annually (Feb.)
Substitute Active and Inactive Report	Sec., ASST. CHRO, CHRO	Monthly
Terminated Employees Report	Em. Ben. Coord., CHRO	Monthly
Transfers	Sec., ASST. CHRO, CHRO	Yearly (March)
Tuberculosis Report	Sec., ASST. CHRO, CHRO	Monthly
Unemployment Claims & Hearings	ASST. CHRO, CHRO	As Needed
Vacancies Report	Sec., ASST. CHRO, CHRO	Weekly
Webpage Updates	Comm. Coord., CHRO	As Needed

System/Service Area: Human Resources	Subject: Background Checks
Related Regulation(s): HSPPS 1302.90, CCR Chapter 745	
Related Forms: Background Check Forms	Related Reports: MIP Reports, CCR Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

(b) *Background checks and selection procedures*. (1) Before a person is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:

(i) State or tribal criminal history records, including fingerprint checks; or,

(ii) Federal Bureau of Investigation criminal history records, including fingerprint checks.

(2) A program has 90 days after an employee is hired to complete the background check process by obtaining:

(i) Whichever check listed in paragraph (b)(1) of this section was not obtained prior to the date of hire; and,

(ii) Child abuse and neglect state registry check, if available.

(3) A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1) or tribal disqualifications factors to determine whether the prospective employee can be hired or the current employee must be terminated.

(4) A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (3) of this section is complete.

(5) A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety.

(6) A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.

ACF-PI-HS-16-05 Attachment

Comprehensive Background Check Standards

Q: What are the required components of a comprehensive background check?

A. The Head Start Program Performance Standards (HSPPS) for background checks in 45 CFR §1302.90(b) went into effect Sept. 30, 2021, and require all Head Start programs to conduct a total of four components of a comprehensive background check: two components prior to employment and two components within 90 days of hire.

Prior to employment, the two required components are: 1) a criminal history with a fingerprint check (this can be either a state/tribal or an FBI criminal history with fingerprint check) and 2) a sex offender registry check (any available, including a National Cybersecurity and Communications Integration Center National Sex Offender Registry (NCCIC NSOR) check).

Within 90 days of hire, the last two required components are: 3) a child abuse and neglect state registry check (if available) and 4) a criminal history with a fingerprint check (whichever of the state/tribal or FBI checks was not conducted prior to employment). Programs must conduct complete background checks at least every five years. See question on five-year requirement below for more details on this component.

Note: In addition to the above requirements, Head Start programs that are licensed, regulated, or registered by their state must also meet the background check requirements in the Child Care and Development Fund (CCDF) Final Rule.

Background check forms are distributed to applicants recommended for employment after their scheduled interview to begin the clearance process.

Background checks for contracted employees are distributed when they are assigned to a Head Start classroom.

Background checks are also conducted each time an employee, consultant, or contractor is transferred to another location. Each employee, consultant, or contractor must be in the appropriate licensing roster they are reporting to.

There are different background check forms depending on the person's role at the operation such as:

- Contracted Service Provider
- Director
- Frequent/Regular Visitor
- Owner/Permit Holder
- Staff/Employee
- Volunteer

Below is the Background check form for Head Start Employees:

Texas Health & Human Services
Background Check and Fingerprint Request Form

Operation Name: _____ _____
Social Security Number

Employee Name: _____
Last Name First Name Middle Name

_____ _____ _____
Date of Birth Driver's License Number Driver's License Type

_____ _____ Gender: ☐ Male ☐ Female
State I.D. Number State Issuing DL/ID

Address: _____
(Mailing or Street Address (No P.O. Box Addresses)

_____ _____ _____ _____
City State Zip Code County

Home Phone Number: _____ Cell Number: _____

Other Cities of
Residence in Texas: _____

Other Names (Nicknames, Maiden): _____ _____

Have you resided outside the State of Texas in the past five years? ☐ Yes ☐ No

Emergency Contacts:

Name: _____ Relation: _____

Home Phone #: _____ Cell #: _____ Other #: _____

Name: _____ Relation: _____

Home Phone #: _____ Cell #: _____ Other #: _____

Email Address:_____

Marital Status: ☐ Married ☐ Single ☐ Divorced ☐ Widowed

☐ Non-Smoker ☐ Smoker

Ethnicity: ☐ Hispanic ☐ Not Hispanic

Race: ☐ White ☐ Black ☐ Native Hawaiian / Pacific Islander

☐ American Indian / Alaskan Native ☐ Asian

Head Start Parent: ☐ Yes ☐ No ☐ Current ☐ Former

Number of Years as a Head Start Parent_____

Place of Birth _____ (city) _____ (state) Citizenship _____ (country)

Height _____ (feet) _____ (inches) Weight _____ (pounds)

Hair Color _____ Eye Color _____

Educational Background

☐ High School Diploma ☐ GED Year of Graduation/Completion:_____

Name of High School:_____

Attending College: ☐ Yes ☐ No Degree:_____

College/University Name:_____

Employment Information

Current Employer:_____

Address:_____ City:_____ State:_____ Zip Code:_____

Position:_____ From:_____ To:_____

Reason for Leaving:_____

Previous Employer:_____

Address:_____ City:_____ State:_____ Zip Code:_____

Position:_____ From:_____ To:_____

Reason for Leaving:_____

Court Record Information

(List all Convictions - Traffic & Criminal)

Year	Offense	City	State	County
Year	Offense	City	State	County
Year	Offense	City	State	County
Year	Offense	City	State	County

I hereby authorize the release information held by any parties regarding previous employment, my criminal history record and/or record of convictions in state and local files for violation of any federal, state local statues or ordinances, military records, my credit history, worker's compensation history, driving record and scholastic records and hereby release said persons, schools, companies, government agencies, court and law enforcement authorities from damage whatsoever for reusing this information I further understand this information may be revised periodically by my prospective employer.

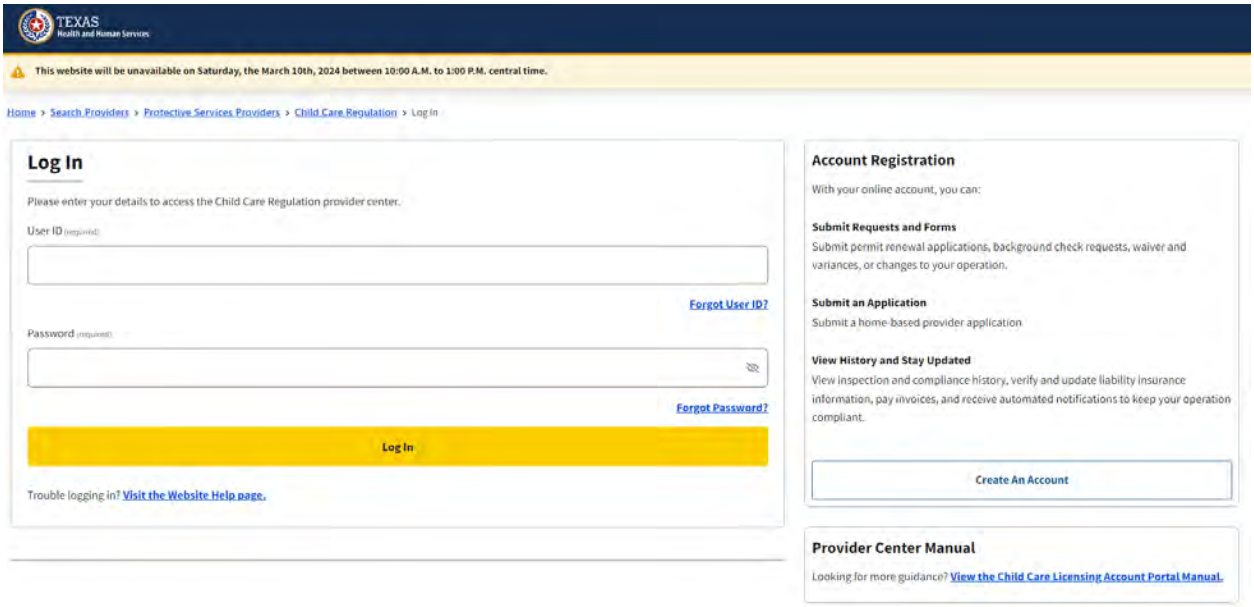
I hereby acknowledge that my prospective employer cannot vouch for or guarantee the accuracy of information provided by third parties. Accordingly I release my prospective employer from any and all liability arising out of any errors or omissions regarding my background information and authorize any all information to my prospective employer.

Signature:_____ Date:_____

How to Enter a Background Check

Step 1: Log in to the following website: https://childcare.hhs.texas.gov/Provider/AccountLogin

Step 2: Enter the User ID and Password for the operation number that the individual will be assigned to. Use the table below to find the credentials for the operation:

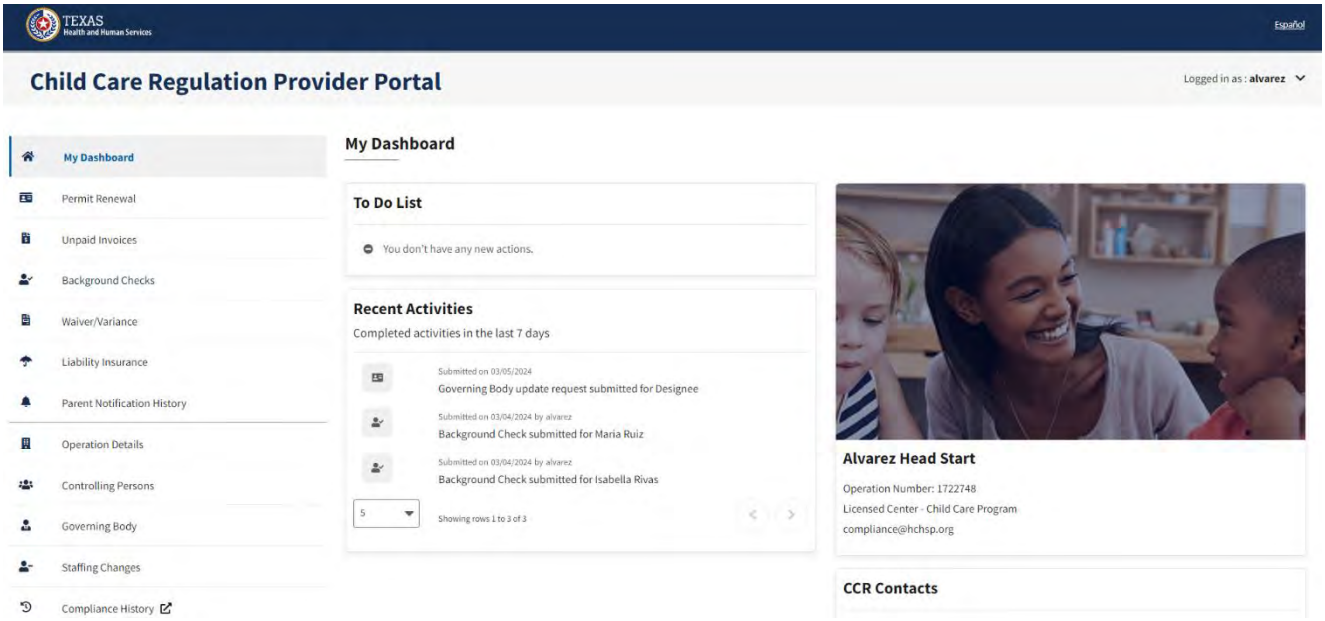


Username and Password Table:

*Note: Make sure you are using the most updated table.

CENTER	ID	PASSWORD	OPERATION #
ADMINISTRATION	HCHSP02	[redacted]	900809
ALVAREZ	alvarez	[redacted]	1722748
CAPTSALINAS	captsalinasHS	[redacted]	1784306
CARMEN ANAYA	anayahs1	[redacted]	1657995
CLOVER	cloverHS	[redacted]	1784345
DONNA 1	donna1hs	[redacted]	167853
DONNA 2	donna2hs	[redacted]	167837
EDINBURG	edinburg4	[redacted]	810043
EDINBURGNorth	edinburg5	[redacted]	831573
ESCANDON	escandon	[redacted]	1722703
FARIAS	Farias14	[redacted]	1543506
JRG Early Start	JRGEhs	[redacted]	1694659
JUAN SEGUIN	seguinHS	[redacted]	1723900
LA JOYA/TABASCO	lajoya	[redacted]	812668
LONGORIA	LongoriaHS5	[redacted]	1577536
Marcia Garza	MgarzaHS	[redacted]	167852
MERCEDES	Mercedes1	[redacted]	1672907
MISSION 2	mission2hs	[redacted]	416341
MONTE ALTO	macenter	[redacted]	167847
PALACIOS	Palacios14	[redacted]	1543493
PALMVIEW 2	palmview2	[redacted]	810067
PALMVIEW 3/CHAPA	palmview3	[redacted]	876133
SALINAS H.S CAMPUS	salinascampus	[redacted]	1772977
SAM FORDYCE	SamFordyceHS	[redacted]	254263
SAN CARLOS	sancarlos	[redacted]	415925
SAN JUAN 2	sanjuan2	[redacted]	815001
SINGLETERRY	singleterryHS	[redacted]	1784260
THIGPEN/ZAVALA	thigpenzavala	[redacted]	1722732
TRAVIS	travisHS	[redacted]	1784250
UTRGV	utpacenter	[redacted]	1036366
WILSON	wilsonHS	[redacted]	1784311

Step 3: Click on **Background Checks,** then click on **Submit a Background Check Request**



Step 4: Fill in all required fields on the completed form and submit background check.

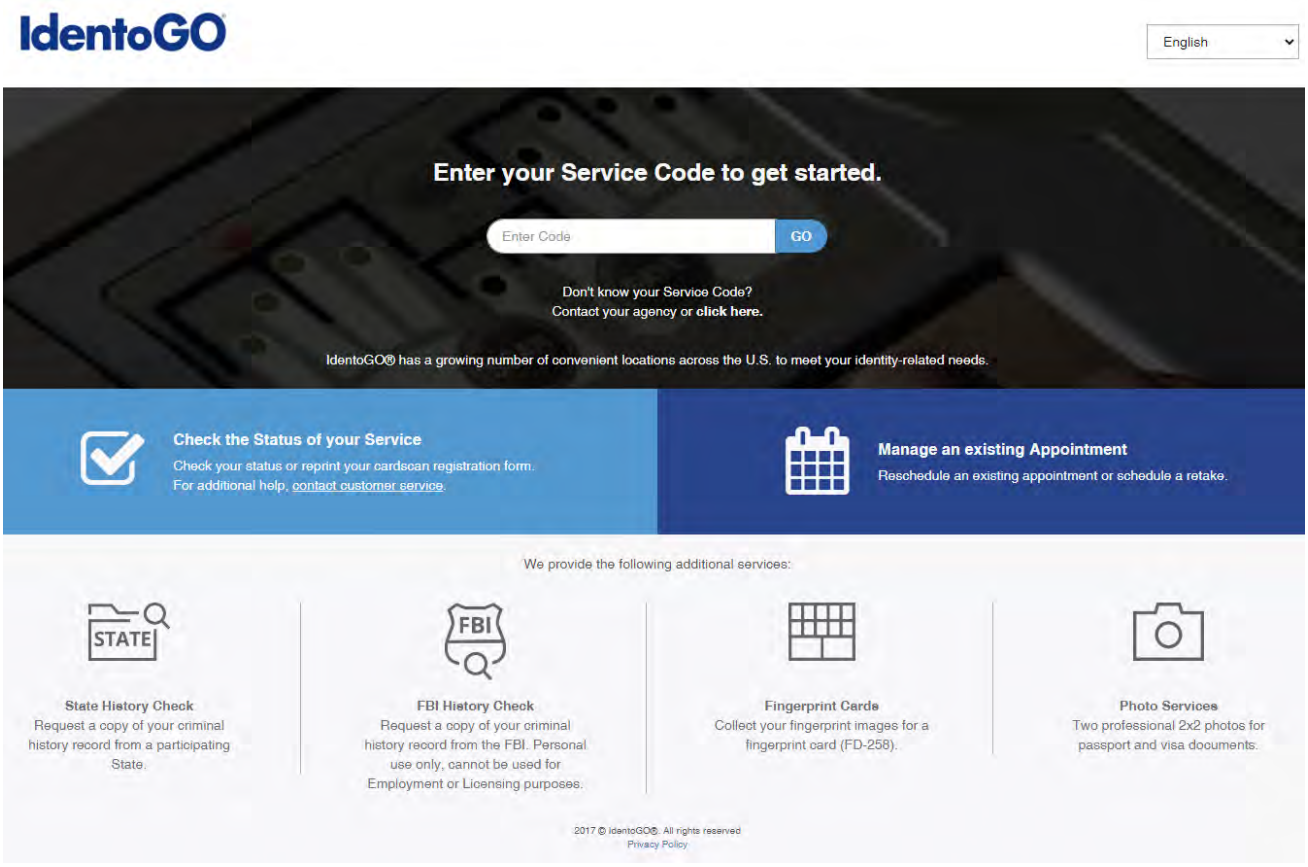
Step 5: Print Confirmation page.

- If the person does not need fingerprints, you will receive the eligibility determination.
- If the person needs to complete a fingerprint check, you will need the UE ID code from their email to proceed to schedule them for a fingerprint check appointment.

How to Schedule a Fingerprint Appointment

Step 1: Go to https://uenroll.identogo.com/.

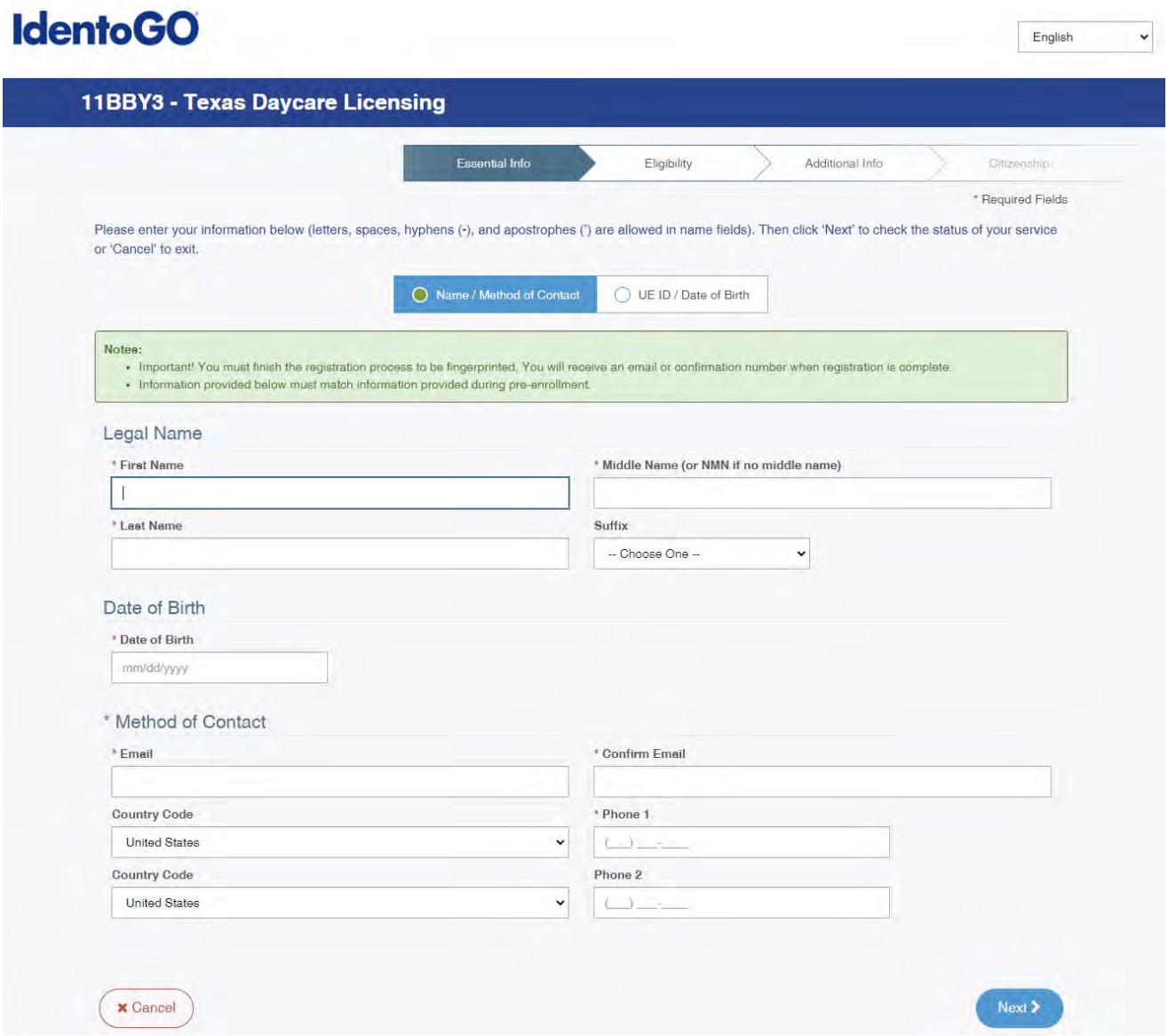
Step 2: Enter the following Service Code: **11bby3,** select **Go.**
The same service code will be used for all individuals.



Step 3: Click on **Schedule** or **Manage Appointment**.



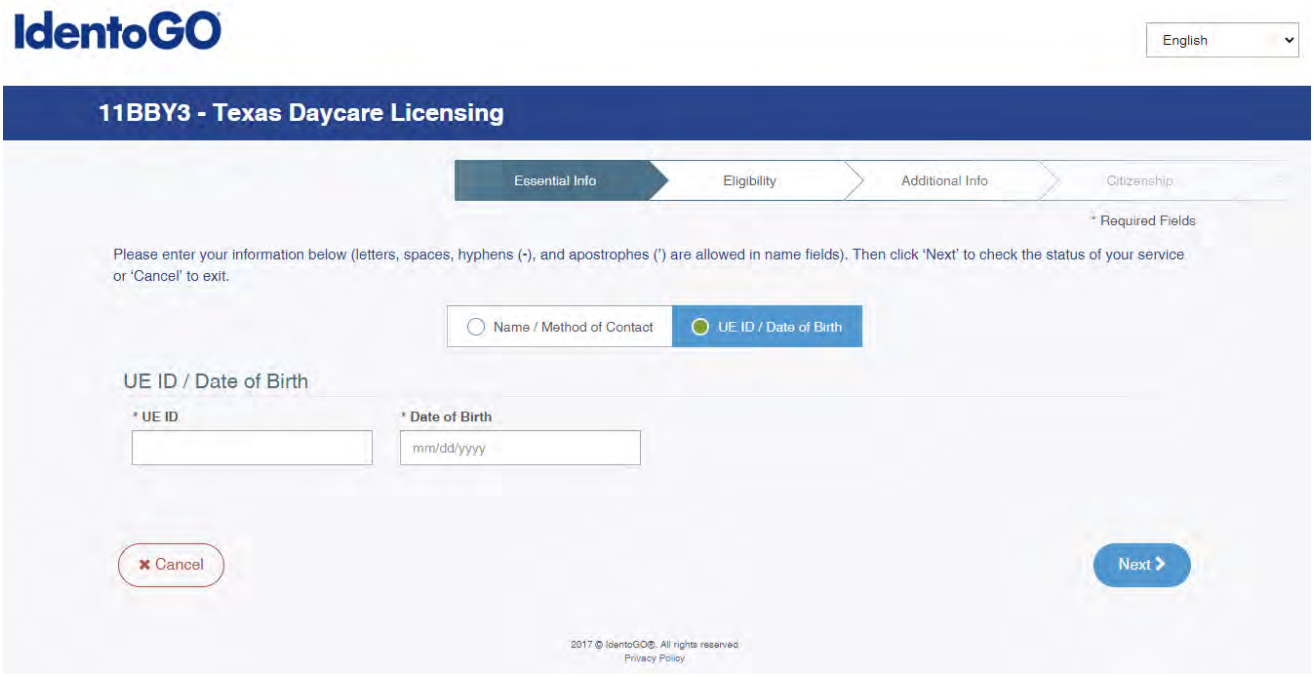
Step 4: **Click on UE ID / Date of Birth,** select **Next.**



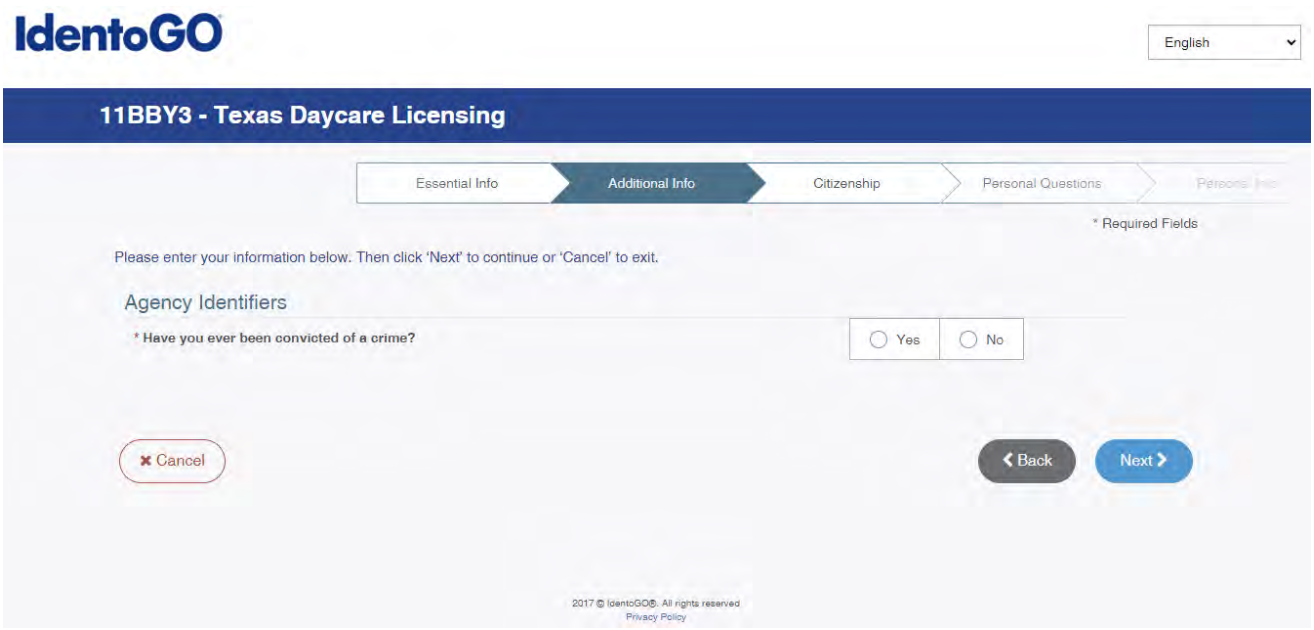
Step 5: Enter **UE ID** number.

Note: There are two ways to get the UE ID number.
1: From the individual via their email.
2: From Child Care Licensing Representative.

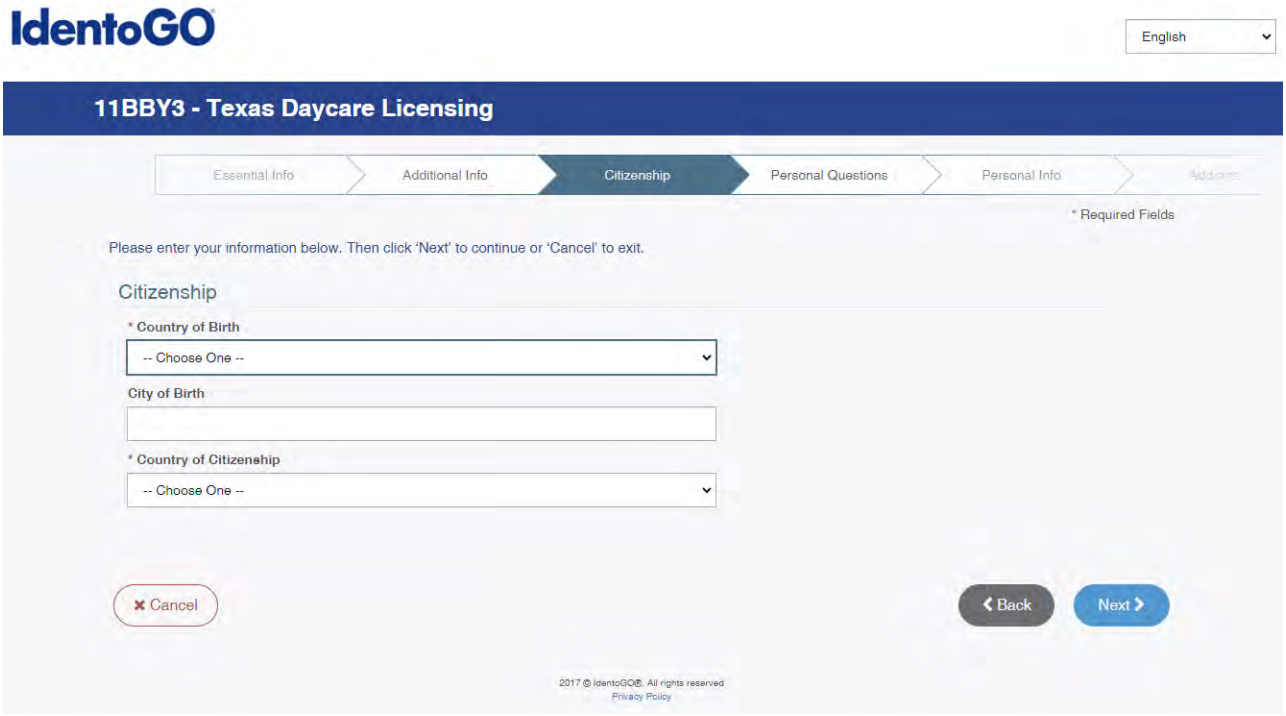
Step 6: Enter **Date of Birth,** select **Next.**

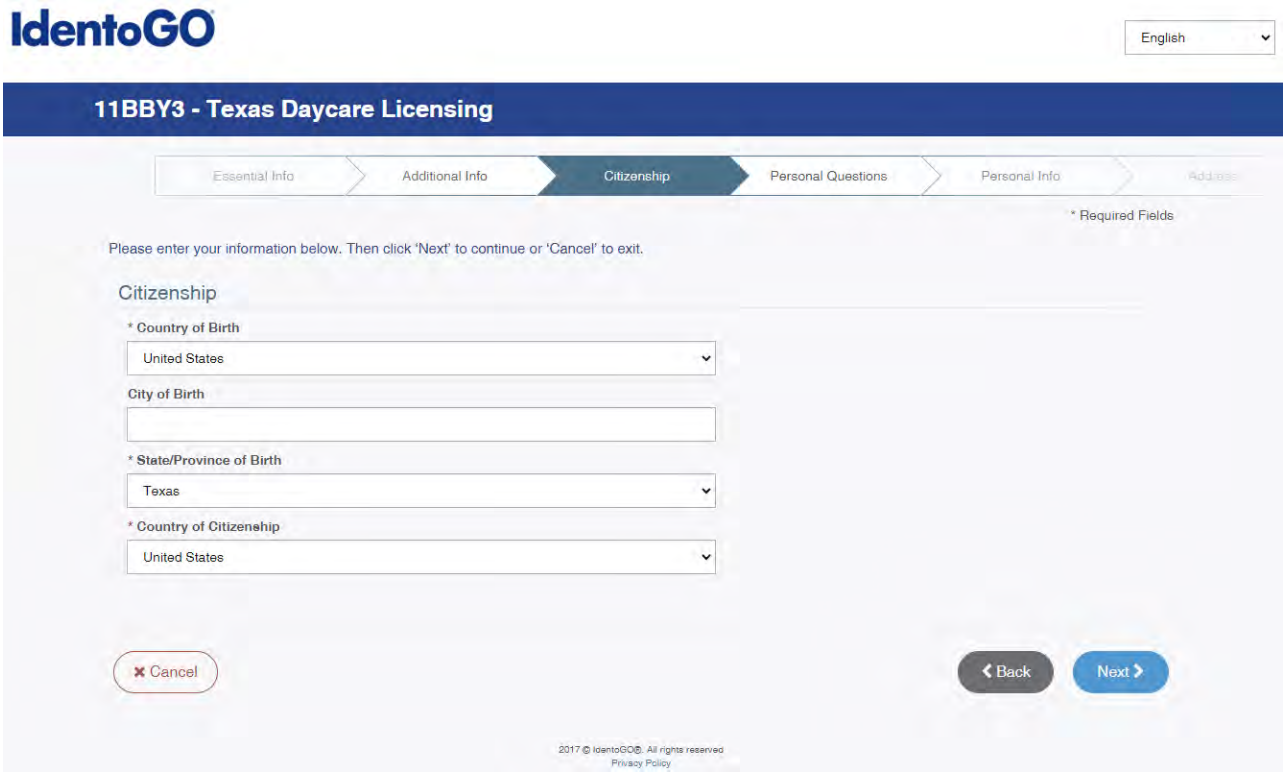


Step 7: Select **"No"** for **Agency Identifier** question.

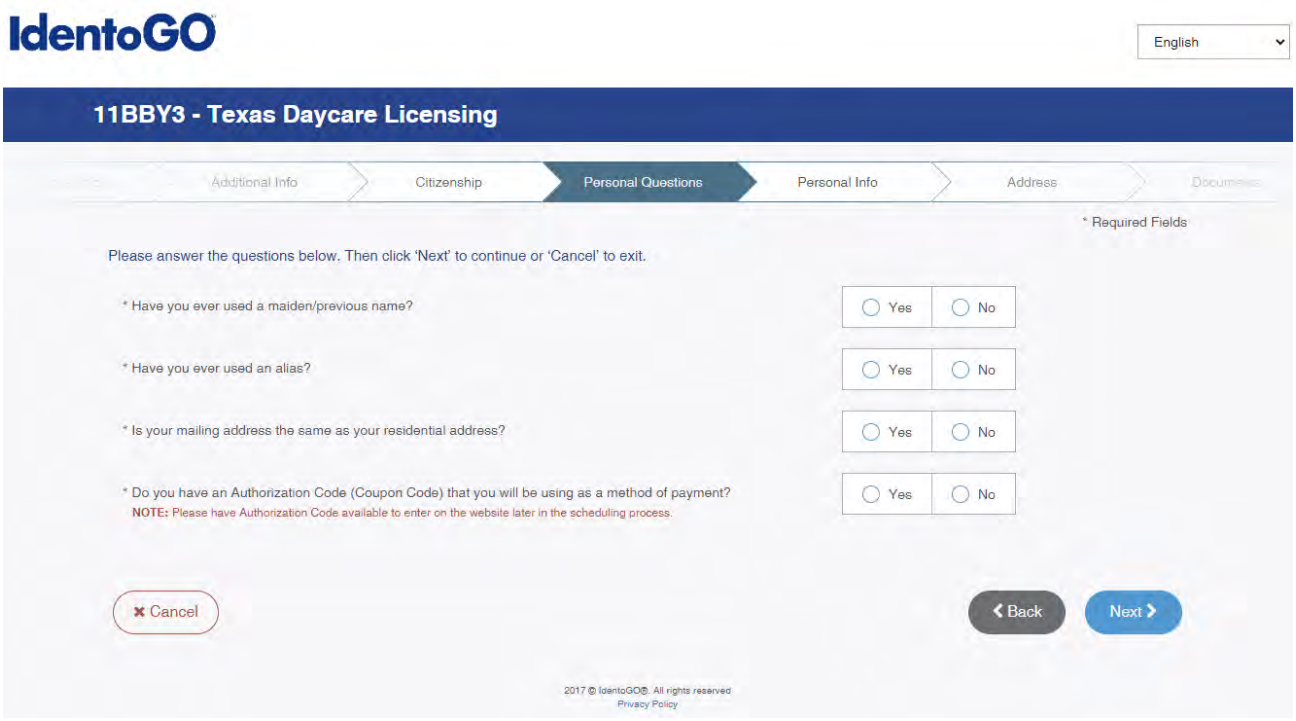


Step 8: Enter **Citizenship** fields, select **Next**.
When you enter the Country of Birth, you will be prompted to enter the **State/Province of Birth**. Select, **Next.**

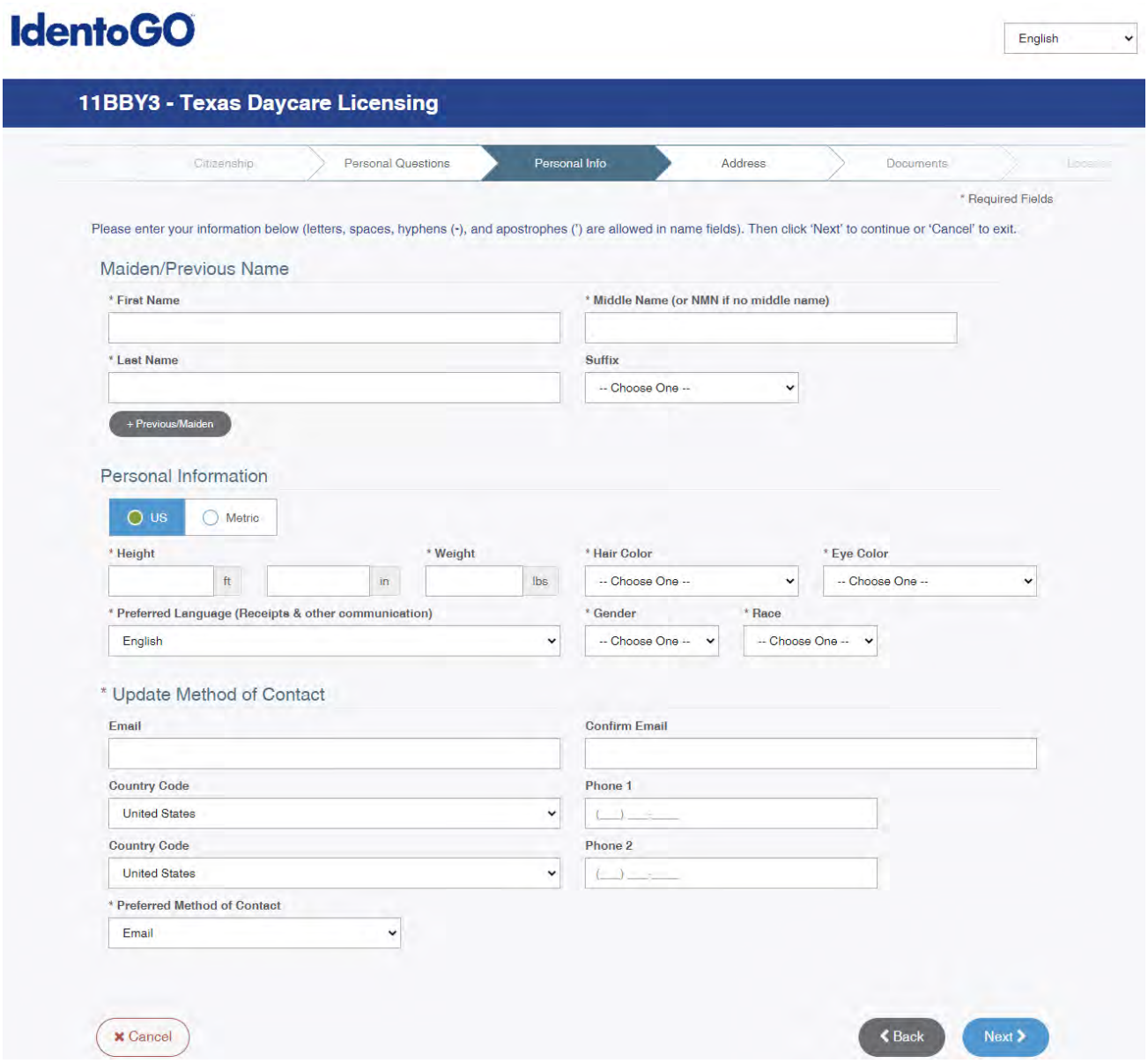




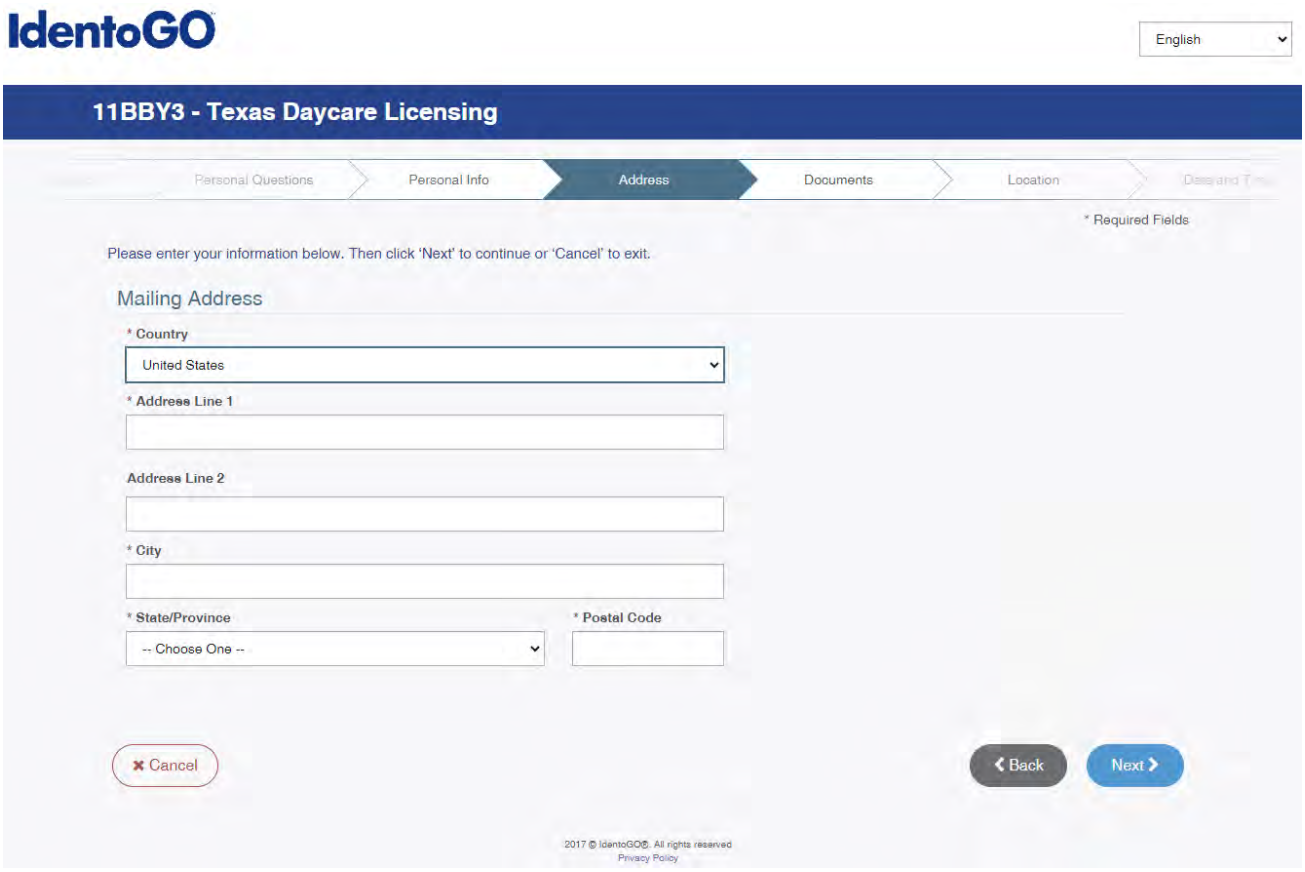
Step 9: **Answer the questions on the screen** and select, **Next**.



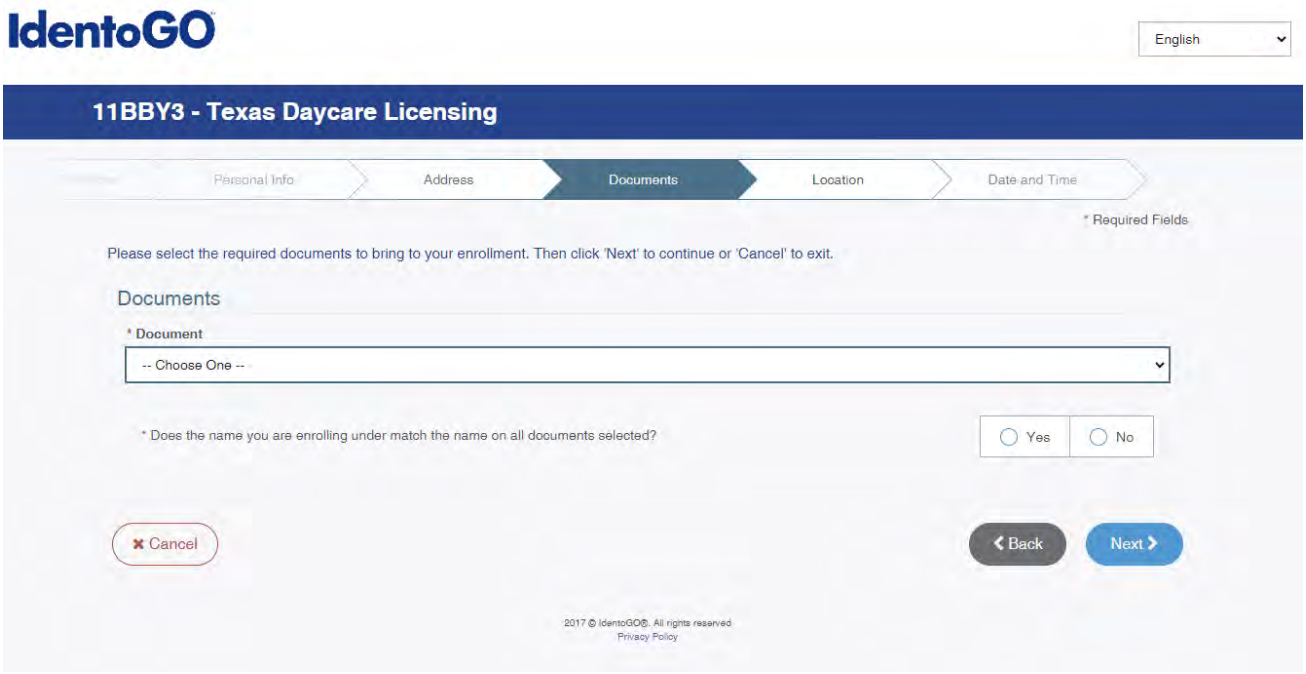
Step 10: **Enter the information below** and select, **Next.**



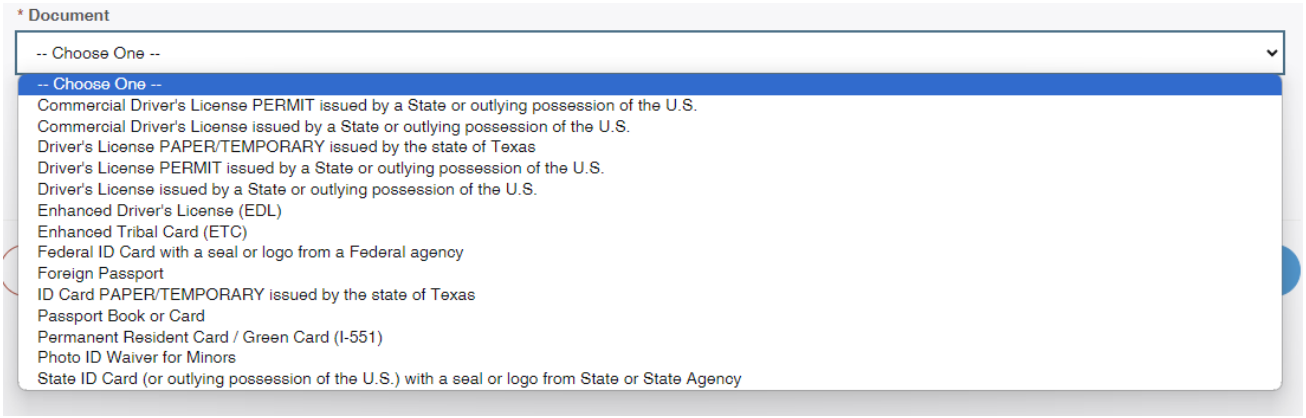
Step 11: **Enter the information below** and select, **Next.**



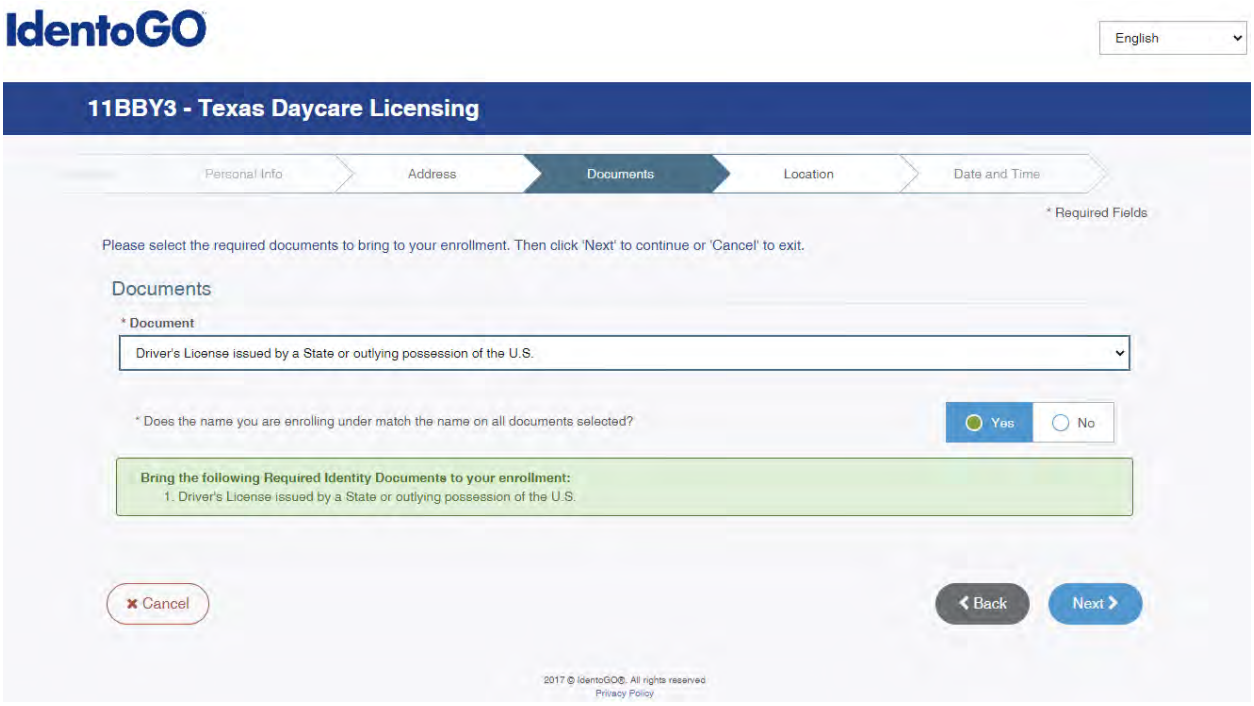
Step 12: **Enter the information below** and select, **Next.**



Select the appropriate Document provided.

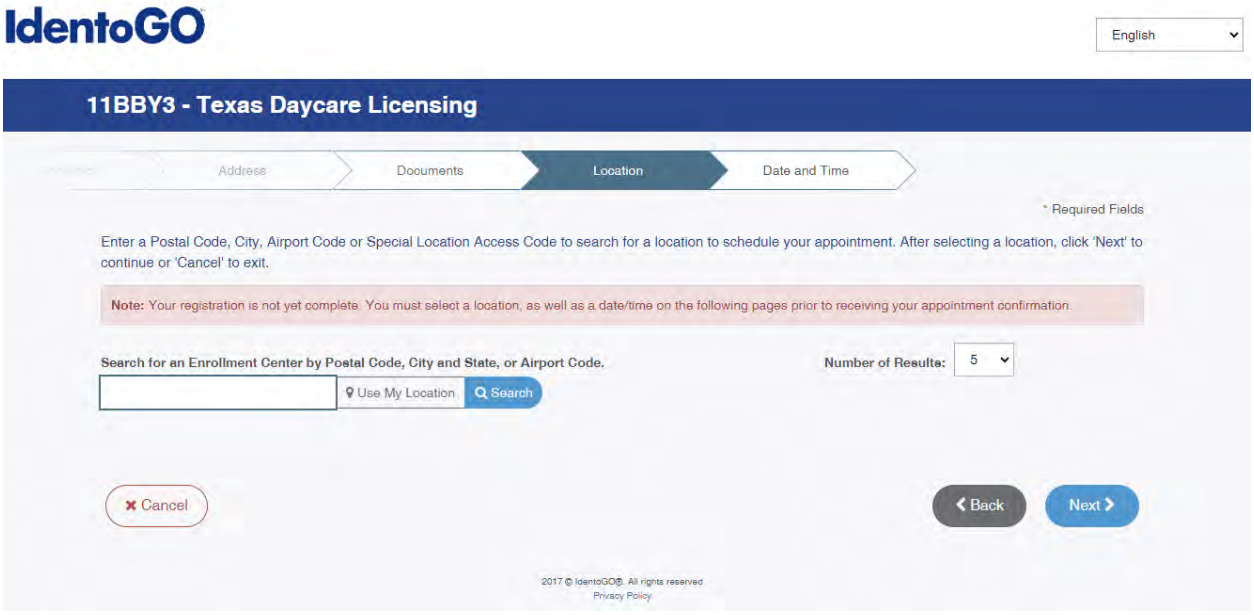


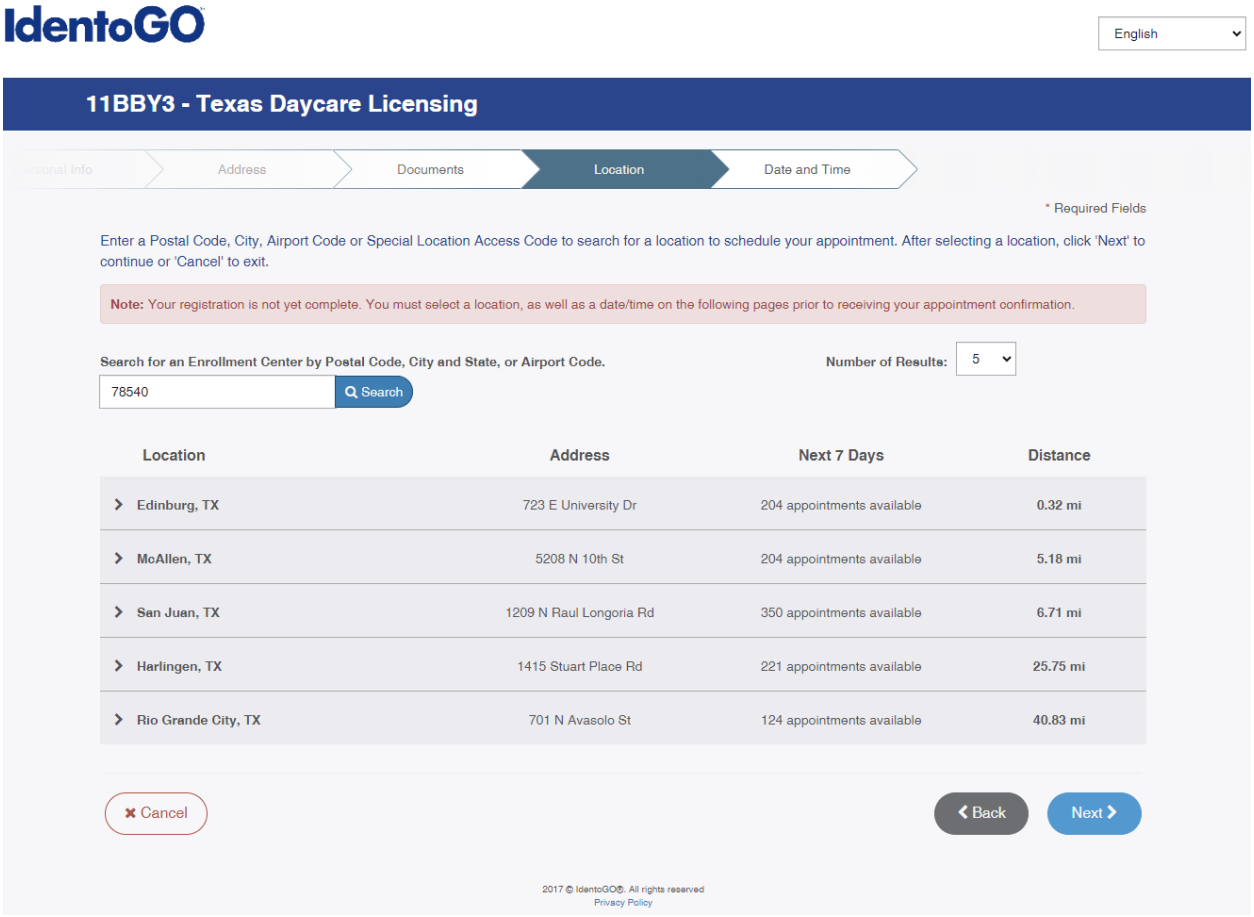
If Selecting **Driver License (Driver's License issued by a State or outlying possession of the U.S.)**, complete the information and select, **Next**.



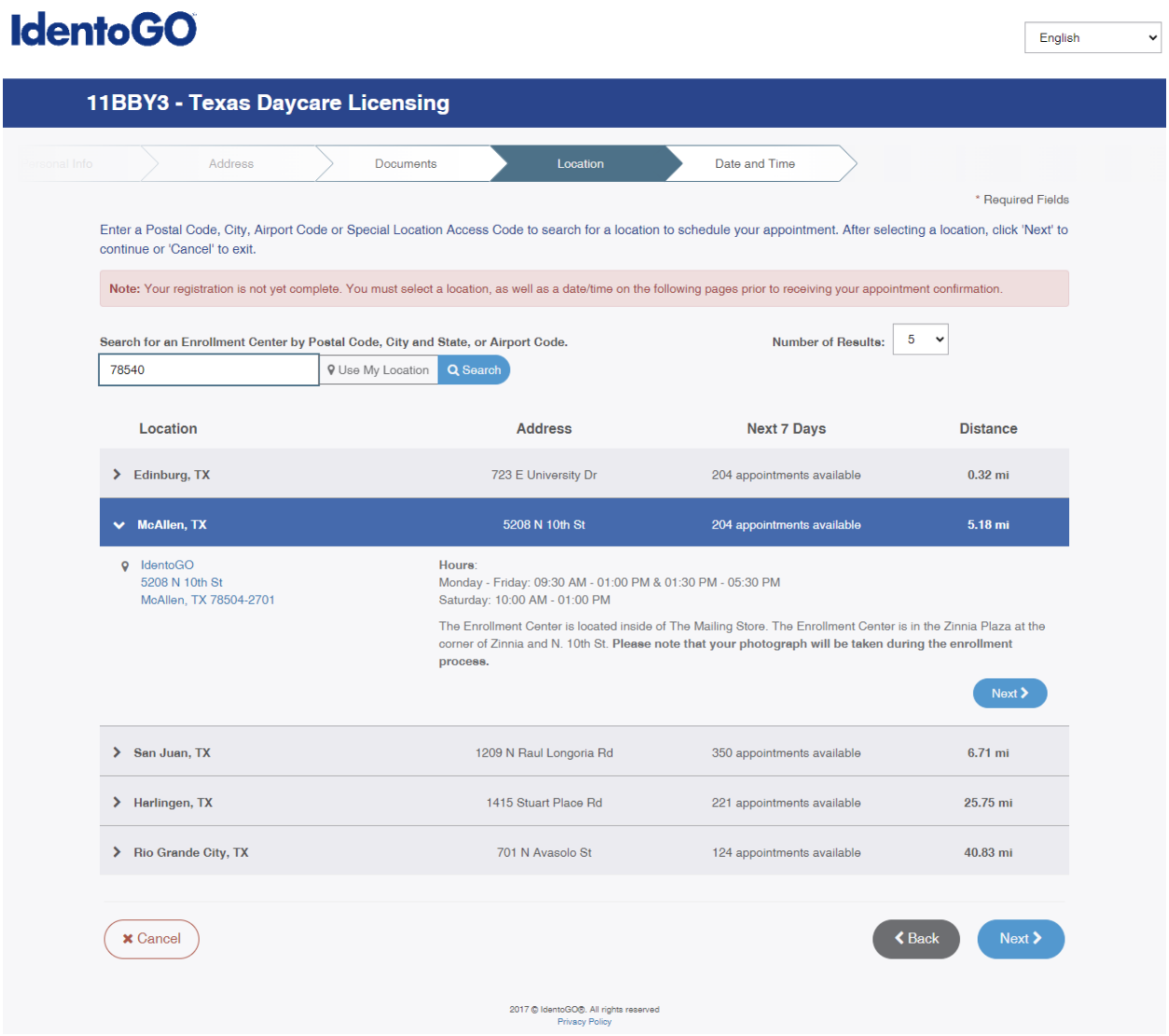
Step 13: Enter the nearest **Postal Code** or **City and State**.

This will prompt the system to find the nearest fingerprinting location near you.

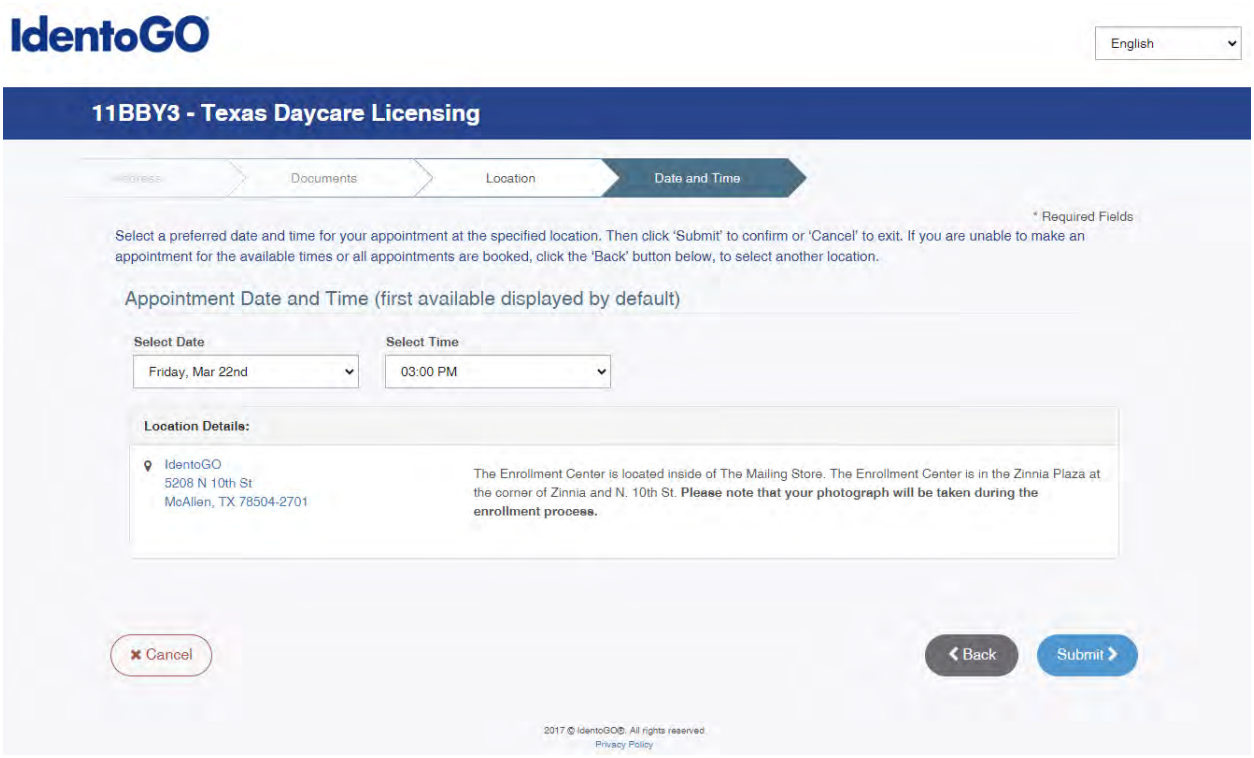




Step 14: Select the **Location** and select, Next (under Distance).

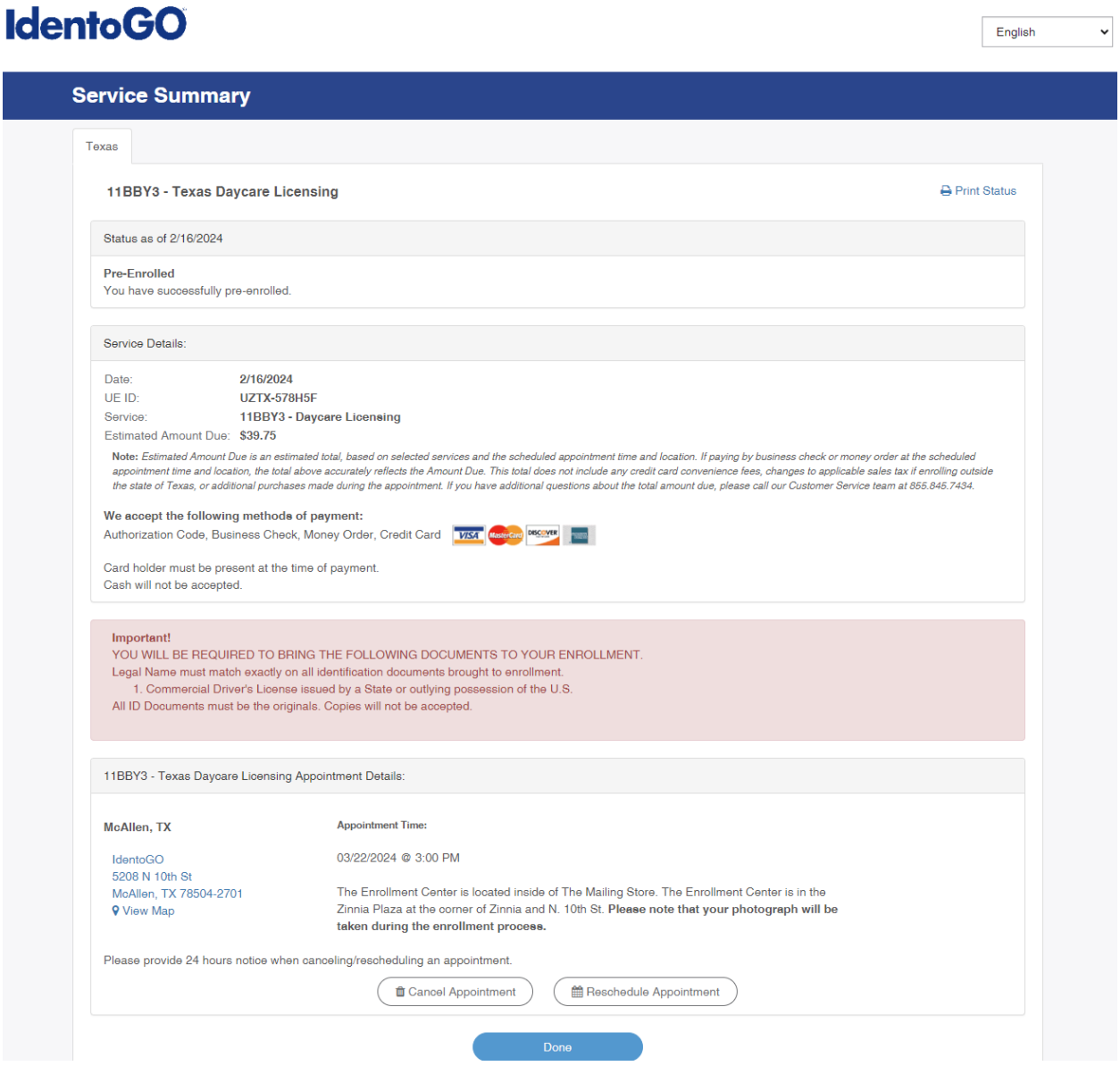


Step 15: Select **Date** and **Time** preferred, select **Submit**.



Step 16: The page below shows the appointment has been scheduled successfully.
Select **Print Status** (top right), select **Done**.

Note: If the appointment was not successfully completed, the appointment details will not show. In this case, select Back and refer to Step 15.



Background Check Determinations

There are four possible determinations for a background check:

(1) ***Provisionally eligible with conditions*** - The subject of a background check may be present at an operation, but with limited access to the operation or the children in care according to any specific conditions and restrictions. (Once the reason for the provisional status has concluded, the CBCU will make one of the other determinations described in this rule for the subject.)

(2) ***Eligible*** - The subject of a background check may be present at an operation.

(3) ***Eligible with conditions*** - The subject of a background check may be present at an operation, but with limited access to the operation or the children in care according to any specific conditions and restrictions.

(4) ***Ineligible*** - The subject of a background check may not be present at an operation.

The background check determination and role of the person at the operation will determine if the employee is eligible for hire.

The background check determination for contracted staff will determine if the person will be allowed to be assigned to a Head Start location.

Background Checks – Employee Validations

To support Child Care Regulation's (CCR) participation in the FBI National Rap Back service, the rules that became effective on January 13, 2019, require each operation to validate that the list of persons associated with each operation is accurate. This requirement ensures that CCR only receives the National Rap Back service information for persons who are still actively employed by or otherwise associated with a child care operation.

The HR department must validate the employee lists every 3 months or as soon as practicable. CCR's Centralized Background Check Unit (CBCU) will send a notification to the operation 30 days before the Employee List Validation is due. The Child Care Licensing Account, will also receive a message in the Message Board that the employee validation due date is approaching.

How to Validate the Employee List

Step 1: https://childcare.hhs.texas.gov/Provider/AccountLogin

Step 2: Use the Username and Password table to log in to the operation that is due for validation.

Step 3: View your Online Background Check History page;

Step 4: Verify all persons requiring background checks are on the list;

Step 5: If a person is not on the list, submit a background check for the person;

Step 6: Ensure all persons associated with the operation have a status of “active” or “pending;”

Step 7: Verify that anyone who is no longer associated with the operation is “inactive” (You may need to inactivate a person whose status still says “active” or “pending.”); and

Step 8: Once the list is accurate, validate the list.

Reporting the Number of Employees that Left Employment

All licensed child-care centers must annually report to CCR the number of employees who left employment. Minimum standard §746.303(b) requires providers to use their online provider account to complete the reporting. Providers are notified on their Provider Account dashboard that they need to enter the information and for which year it is needed.

Any provider required to complete entry in their CCR provider account will be cited for noncompliance of minimum standard §746.303(b) if action is not taken.

System/Service Area: Human Resources	Subject: Benefits
Related Regulation(s): HSPPS 1302.90	
Related Forms: Benefit Forms and Flyers	Related Reports: Benefits Report, MIP Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

Benefits Connect Enrollment (BC)

Benefits Connect is an online benefits enrollment and administration system fully automated with EDI connectivity among employer groups, brokers, and Third Party Administrators (TPA's). The system simplifies the entire benefits administration process for the DBM - Employee Benefits Division. Data is communicated automatically to insurance carriers receiving EDI feeds. The system is also built to generate reports to the employer, broker and TPA.

This method of enrollment was implemented by the DBM - Employee Benefits Division during the open enrollment season of December 2009. This method has simplified the overview of employee benefit packages. The DBM - Employee Benefits Division staff is now able to enroll new employees, make benefit election changes and make qualifying event changes electronically. Changes to the system are communicated automatically on a weekly basis to the County's Group Insurance Carrier.

Employee Benefits Enrollment

- The Employee Enrollment Form is given to the newly hired employee to enroll in insurance coverage for themselves and their family.
- Hidalgo County offers health, basic life insurance, dental, and vision insurance for new hires (Health and basic life insurance (employee only) are covered by the County).
- Health, Dental, and Vision insurance (for dependents), are optional when enrolling but the employee pays full coverage.
- Other supplemental insurances are available during Open Enrollment which falls in September, October, or November.

Enrollment Form for New Hires

NOTE: Clearance must be obtained and set up by the Hidalgo County Benefits Department before being able to access the website for posting.

HIDALGO COUNTY
MEDICAL - DENTAL - VISION
ENROLLMENT FORM

DEPARTMENT OF HUMAN RESOURCES
Health Benefits Division
505 S. McColl Rd. Ste. A Edinburg, TX 78539
(O) 956-318-2660 (F) 956-318-2616

EMAIL:

EMPLOYEE ENROLLMENT FORM

DIVISION	LOCATION	JOB TITLE	DATE OF HIRE
HEAD START PROGRAM			

EMPLOYEE NAME (FIRST, MI, LAST)	FULL TIME	PART TIME	GENDER	DATE OF BIRTH	MARITAL STATUS
	☑	☐			

SOCIAL SECURITY NO.	HOME NO.	CELL NO.	Are you a tobacco user:

STREET ADDRESS, CITY, STATE, ZIP CODE	MAILING ADDRESS (If different than St. Address)

NAME OF SPOUSE	SOCIAL SECURITY NO.	DATE OF BIRTH	Tobacco User	Spouse	Common Law

DOCUMENTS REQUIRED FOR DEPENDENT MEDICAL INSURANCE COVERAGE:

NATURAL BORN CHILD	ADOPTED CHILD	STEP CHILD	SPOUSE	COMMON LAW	ALL DEPENDENTS
Birth Certificate	*Legal Adoption*	*Power of Attorney*	*Marriage License*	*CL Certificate*	*Soc Sec Card*

MEDICAL PLAN AETNA - GROUP# 285608 — **Check if declining Medical Coverage:** ☐

BASIC PLAN $ 1,000 Deductible, 80%, $25 COPAY DOCTOR - $40 COPAY SPECIALISTS

BASIC PLAN	Mo. Premium	Select Plan	DEPENDENTS AGES 0-18	EMERGENCY ROOM
Employee Only	$ -	☐	$0 COPAY	$350 COPAY
Employee & Spouse	$ 460.00	☐		
Employee & Child(ren)	$ 130.00	☐	Applies to doctor visits (Non-Specialists)	COPAY WAIVED IF ADMITTED
Employee & Family	$ 594.00	☐		

DENTAL & VISION PLANS - GROUP NUMBERS
AMERITAS DENTAL GROUP# 10-350848
AMERITAS - VSP VISION GROUP# 10-350848

Dependent enrolllment is allowed only if employee enrolls self for any plan.

DEPENDENT INFORMATION

	Print Dependents Name (Last, First, MI)	Gender	Date of Birth	Social Security No.
Child				
Child				
Child				
Child				
Child				
Child				

DENTAL AND VISION INSURANCE ELECTIONS	Dental Rates Monthly Rate	Dental Rates Bi-Wkly Rate	Select Plan	Vision Rates Monthly Rate	Vision Rates Bi-Wkly Rate	Select Plan
Employee Only	$31.32	$15.66	☐	$ 9.92	$ 4.96	☐
Emp/Spouse	$54.60	$27.30	☐	$ 17.84	$ 8.92	☐
Emp/Child(ren)	$54.56	$27.28	☐	$ 19.48	$ 9.74	☐
Emp/Family	$92.64	$46.32	☐	$ 25.60	$12.80	☐

Employee Authorization: I hereby certify that I elect coverage as indicated and that my dependent information is complete and accurate. Furthermore, I authorize Hidalgo County to deduct the required premium from my payroll check.

Employee Signature _____ Date _____

OFFICE USE ONLY	PAYROLL CODES:		Effective Date of Coverage	OFFICE SIGNATURE	
Employee Salary	Life Ins.			Director	
$	Medical			Date	
Prepared By:	Dental			Payroll	
Rocio Quiroga	Vision			Date	

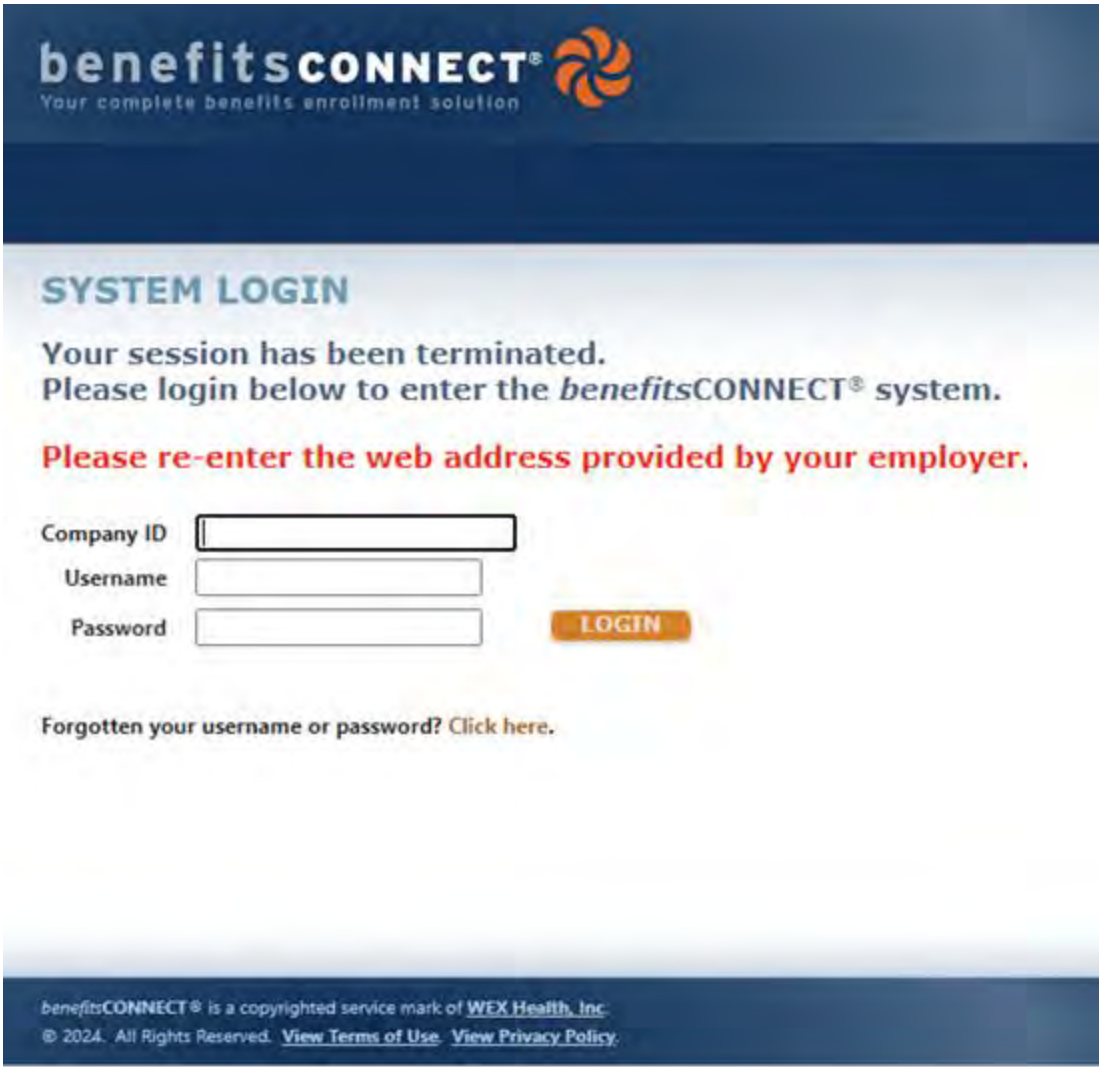
Benefits Connect System (BC)

Step 1: Gather the following Information to begin posting the new hired employee.
Insurance Enrollment form
Beneficiary form.

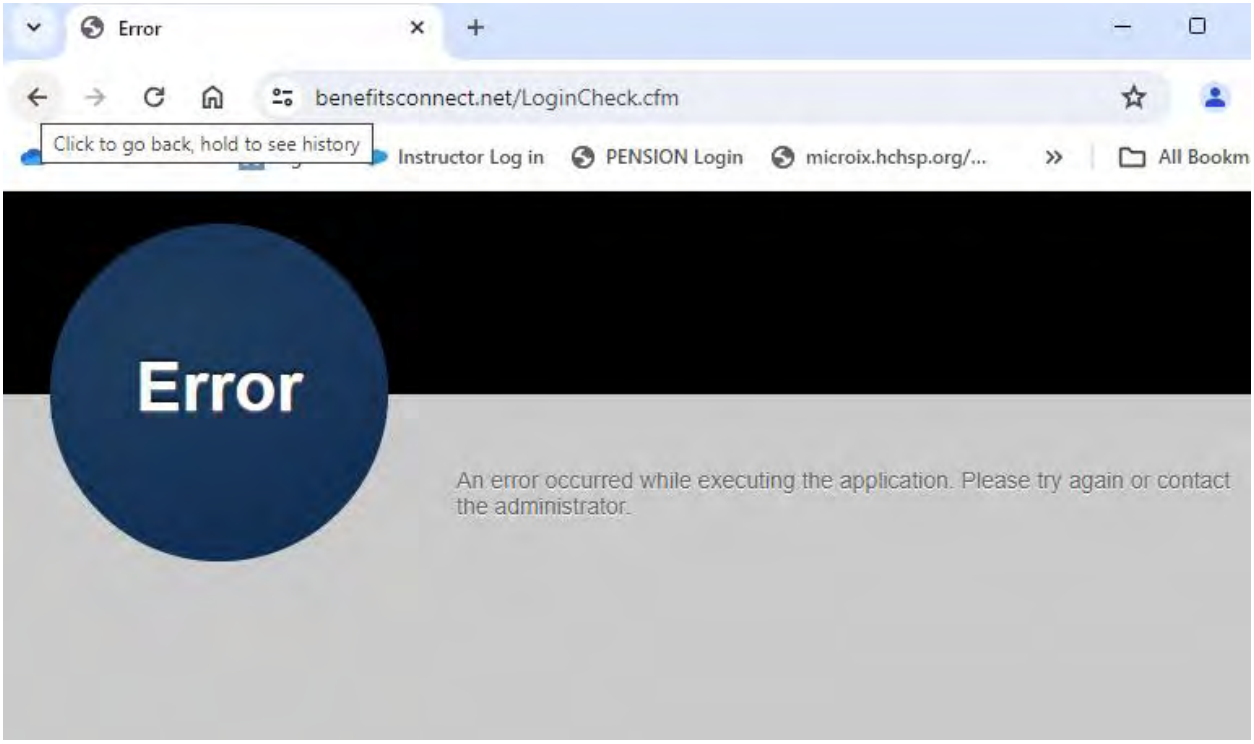
How to Enter, Edit, or Terminate an Employee

Step 1: Log in to the following website: *https://www.benefitsconnect.net*

Step 2: Enter the Company ID, User ID, and Password, click on Login.



The next screen will pop up after entering your log in credentials.



Click on the back arrow above to get to the ADMINISTRATION MENU

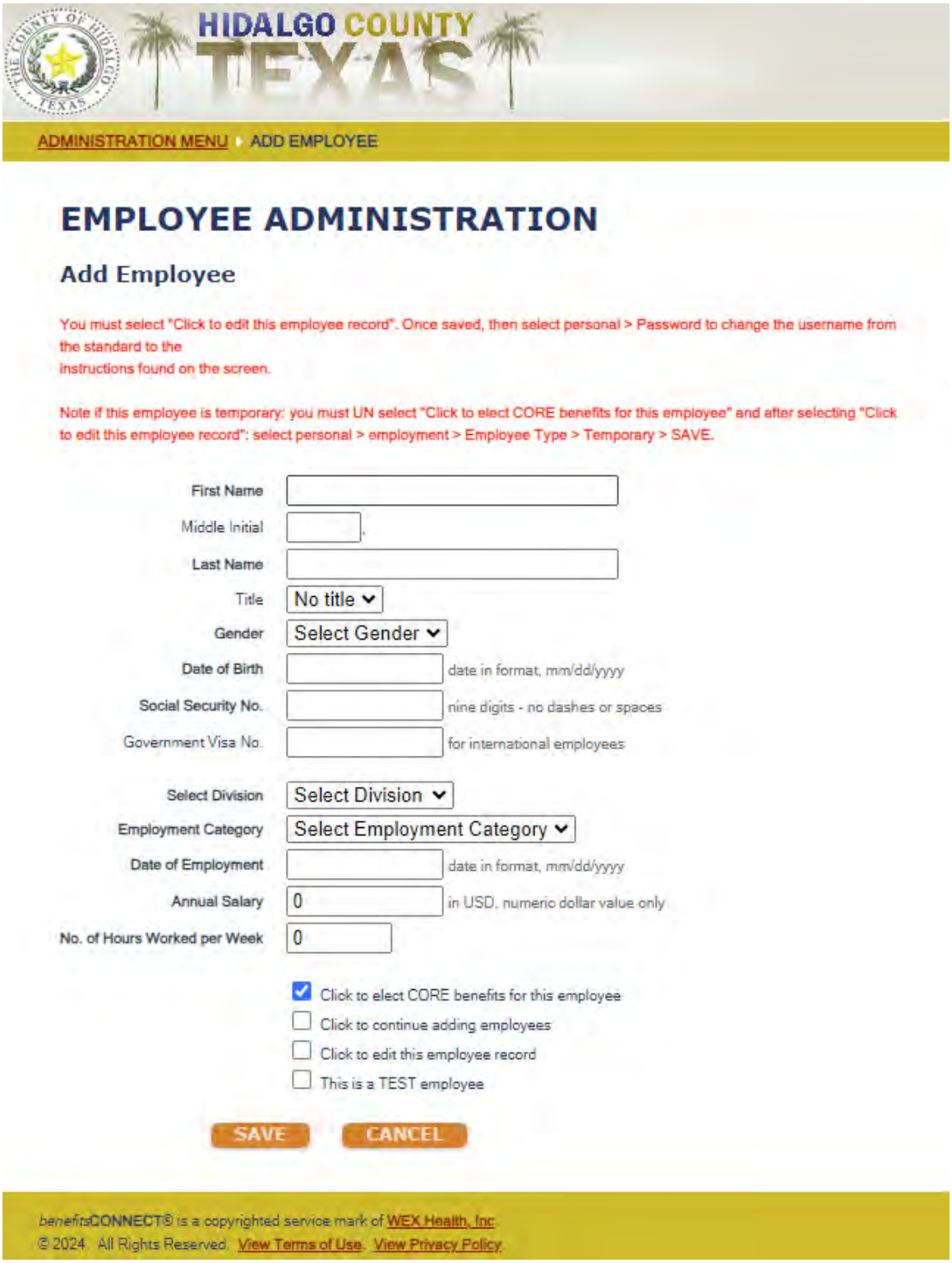
Due to a program error with Benefits Connect, this screen will come up once at the beginning of accessing the online program.

NOTE: Use the employee administration icon only. The County has placed restrictions on who can access information on the system.



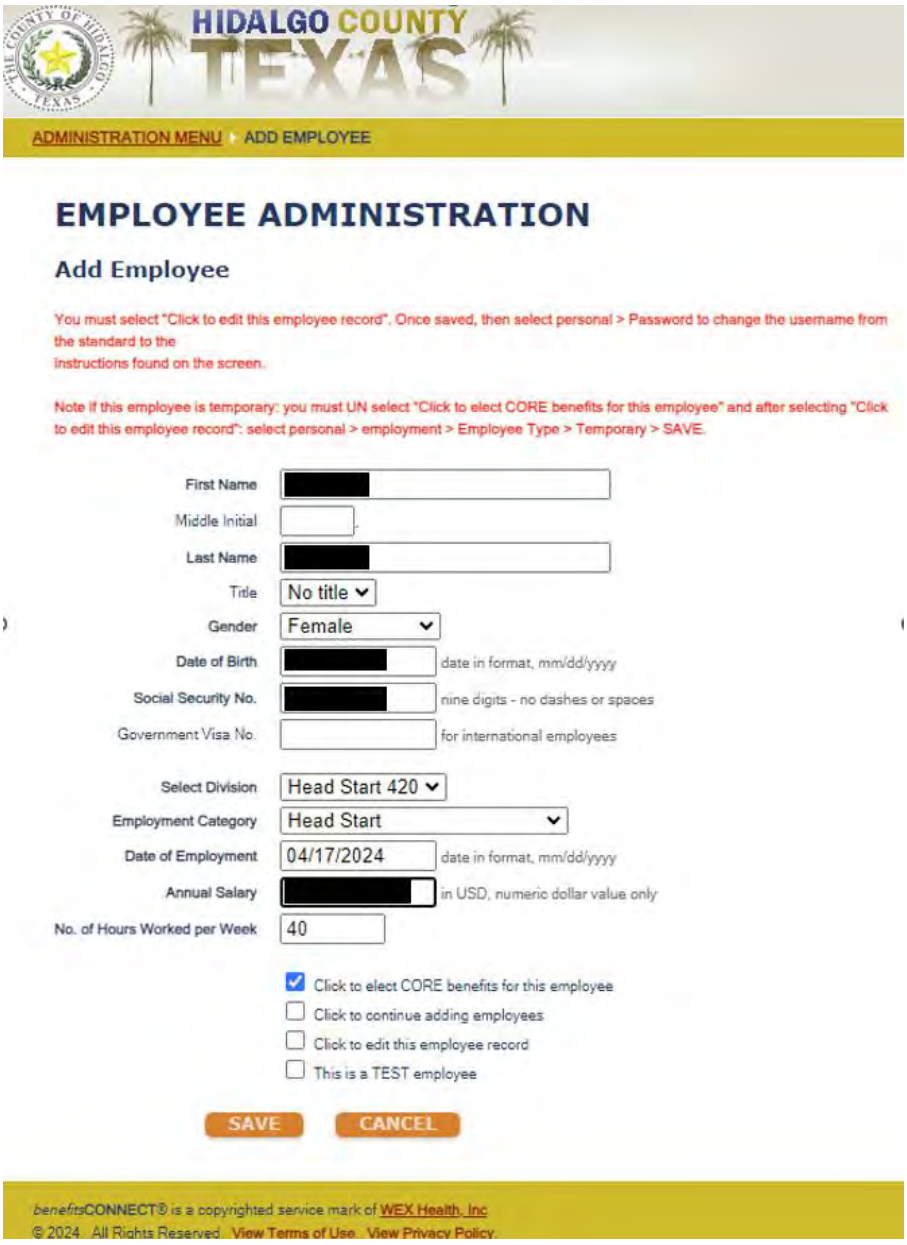
POSTING NEW HIRE INFORMATION

Add Employee



Enter the information required and click on SAVE. After clicking on SAVE, the next screen will appear.

SAMPLE

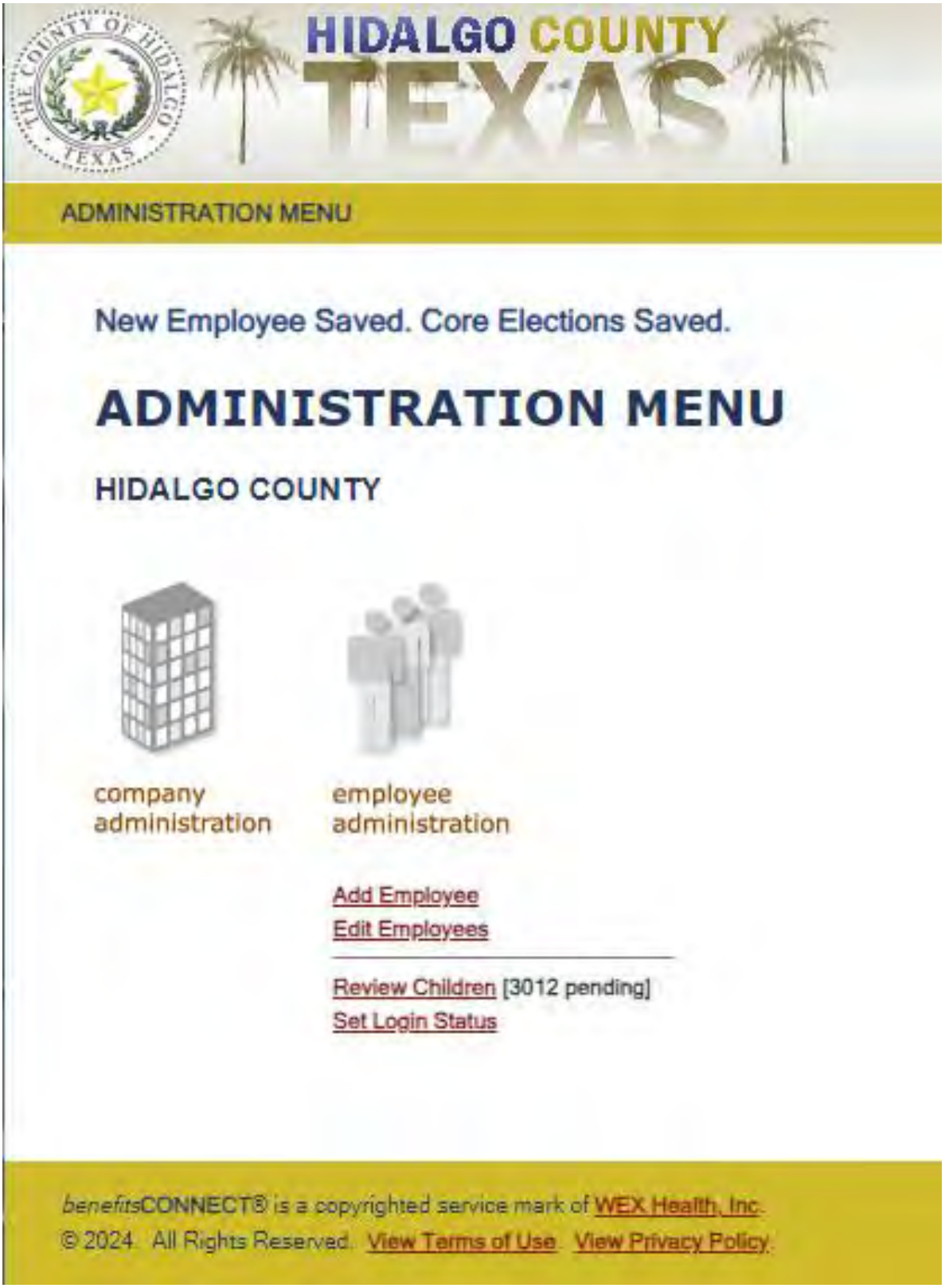


This screen will automatically be generated once you click on SAVE.

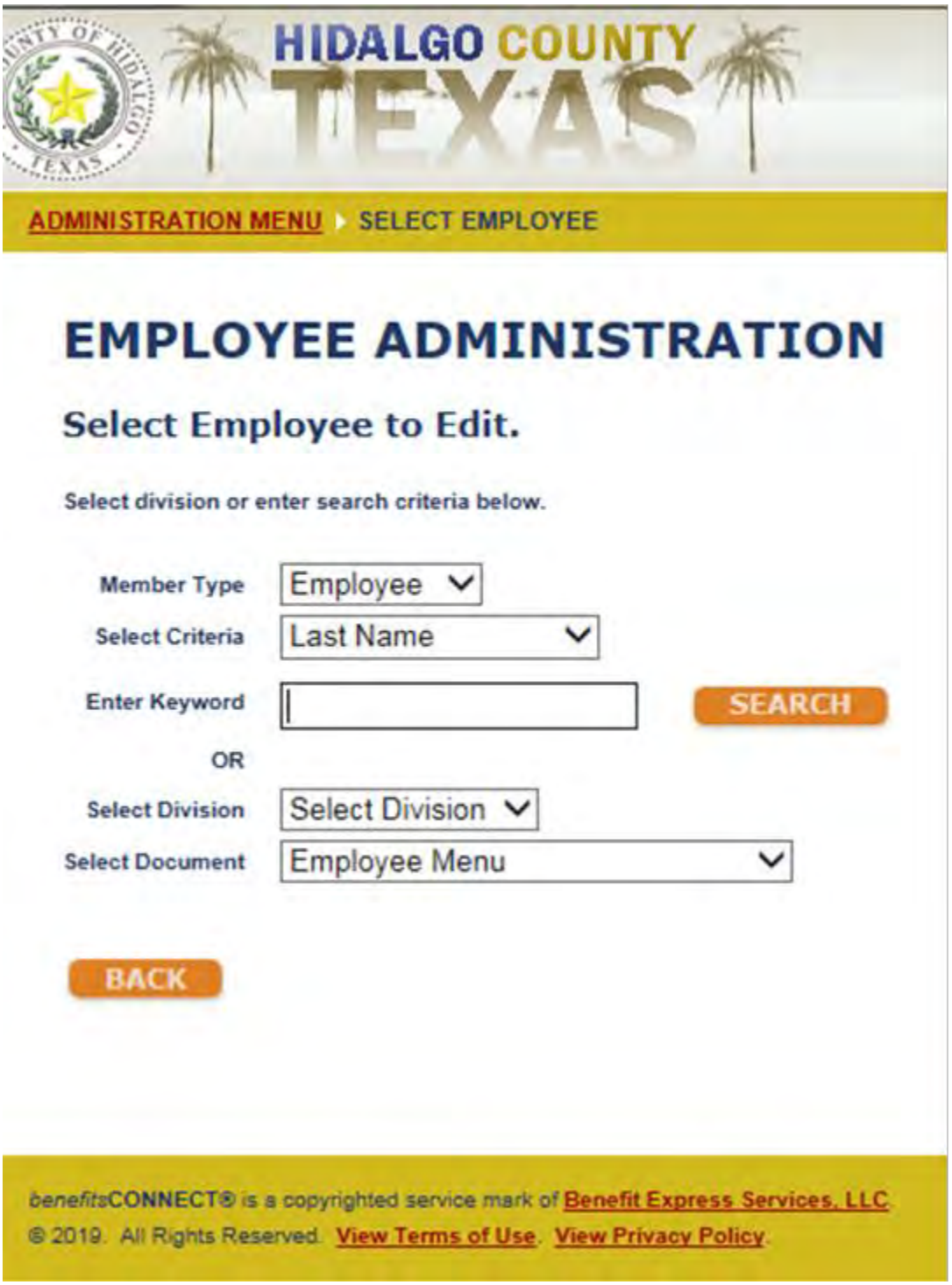
Click on FINISHED to continue. A new screen will show that the Core Elections were saved.
The next screen will appear.



Click on employee administration to continue with the enrollment.



Click on Edit Employees to open the new hire information.



Click on Select Criteria and open the drop-down menu. Click on SSN (Social Security Number)

Enter the social security number of the employee and click SEARCH. Do not use dashes or spaces. The next screen will provide the information on the new hire.



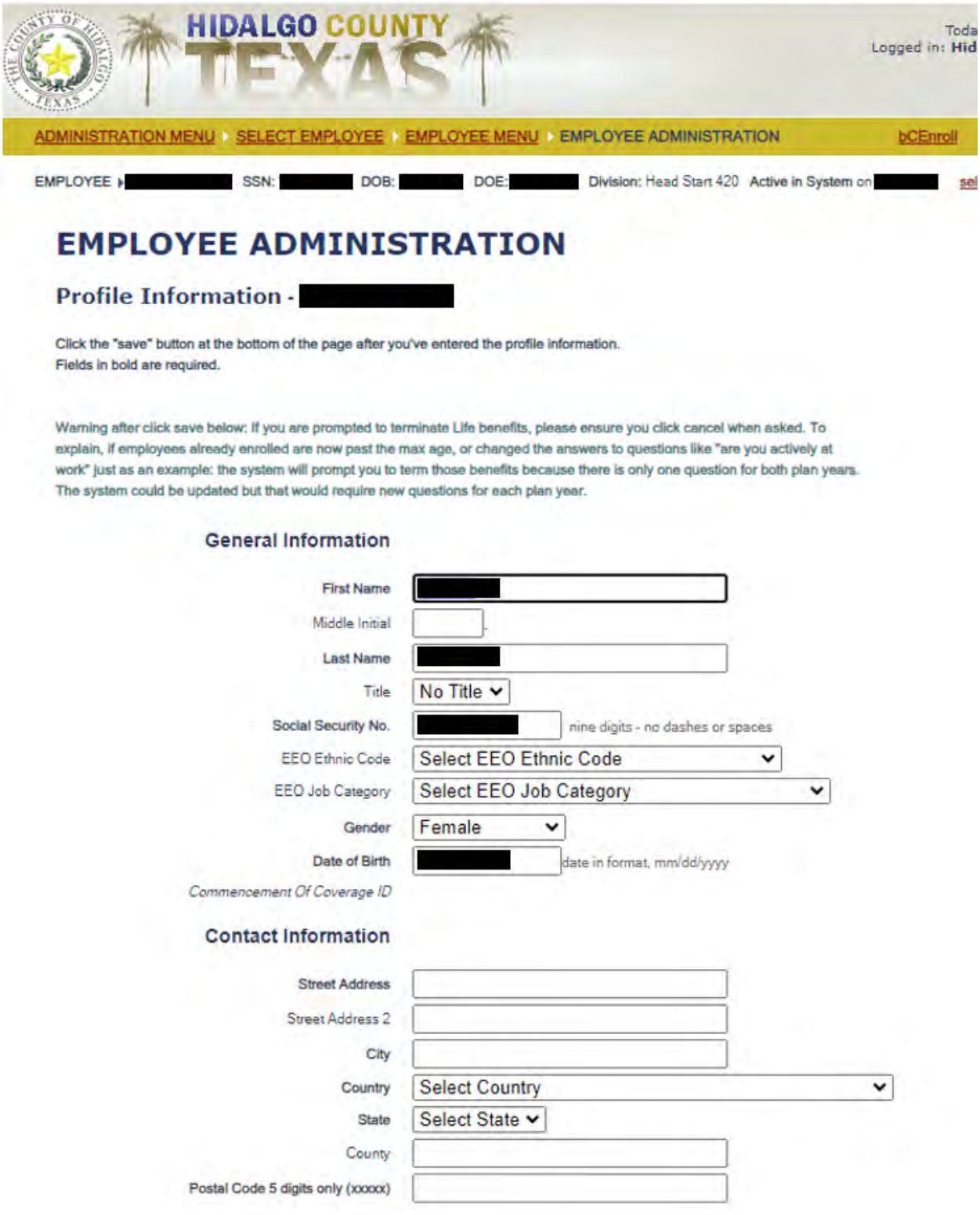
The next screen will show the employee selected when the social security number was entered. Click on personal information and a drop-down menu appears.



Complete the Profile, Employment, Payroll, Division, Status, and Journal only.

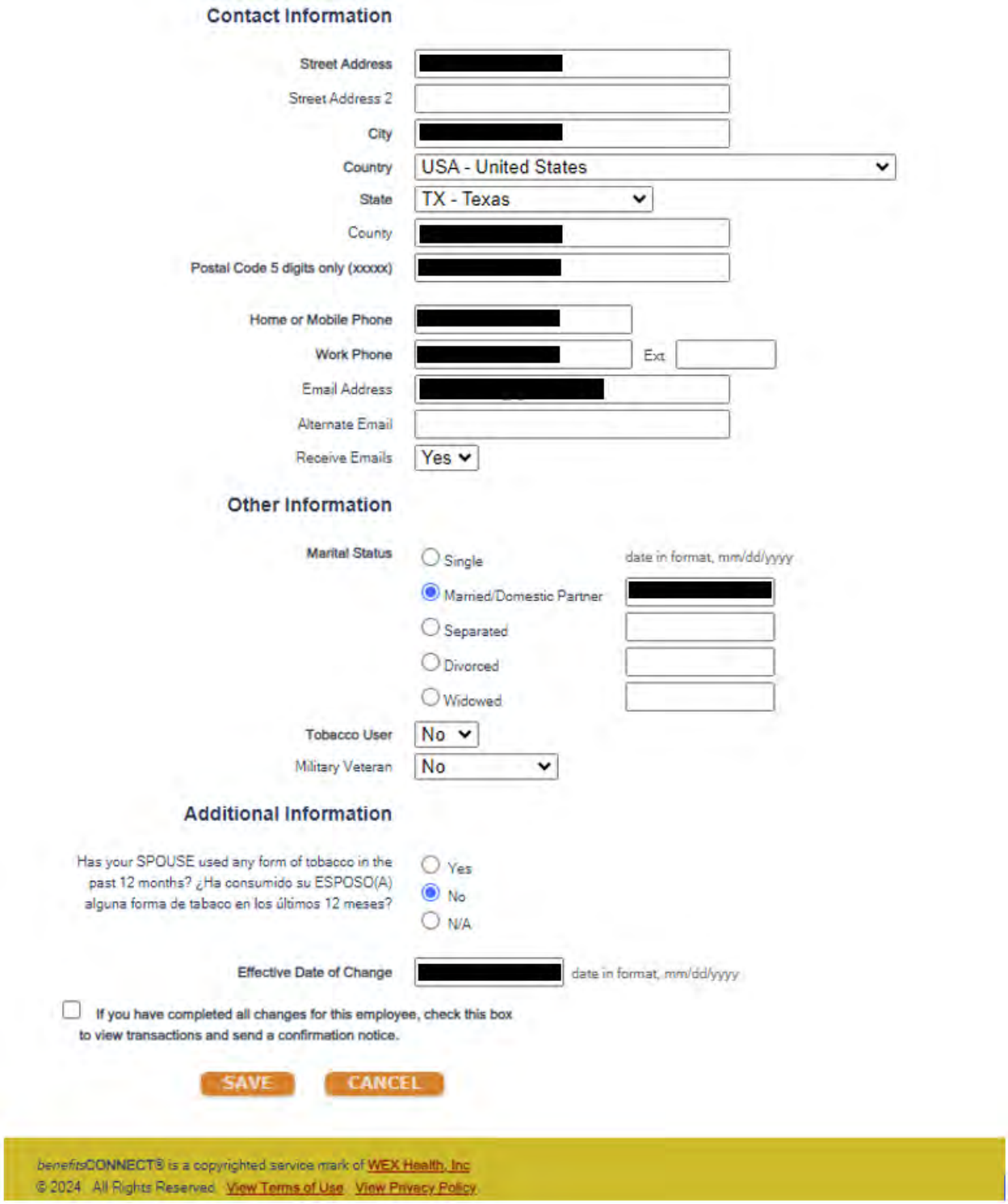

HIDALGO COUNTY
TEXAS
ADMINISTRATION MENU
SELECT EMPLOYEE
EMPLOYEE MENU
EMPLOYEE
SSN:
DOB:
DOE:
Division: Head Start 420
Active in System on
EMPLOYEE ADMINISTRATION -
personal information
dependent information
benefits plan information
Profile
Employment
Payroll
Division
Status
Password
Compensation History
History File
Journal
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PROFILE SCREEN



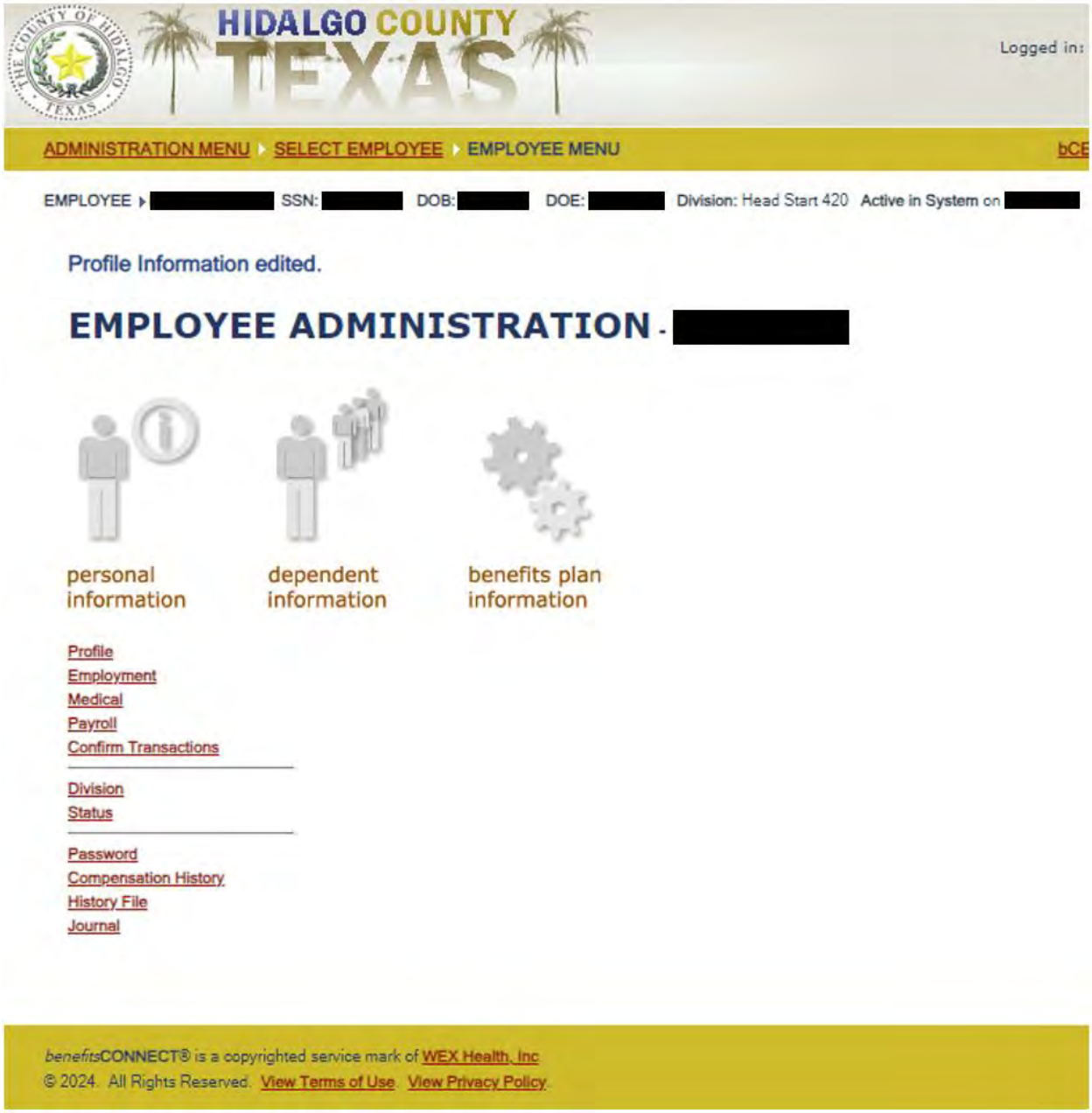
NOTE: The above information is carried over from the set-up screen. Below is the additional information needed.

Click on SAVE

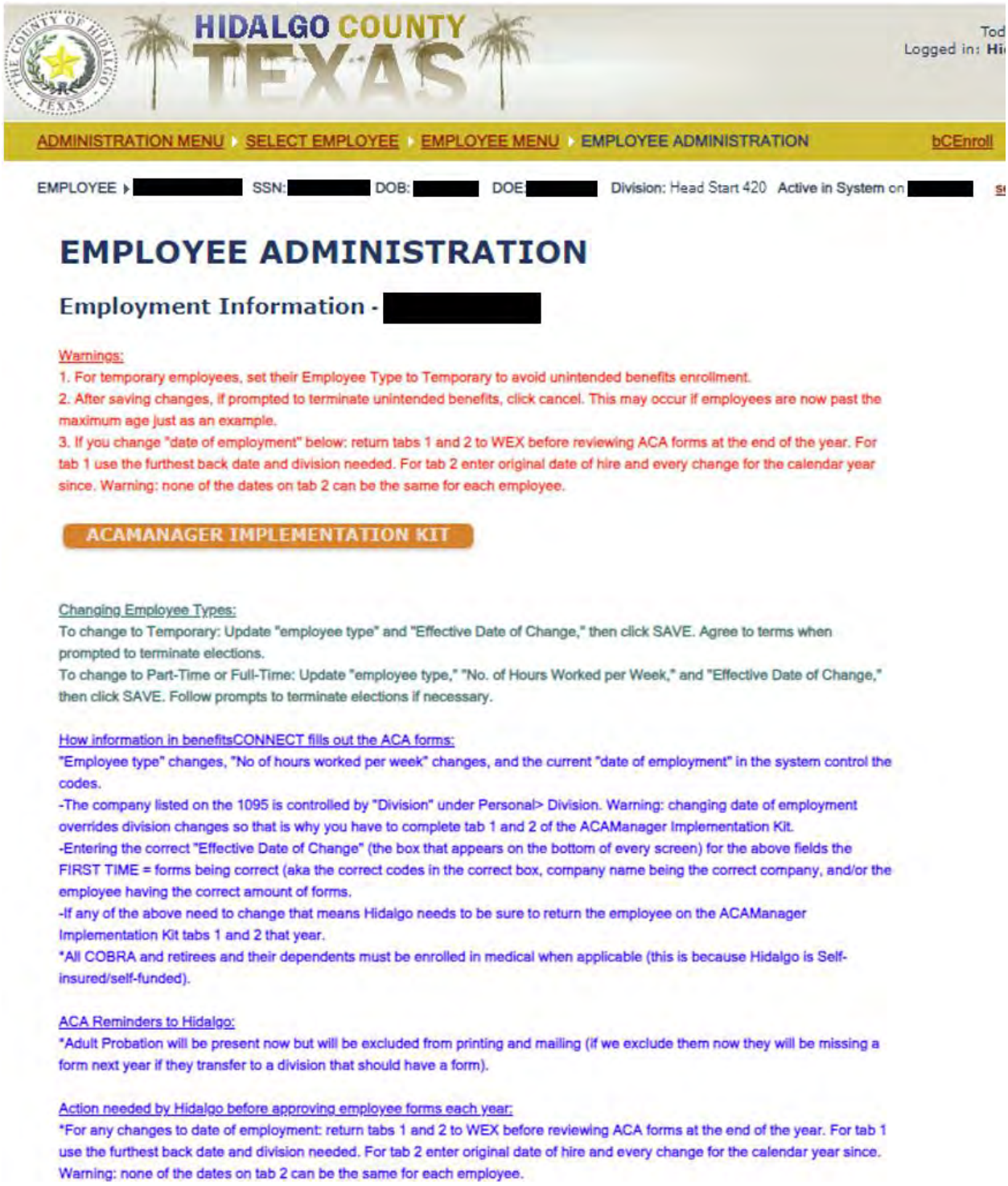


The screen will return to the EMPLOYEE ADMININTATION screen showing Profile Information edited.

Open the drop-down menu and click on Employment.

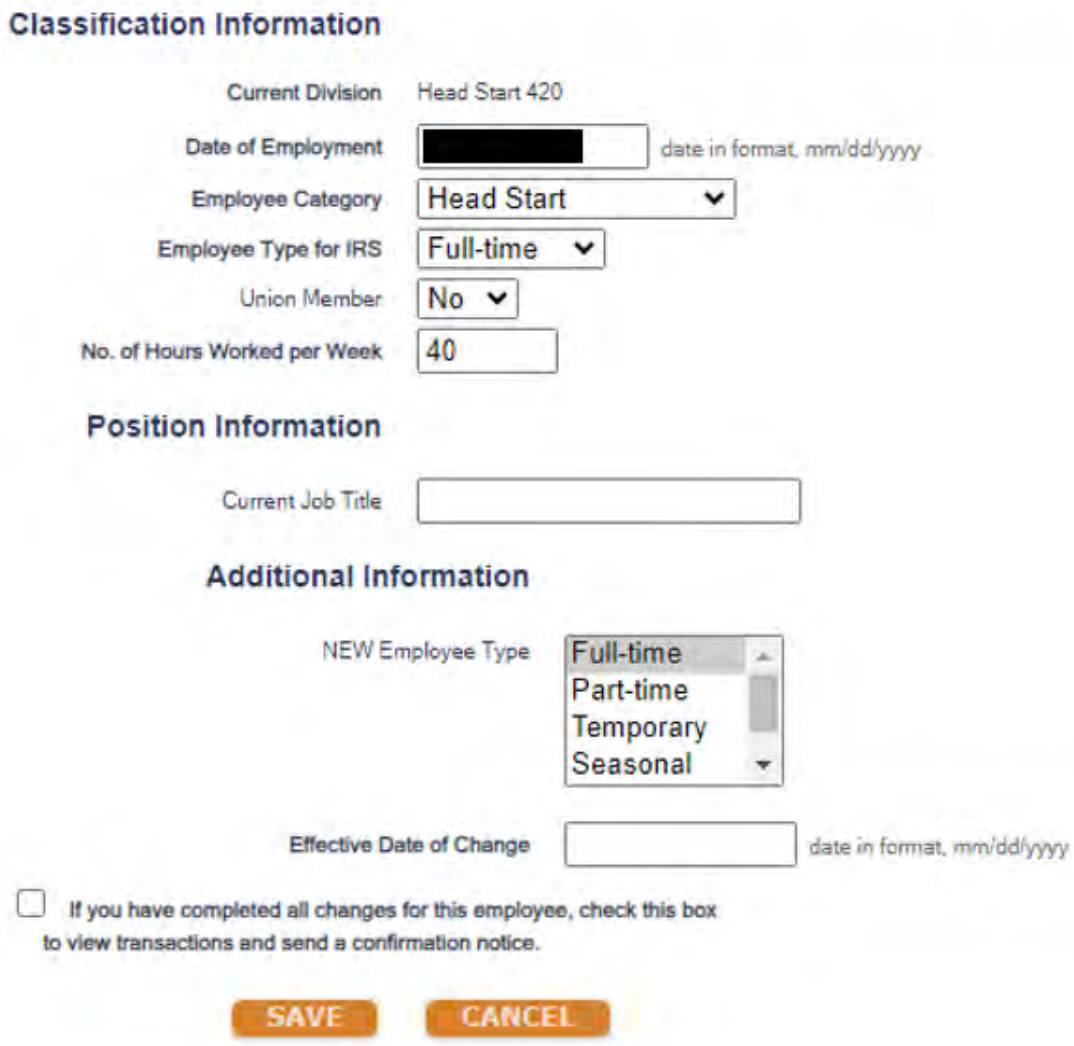


EMPLOYMENT SCREEN



ACA Action needed by WEX each year:
*Make sure finance team and printing team exclude Adult Probation.
*Medical waiver plans must be not editable when refreshing ACAM.
*NON Hidalgo: COBRA enrollees, retiree enrollees, ACA division, or COBRA division need to be imported into ACAM using employee category.
*Import Returned ACAManager Implementation Kit for employees who had changes to date of hire.

Notes regarding ACA costs:
-Hidalgo pays $0.35 PEPM, inclusive of e-filing.
-Emailing forms is included in the cost but Fulfillment costs (printing, mailing, postage, envelopes) are separate.



Verify Date of Employment.

Enter the Current Job Title and the Effective Date of Change to read current date, Click SAVE.

The screen will return to the EMPLOYEE ADMININTATION screen showing Employment Information edited.

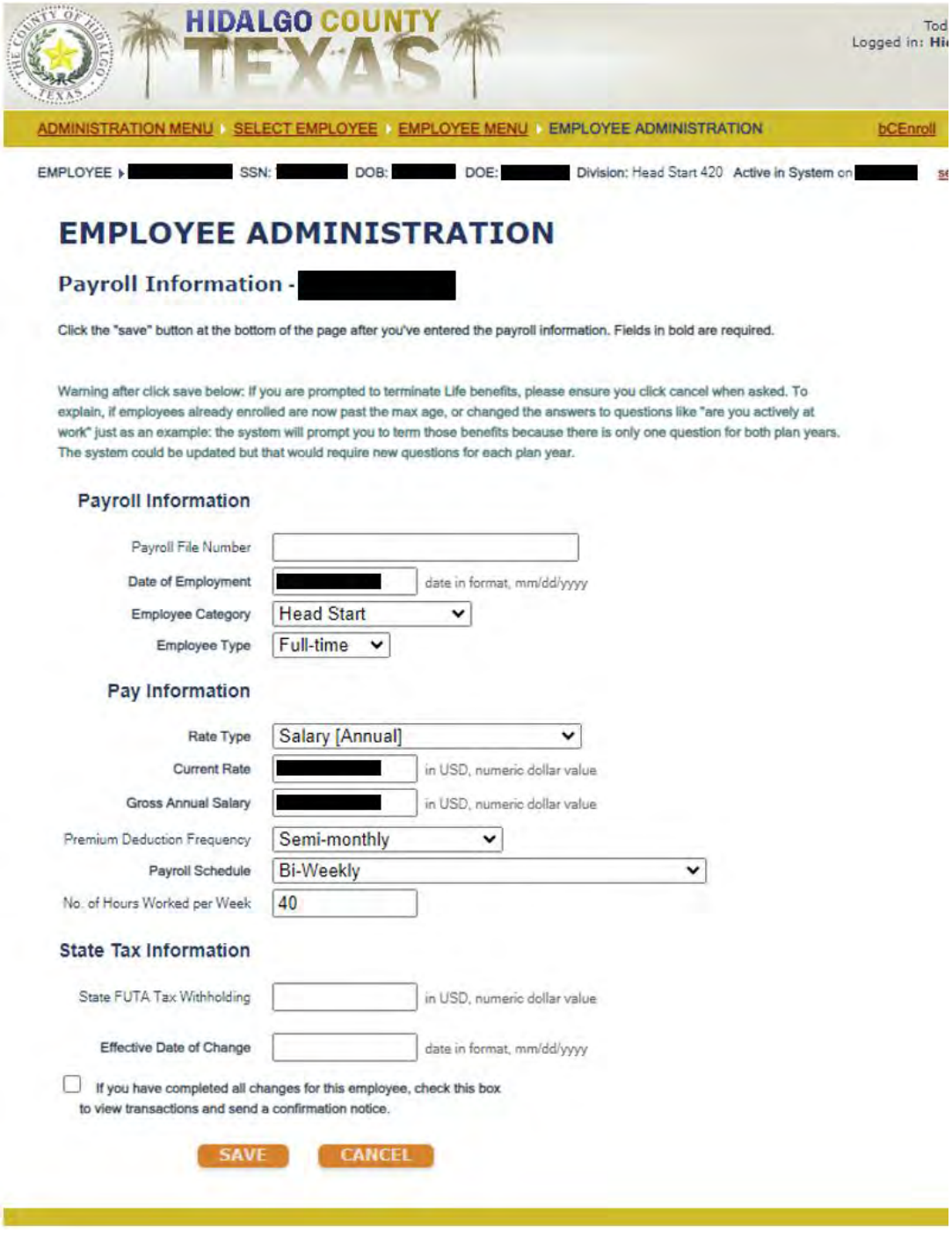
Click on SAVE, the next screen will appear. Effective Date of Change to read current date, Click SAVE.

SAMPLE



Open the drop-down menu and click on Payroll.

PAYROLL SCREEN

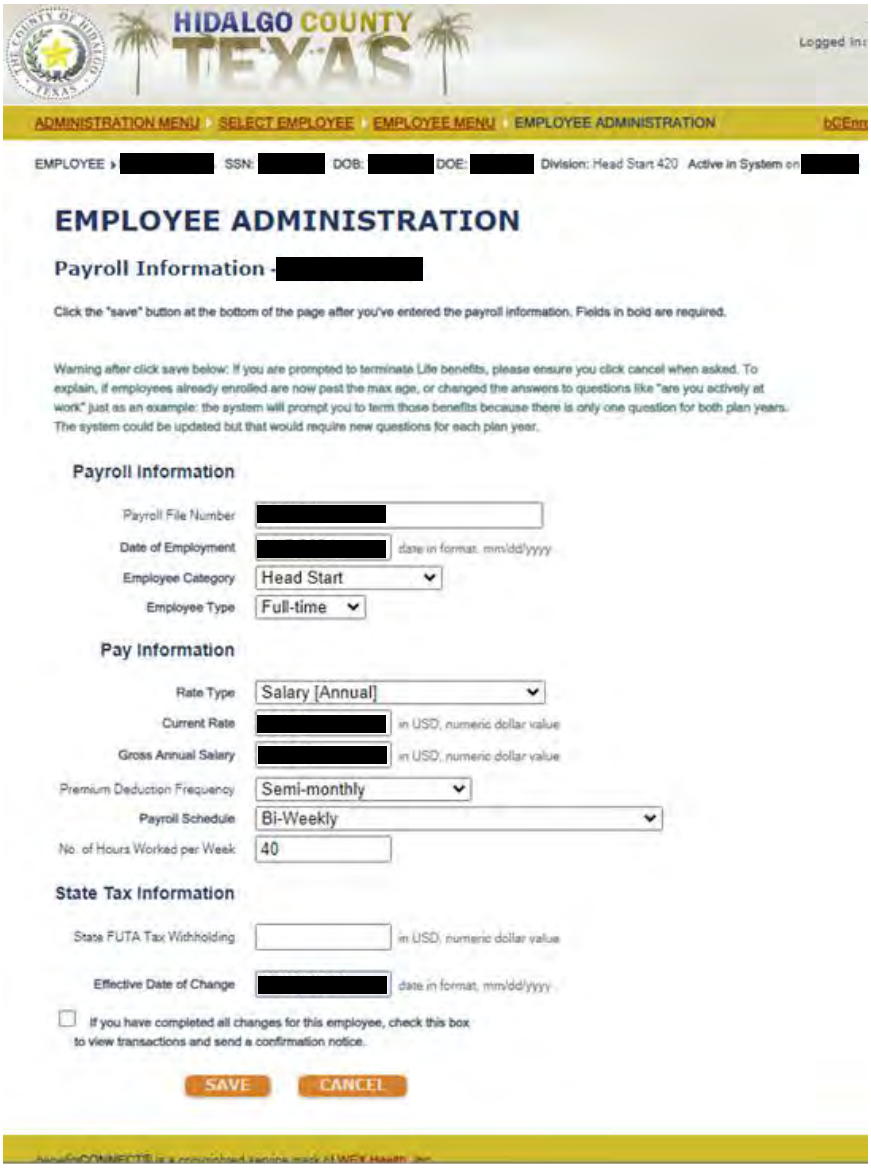


Verify the information carried over.

Enter the employees ID number as the Payroll File Number. Check that the following information is copied correctly from the system. Make any necessary changes. Place the current date as the Effective Date of Change, then click on SAVE.

The screen will return to the EMPLOYEE ADMININTATION screen showing Payroll Information edited.

SAMPLE



DIVISION SCREEN

Check that Current Division is Head Start 420.Place the current date as the Effective Date of Change, then click on SAVE.



STATUS SCREEN

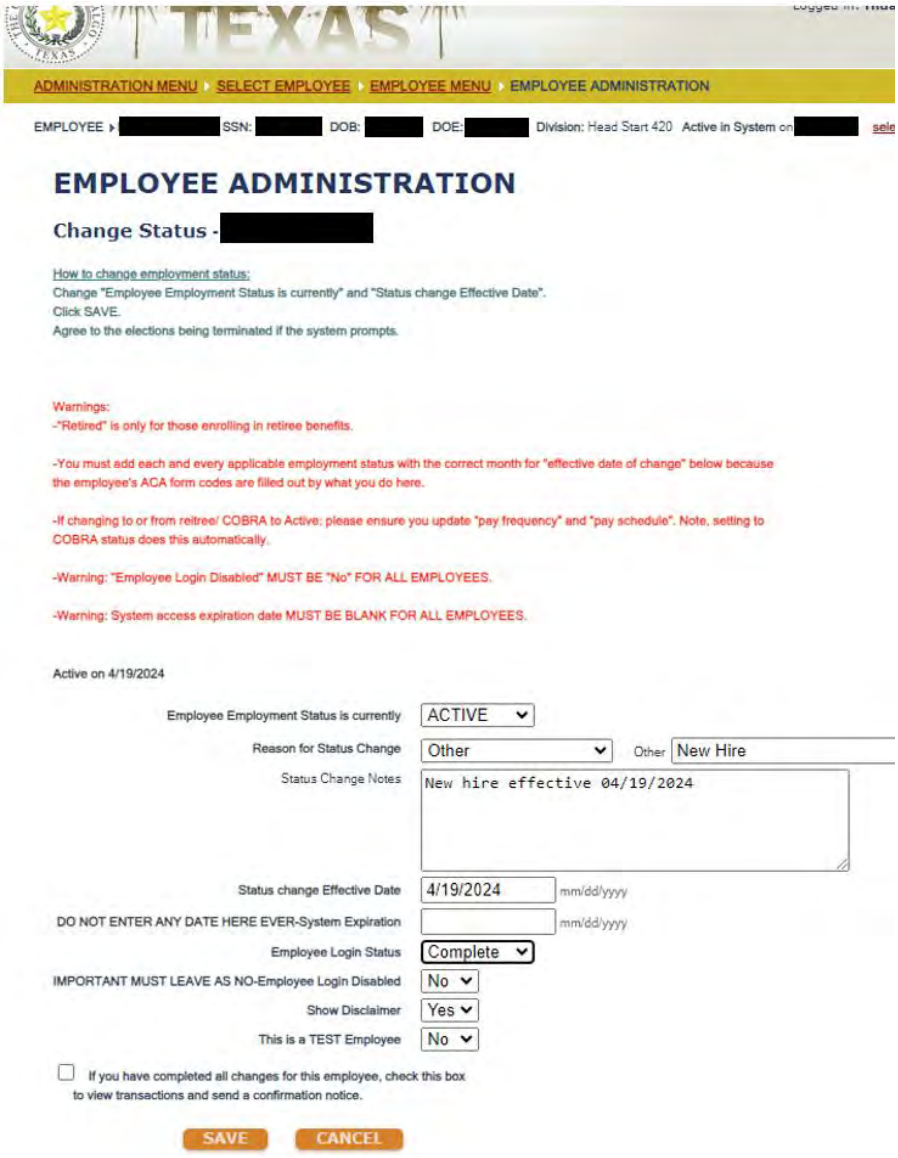
Employee Employment Status is currently: Open the drop-down menu and click on "ACTIVE."

Reason for Status Change: Open the drop-down menu and click on "Other", then add "NEW HIRE" in the Other box.

Status Change Notes: Type a notation for your records.

Status change Effective Date: Date of Hire

Skip down to Employee Login Status: "Complete"



JOURNAL SCREEN

Click on ADD JOURNAL ENTRY.



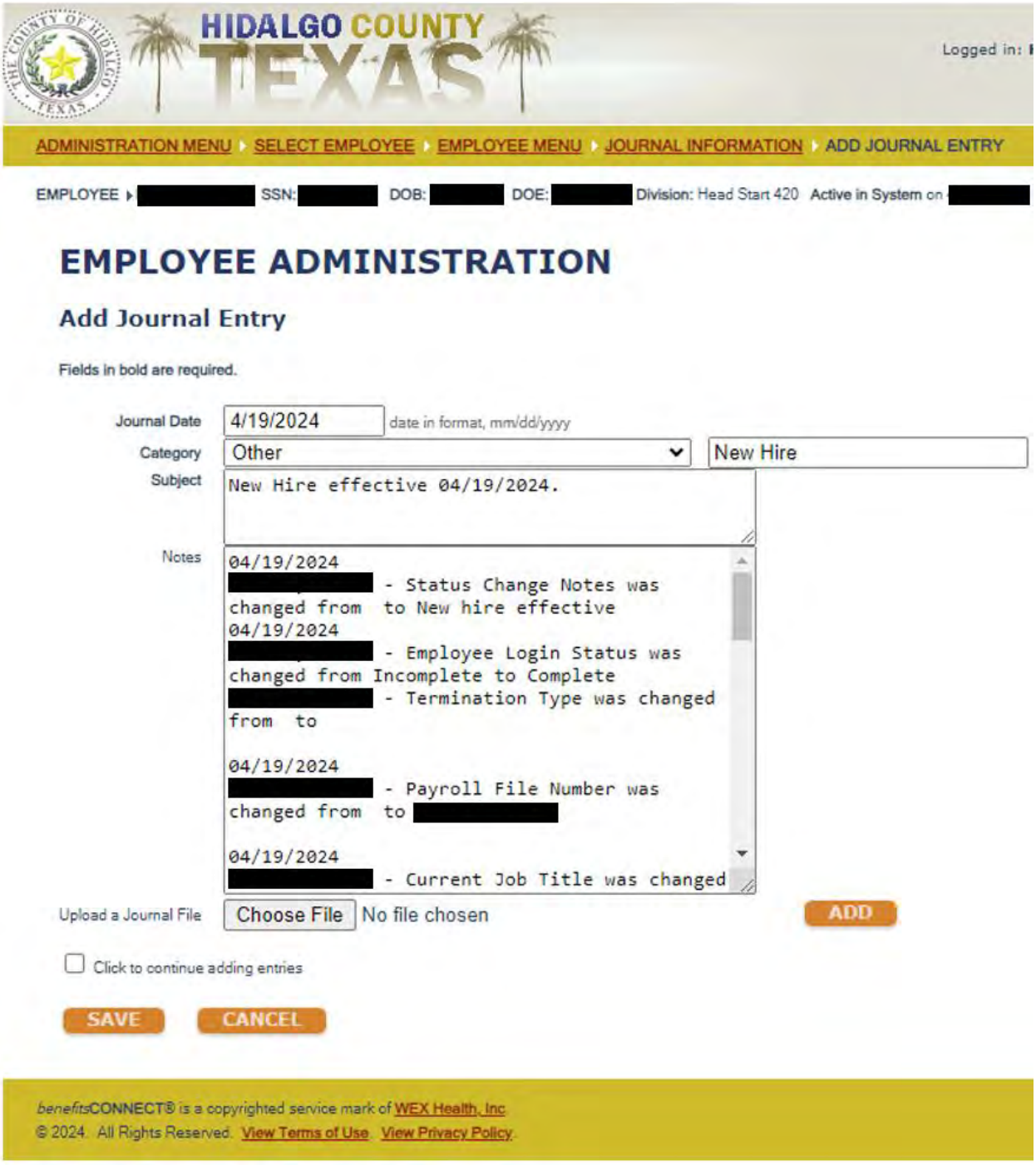
Enter information and then SAVE.



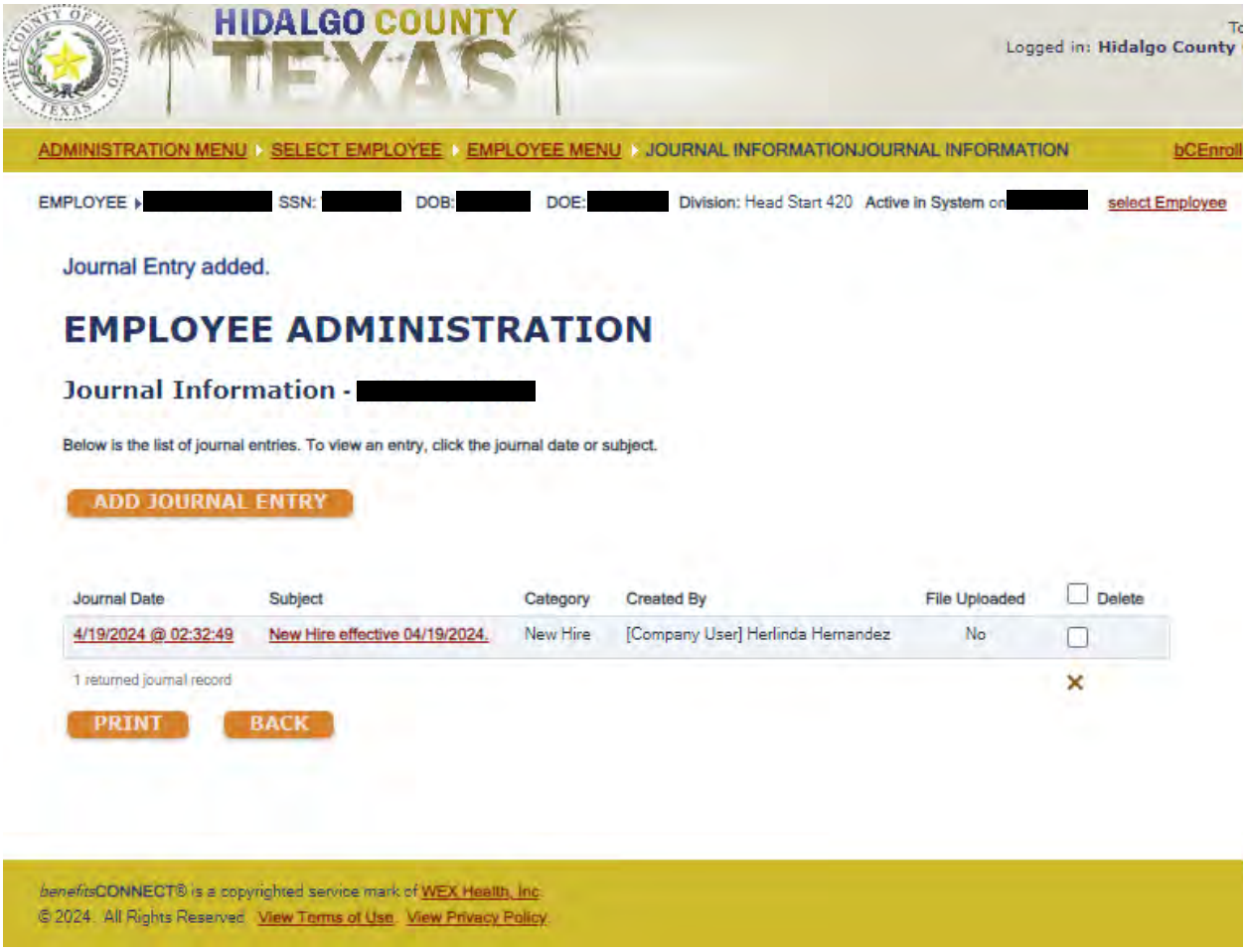
Open the drop-down menu under "Category" and click on Other.

Enter information in Notes.

Click on SAVE



The screen will return to the EMPLOYEE ADMINISTRATION screen showing Journal Entry added.



Click on EMPLOYEE MENU to return to the EMPLOYEE ADMINISTRATION home screen.

The Personal Information section is now completed.

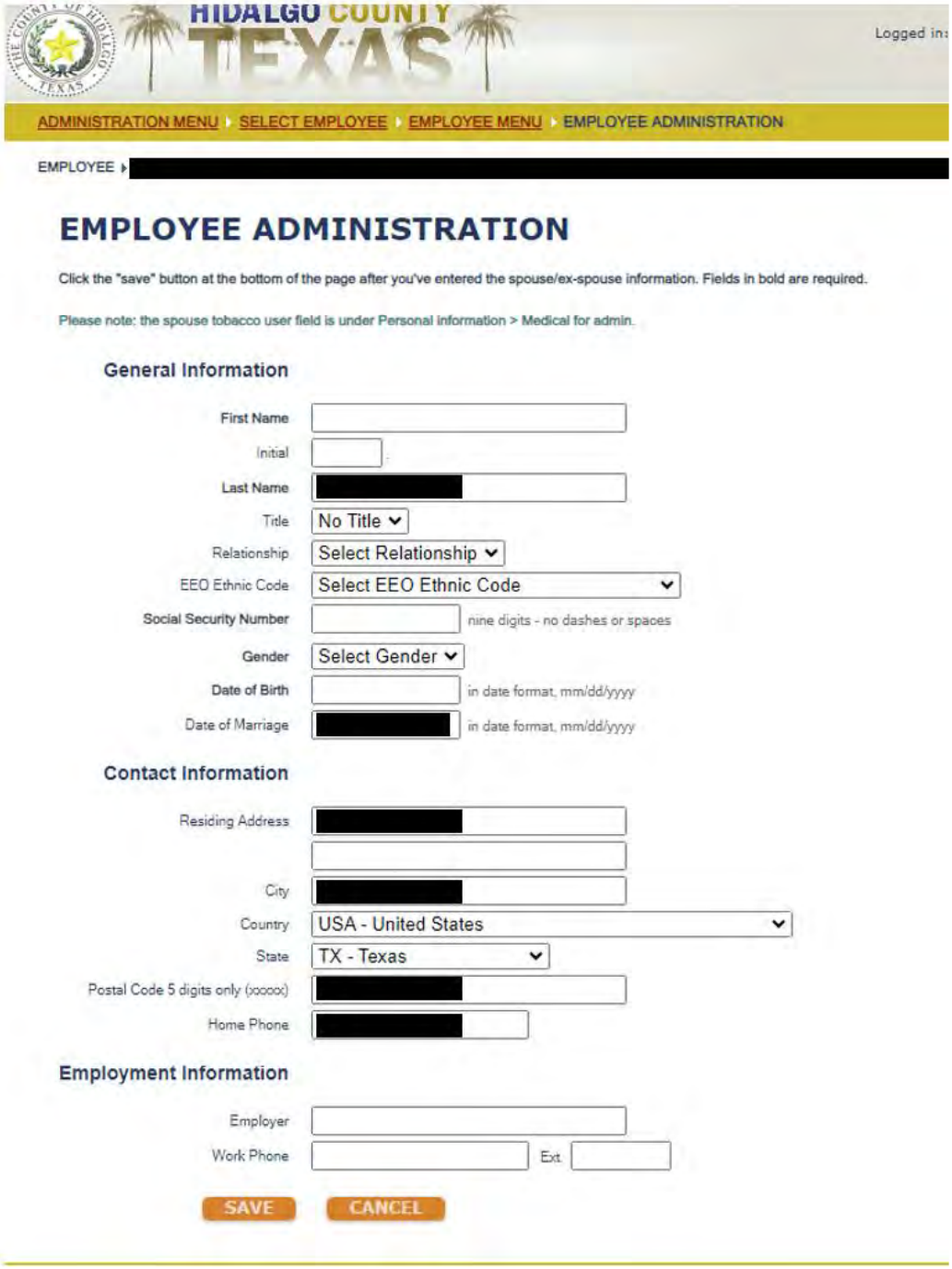
Next will be to enter any dependents if, applicable, for insurance. If not, the "benefits plan information" will be to enter insurance and beneficiary information.

DEPENDENT INFORMATION

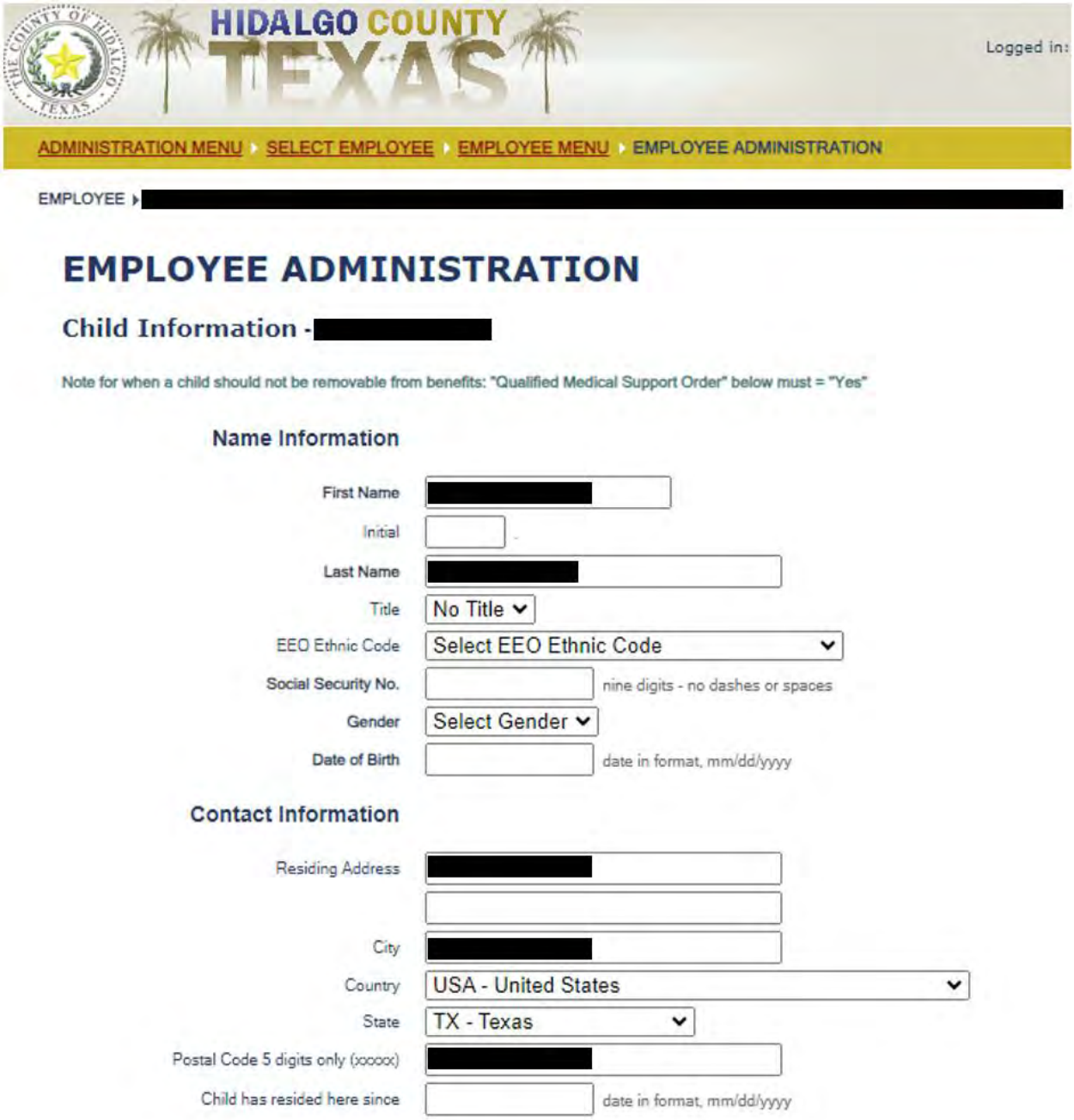


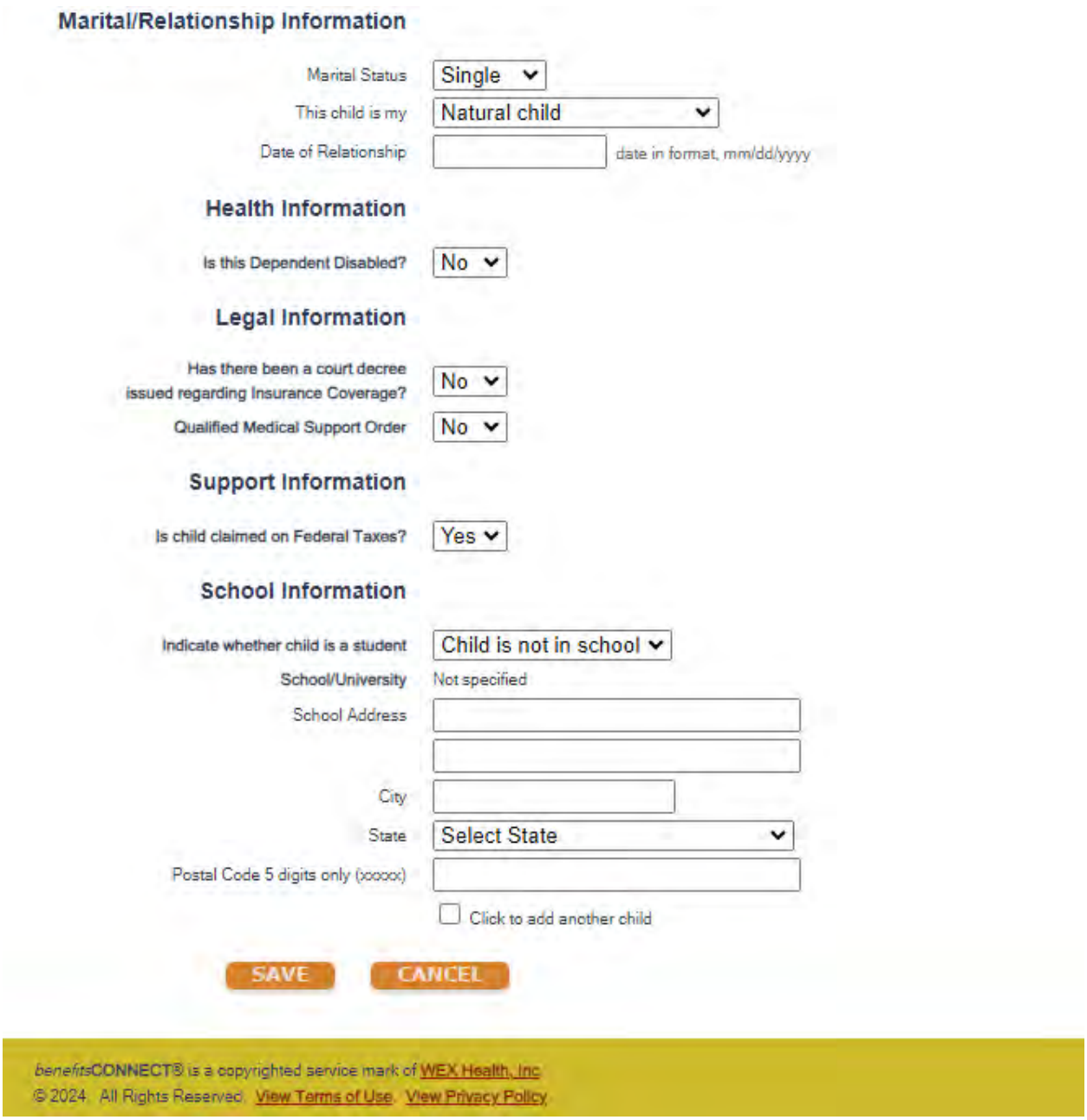
To add or edit information on the dependent information screen, follow the screen requirements.

Add Spouse or Domestic Partner



Add Child


HIDALGO COUNTY
TEXAS
Logged in:
ADMINISTRATION MENU
SELECT EMPLOYEE
EMPLOYEE MENU
EMPLOYEE ADMINISTRATION
EMPLOYEE
[redacted]
EMPLOYEE ADMINISTRATION
Child Information - [redacted]
Note for when a child should not be removable from benefits: "Qualified Medical Support Order" below must = "Yes"
Name Information
First Name
Initial
Last Name
Title
No Title
EEO Ethnic Code
Select EEO Ethnic Code
Social Security No.
nine digits - no dashes or spaces
Gender
Select Gender
Date of Birth
date in format, mm/dd/yyyy
Contact Information
Residing Address
City
Country
USA - United States
State
TX - Texas
Postal Code 5 digits only (xxxxx)
Child has resided here since
date in format, mm/dd/yyyy



Marital/Relationship Information

Marital Status: Single
This child is my: Natural child
Date of Relationship: date in format, mm/dd/yyyy

Health Information

Is this Dependent Disabled? No

Legal Information

Has there been a court decree issued regarding Insurance Coverage? No
Qualified Medical Support Order No

Support Information

Is child claimed on Federal Taxes? Yes

School Information

Indicate whether child is a student: Child is not in school
School/University: Not specified
School Address
City
State: Select State
Postal Code 5 digits only (xxxxx)
Click to add another child

SAVE CANCEL

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Benefits plan information



The following drop-down menus will be used during new hire enrollment:

1. Benefit Plan Enrollment
2. Beneficiary Information
3. Consolidated Enrollment Form

Note: For new enrollment purposes, only Medical, Dental, and Vision is available for enrollment. The employee will have to wait for **Open Enrollment** to acquire the supplemental insurances for the coming year.

1. Benefit Plan Enrollment

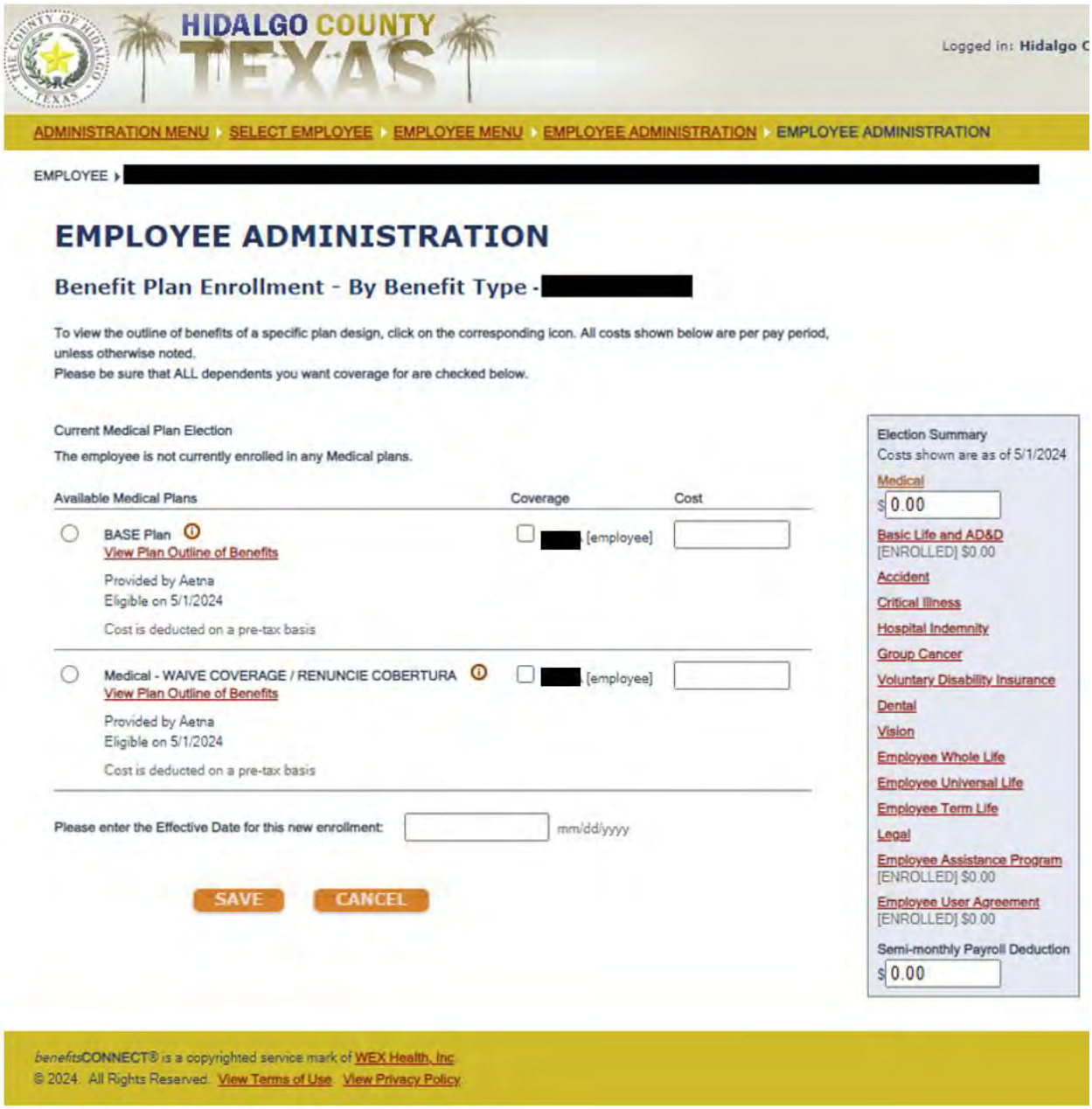
This information will pop up once you click on Benefit Plan Enrollment. Each category will need information to enroll for the new hire. Begin by clicking on **Medical** under **Eligible Plan Types**.



MEDICAL

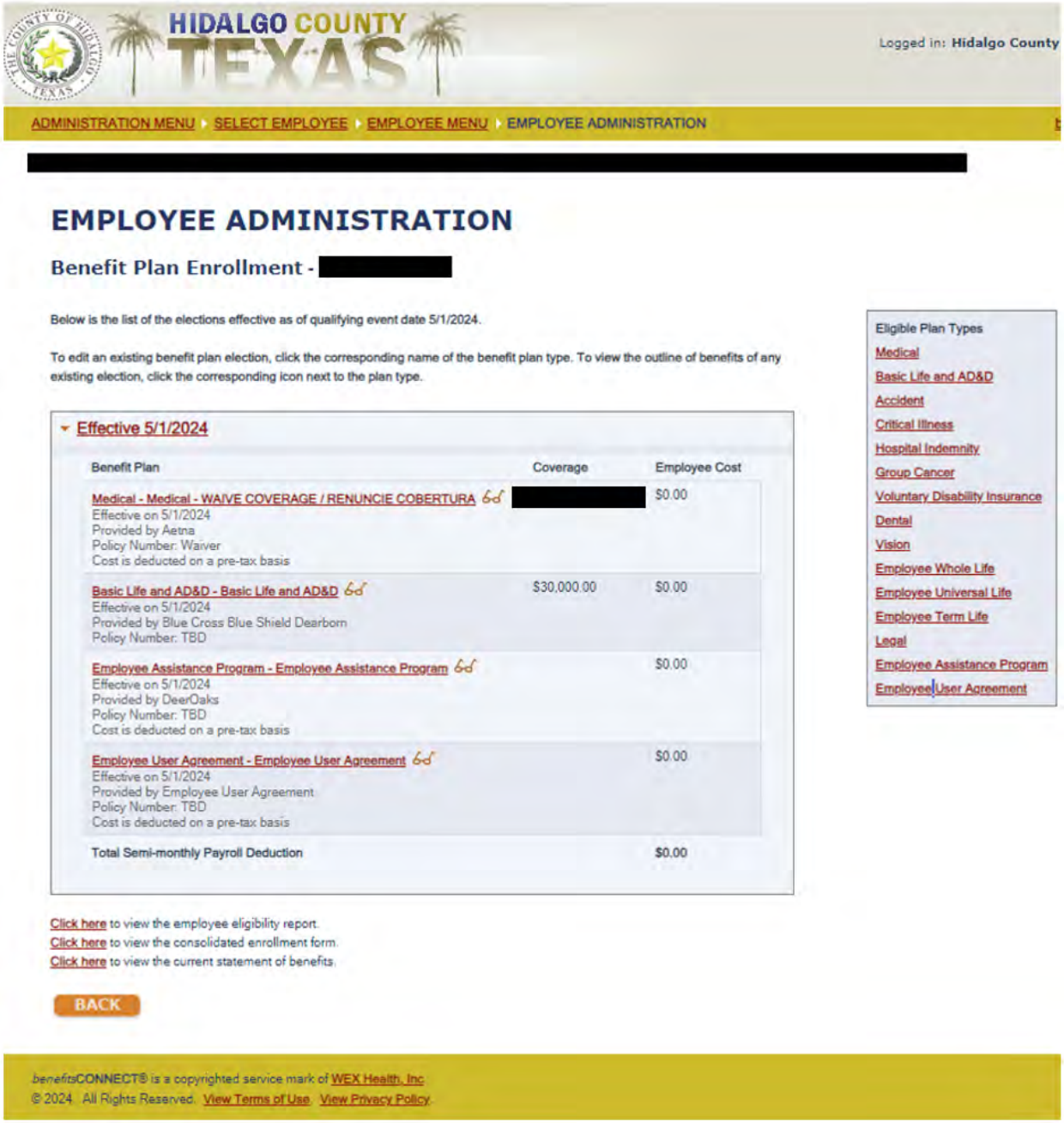
Click on the appropriate circle, enter the effective date for the new enrollment, and **SAVE.**

Under the **Election Summary**, a box will appear under the plan you are working on.



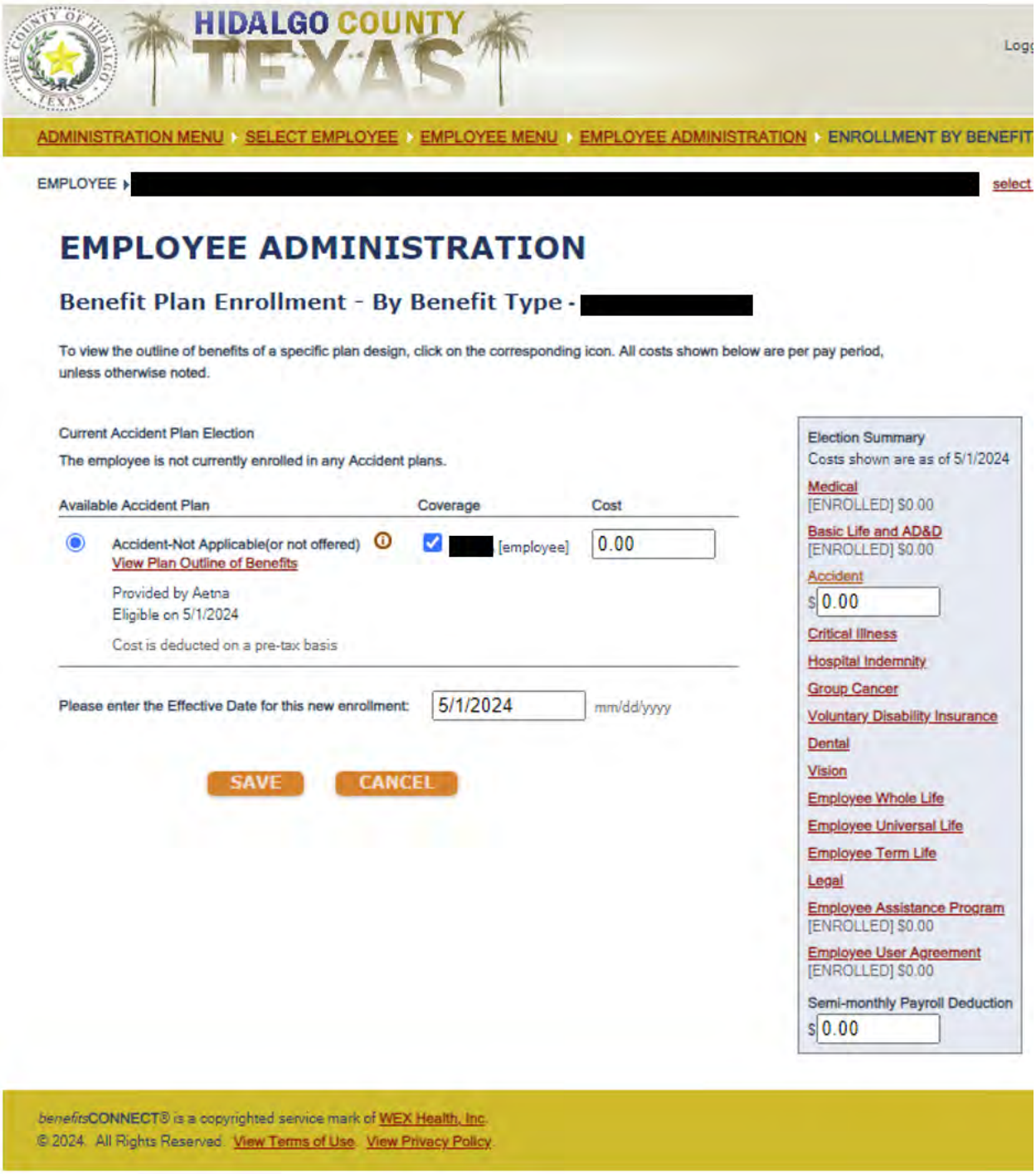
The next form is **Basic Life and AD&D**, this is already in place from the beginning. Skip down to the **Accident.**

Continue with all the rest of the Eligible Plan Types.

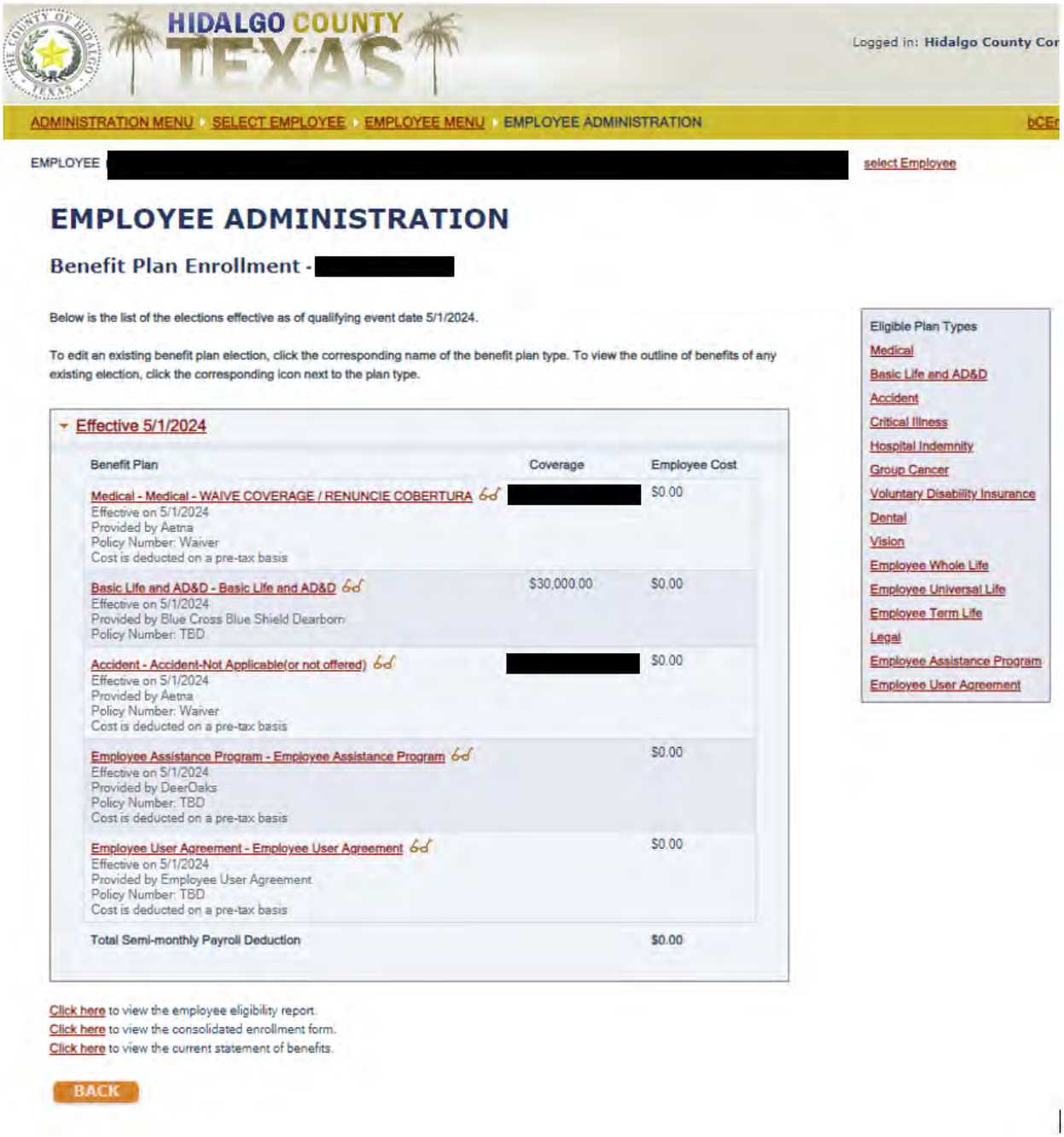


ACCIDENT

This screen will come up automatically with all information, click SAVE.

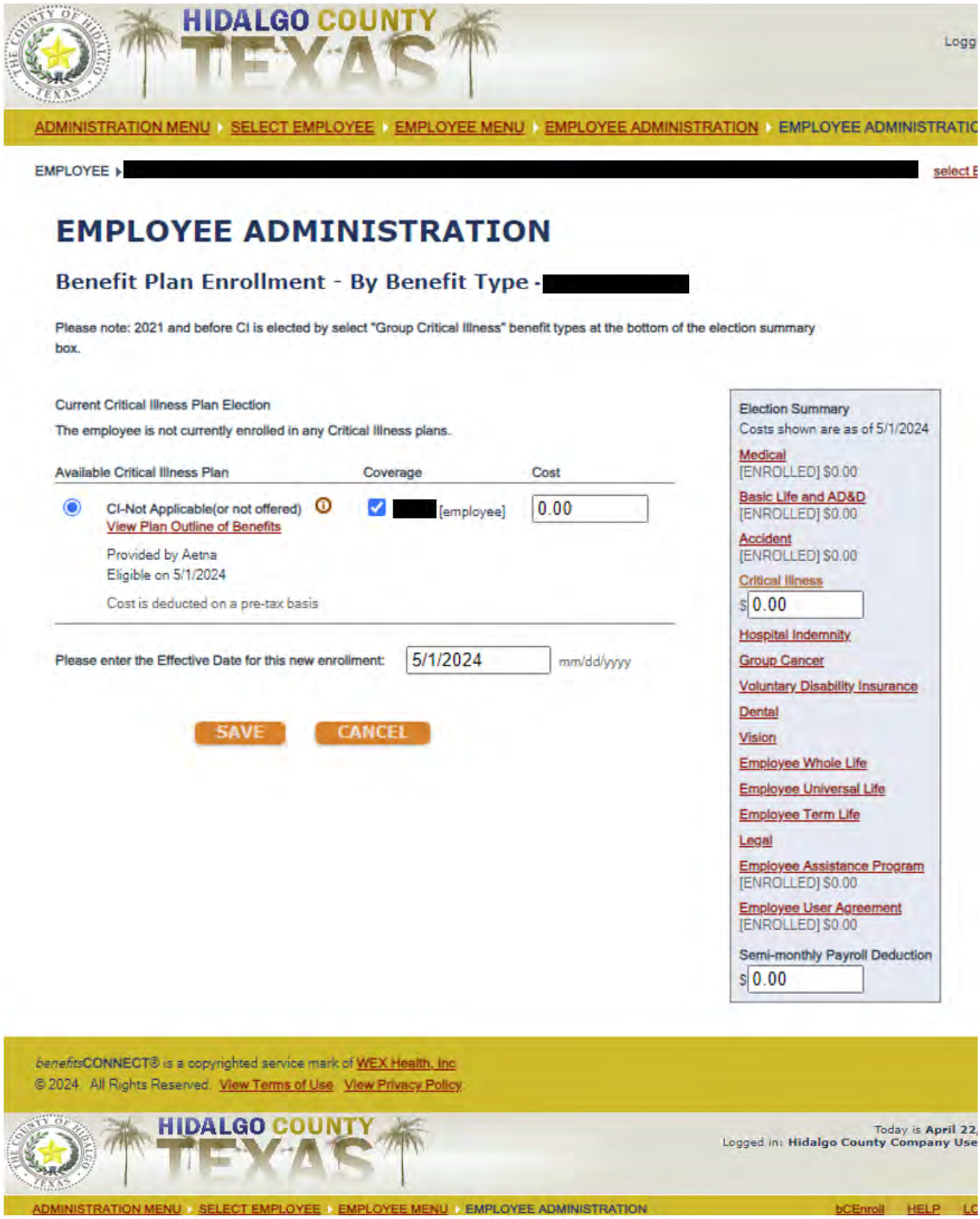


As you enter the information for each category, you will notice the information is being saved automatically.



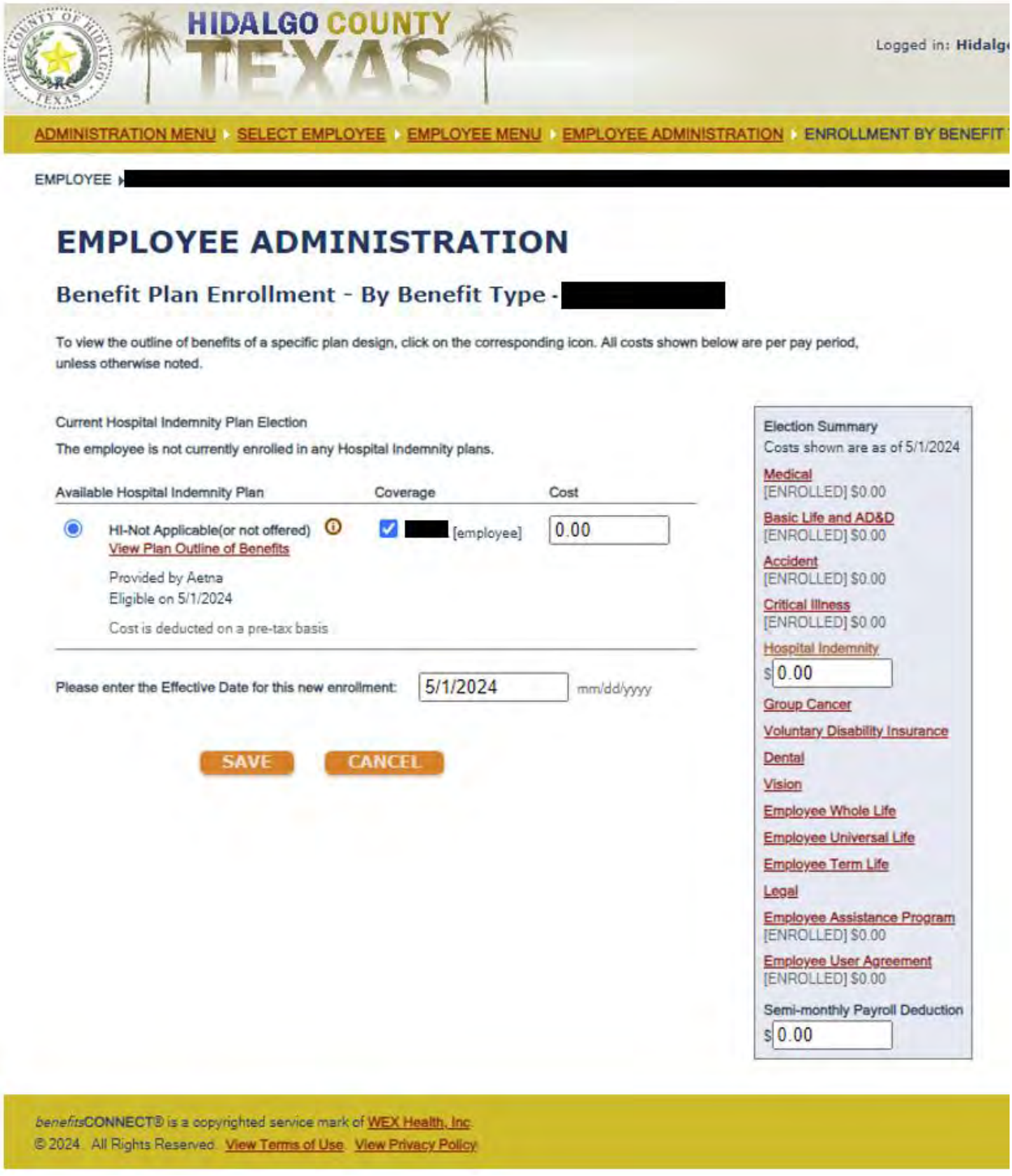
CRITICAL ILLNESS

Click on SAVE



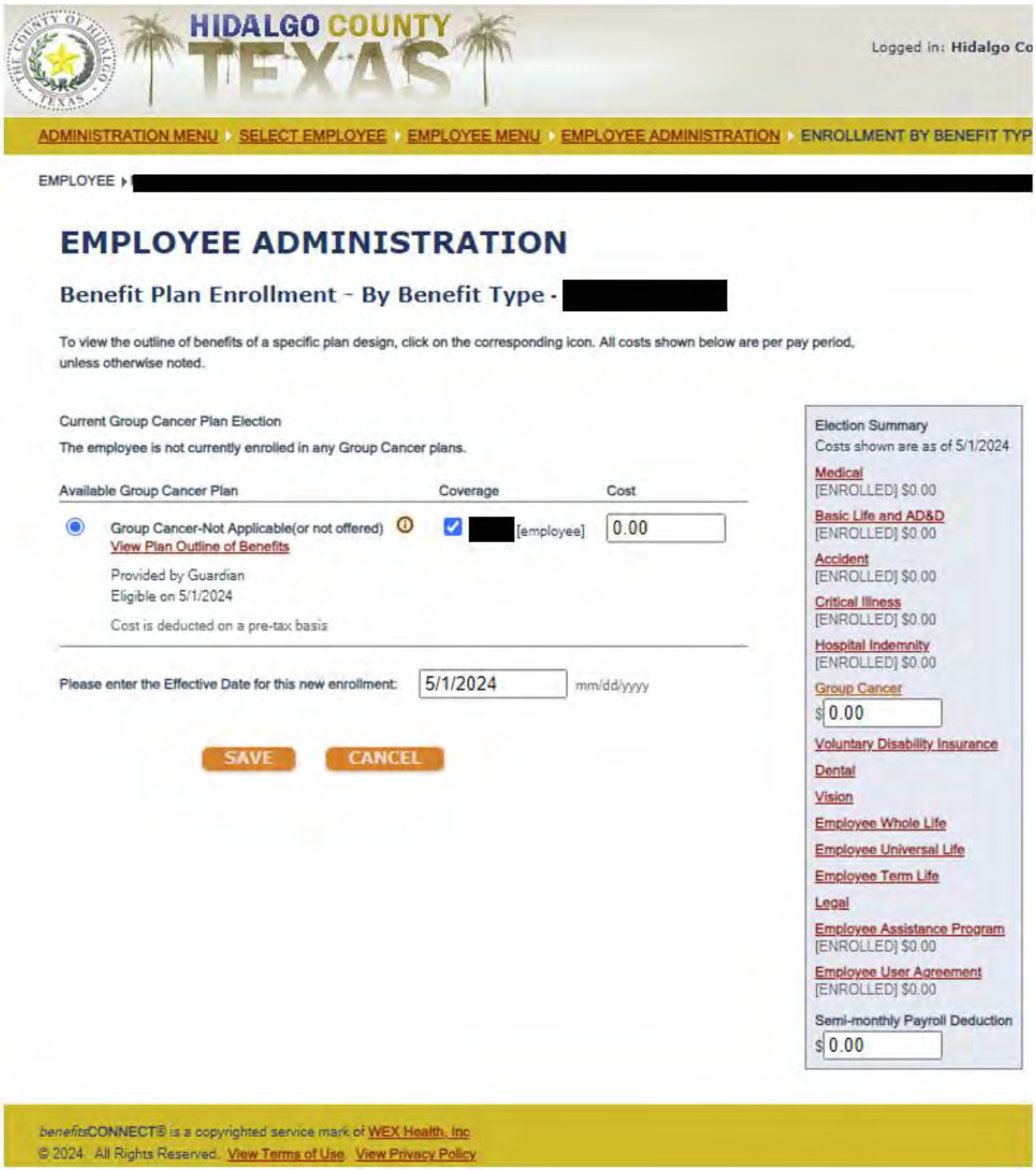
HOSPITAL INDEMNITY

Click on SAVE



GROUP CANCER

Click on SAVE



VOLUNTARY DISABILITY INSURANCE

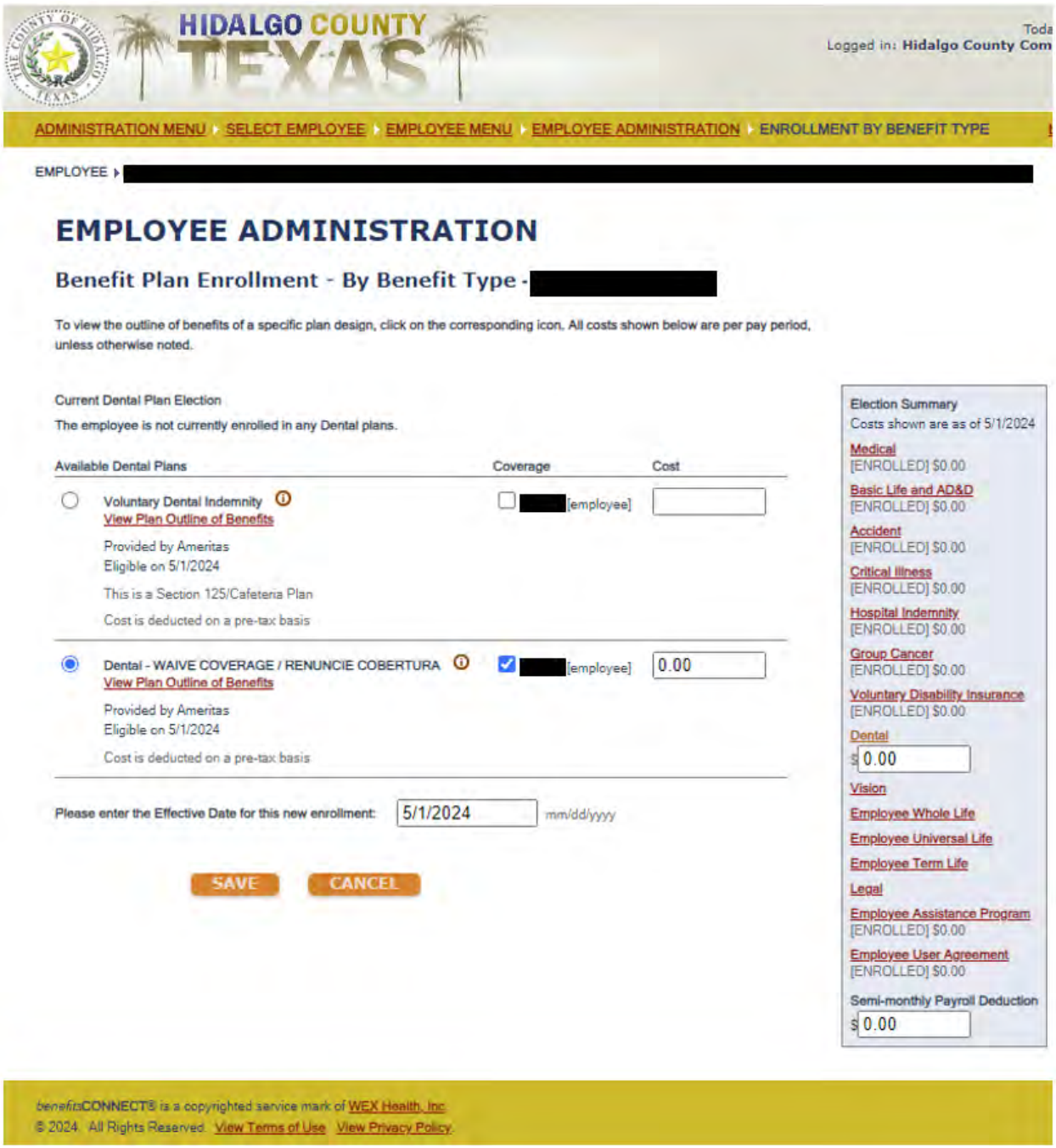


The next two Eligible Plan Types, Dental and Vision, are available for new employees.

DENTAL

Two options are available for enrolling in the Dental plan. Choose the one the employee has requested.

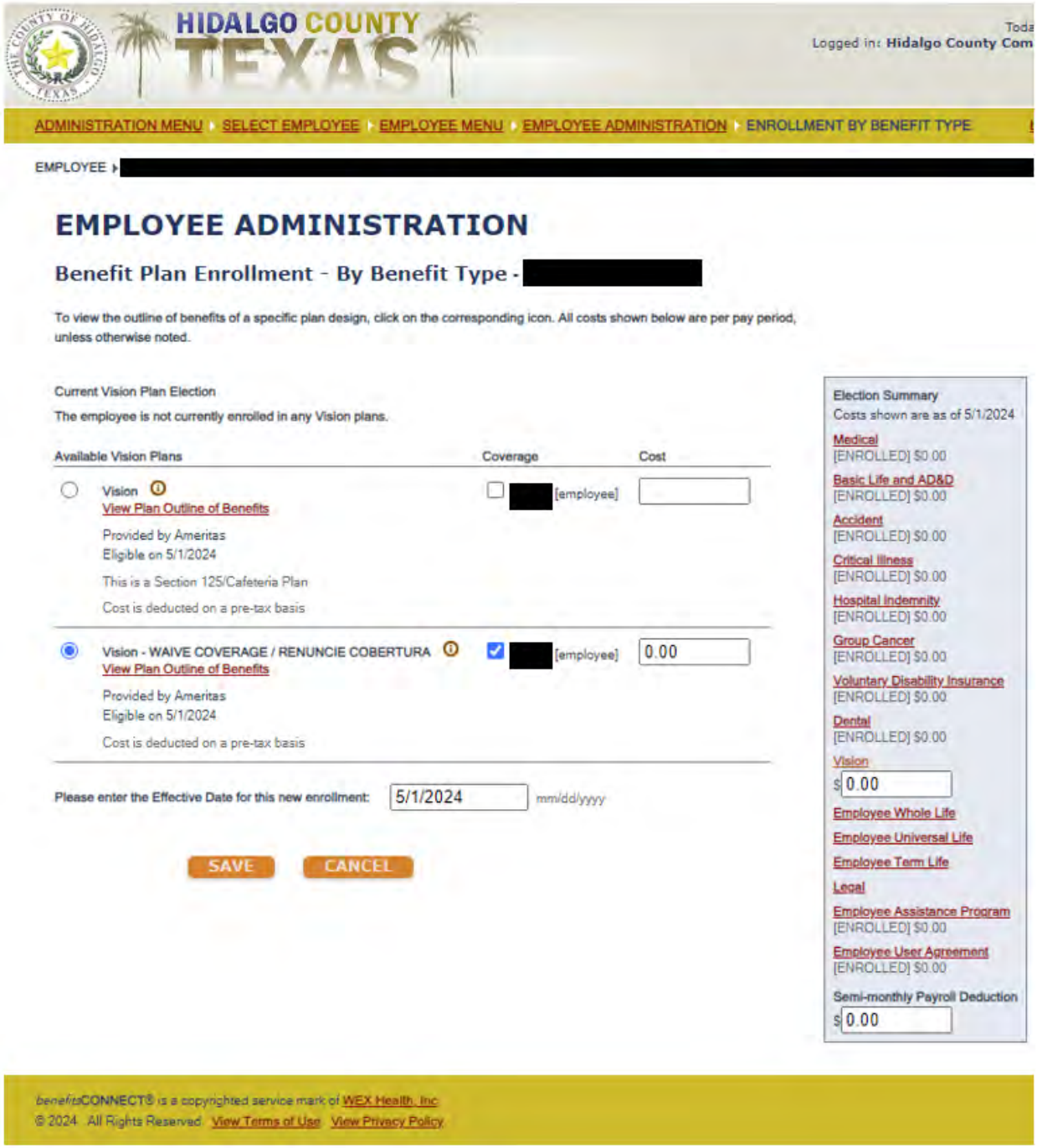
Click on SAVE



VISION

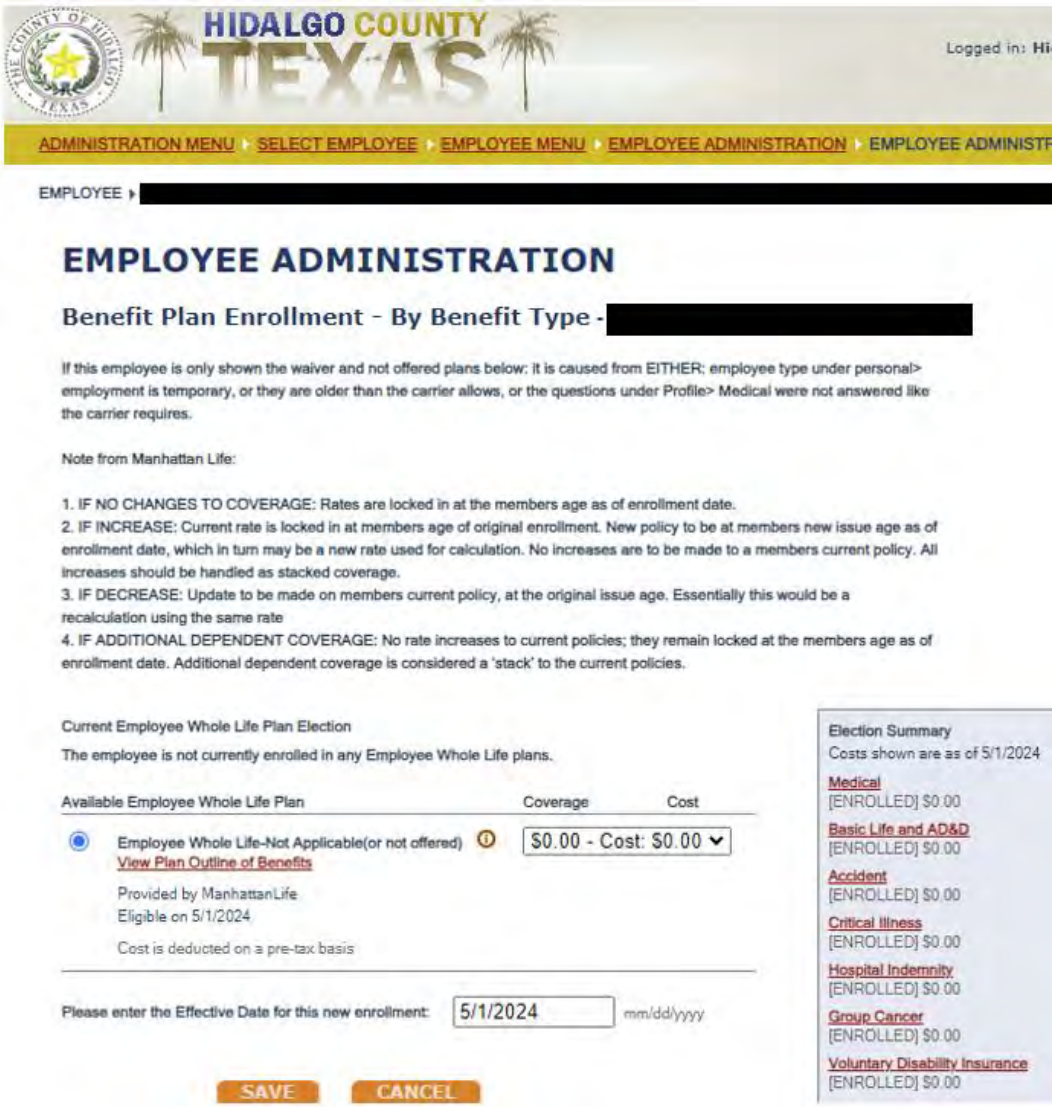
Two options are available for enrolling in the Vision plan. Choose the one the employee has requested.

Click on SAVE



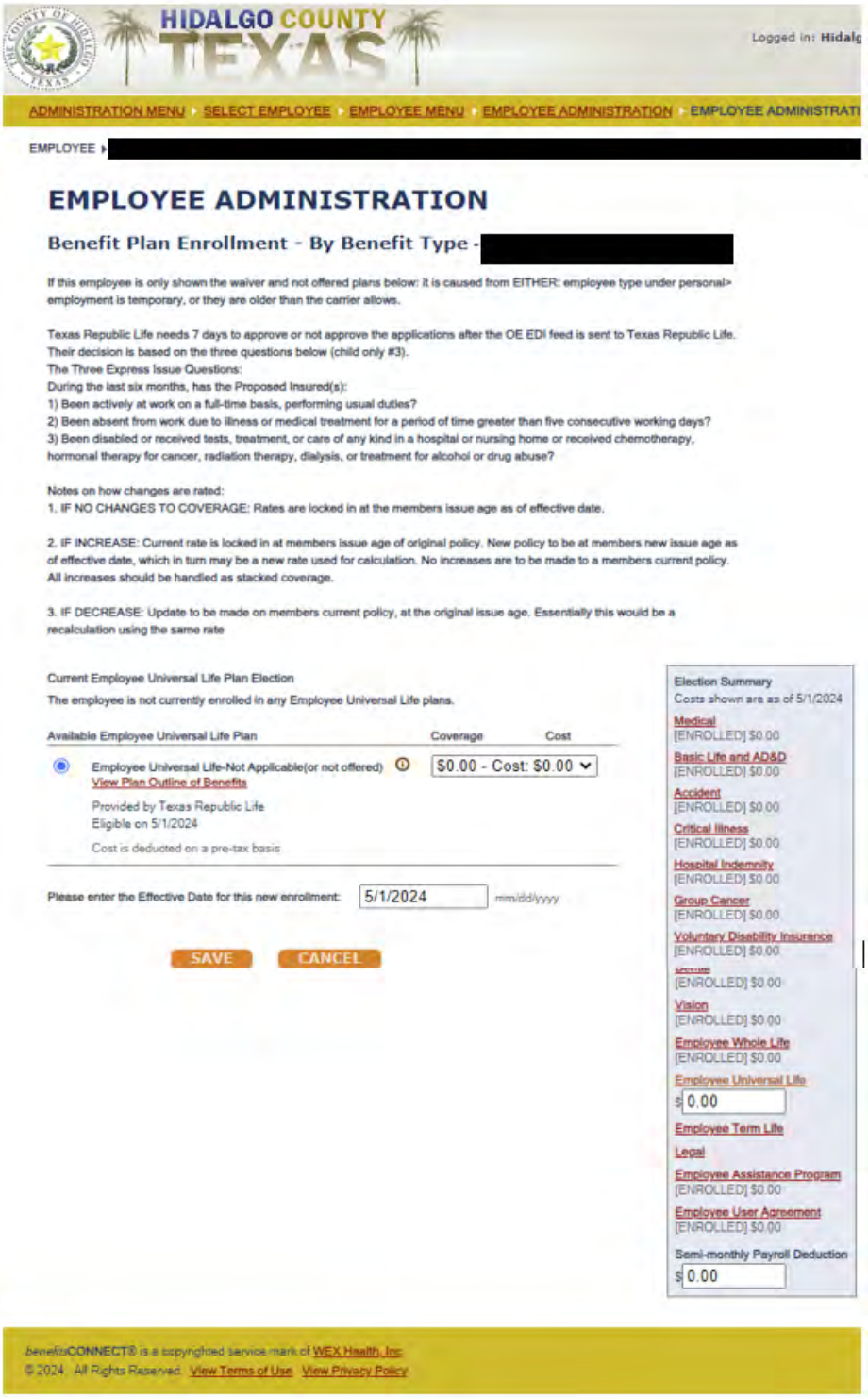
EMPLOYEE WHOLE LIFE

Click on SAVE



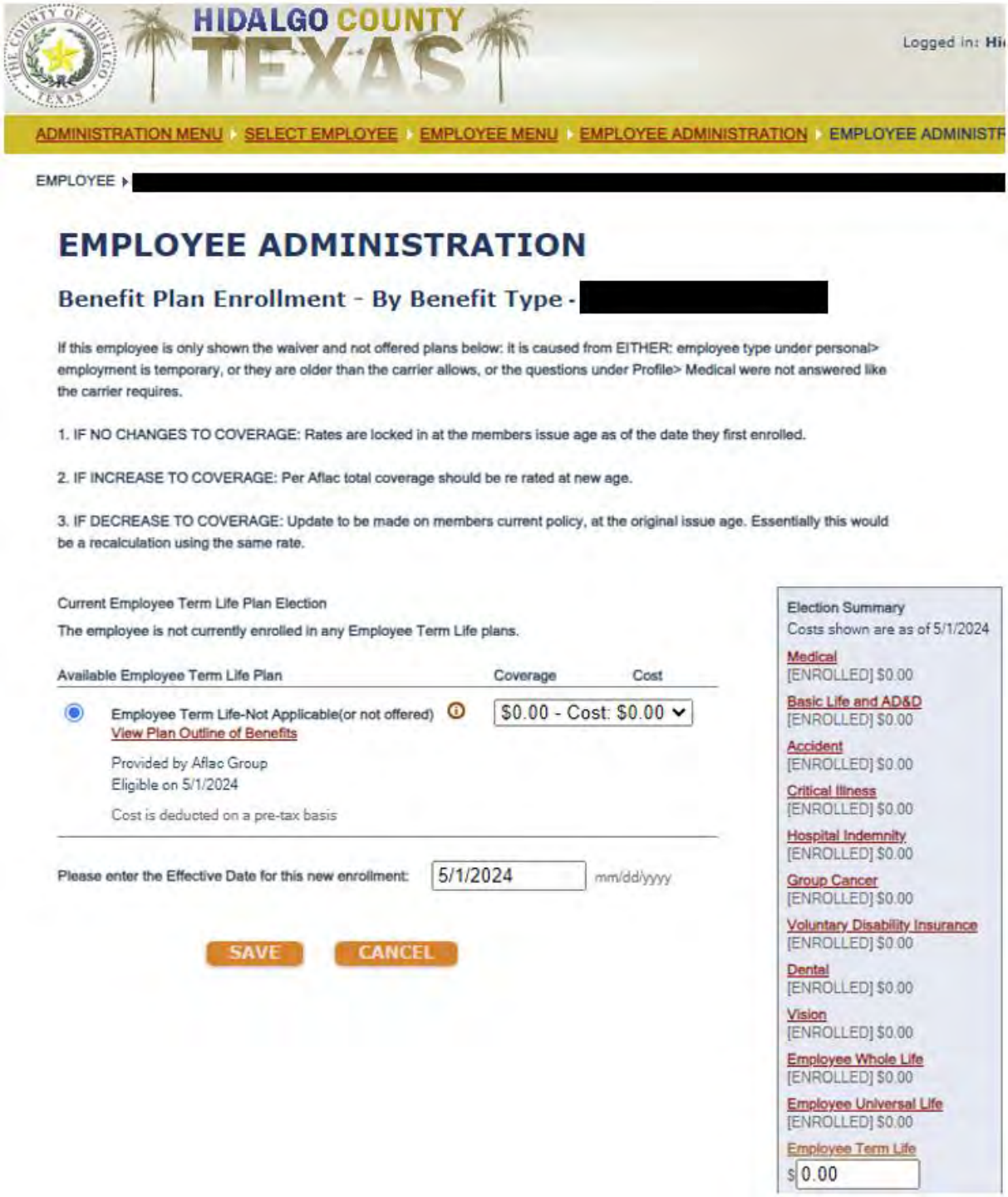
EMPLOYEE UNIVERSAL LIFE

Click on SAVE



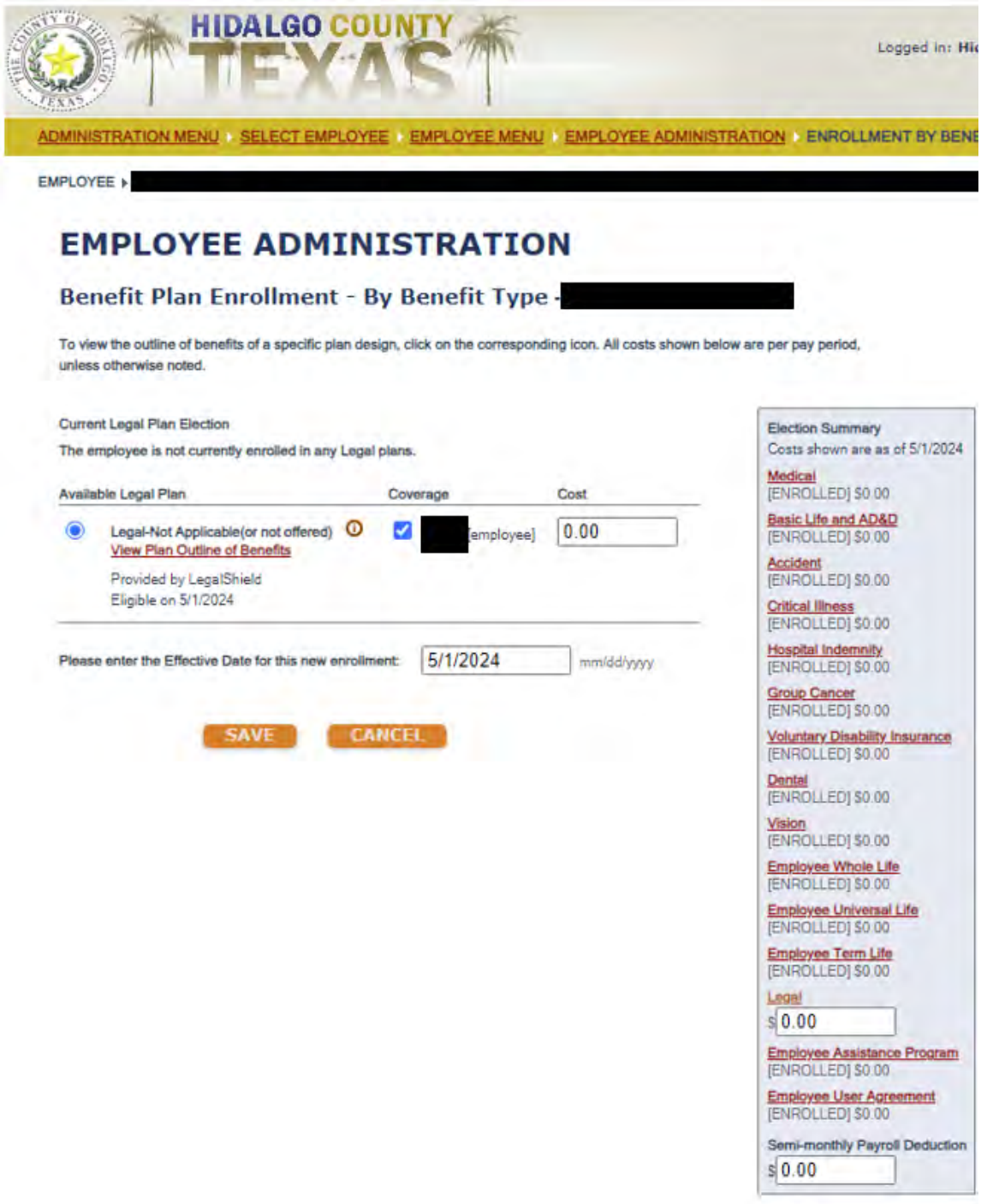
EMPLOYEE TERM LIFE

Click on SAVE



LEGAL

Click on SAVE



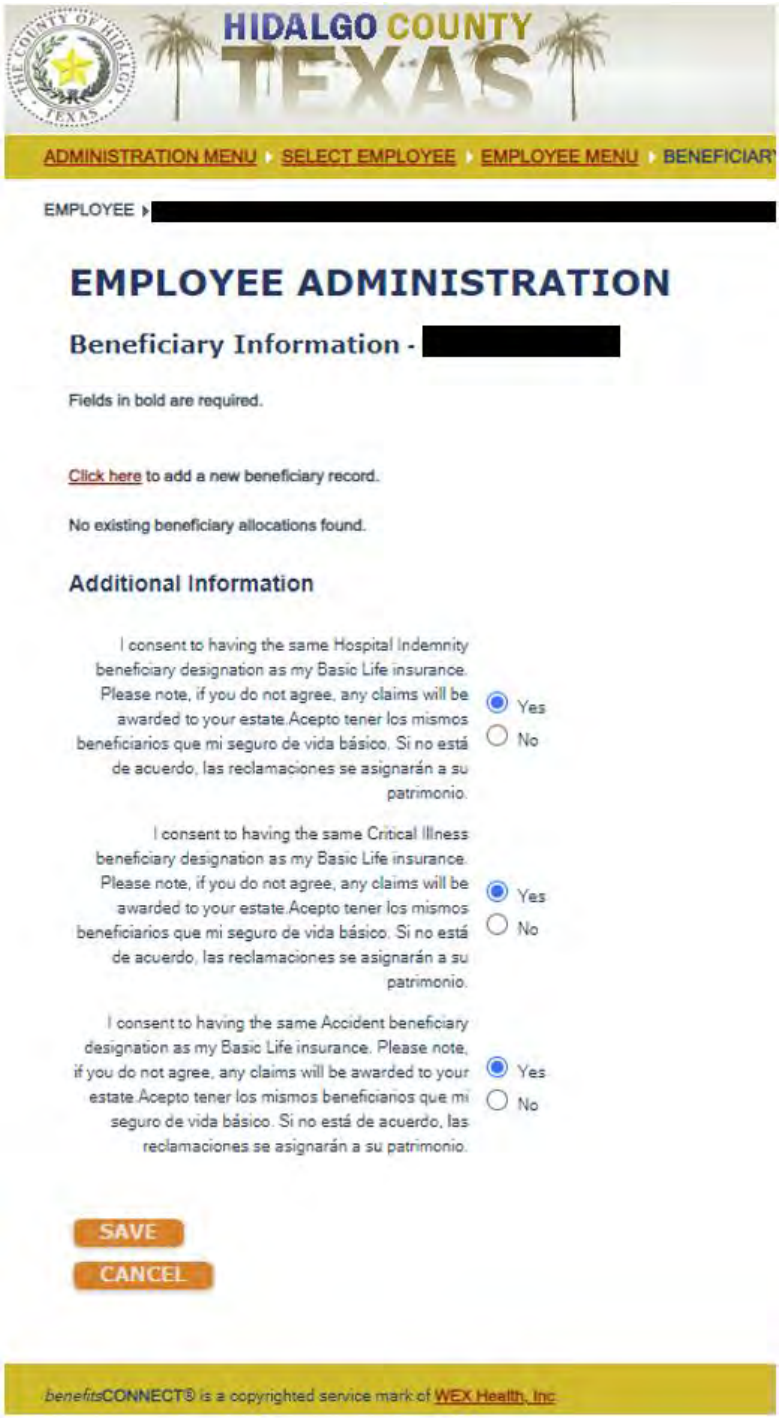
Once all fifteen (15) categories have been entered, go back to the EMPLOYEE ADMINISTRATION screen.



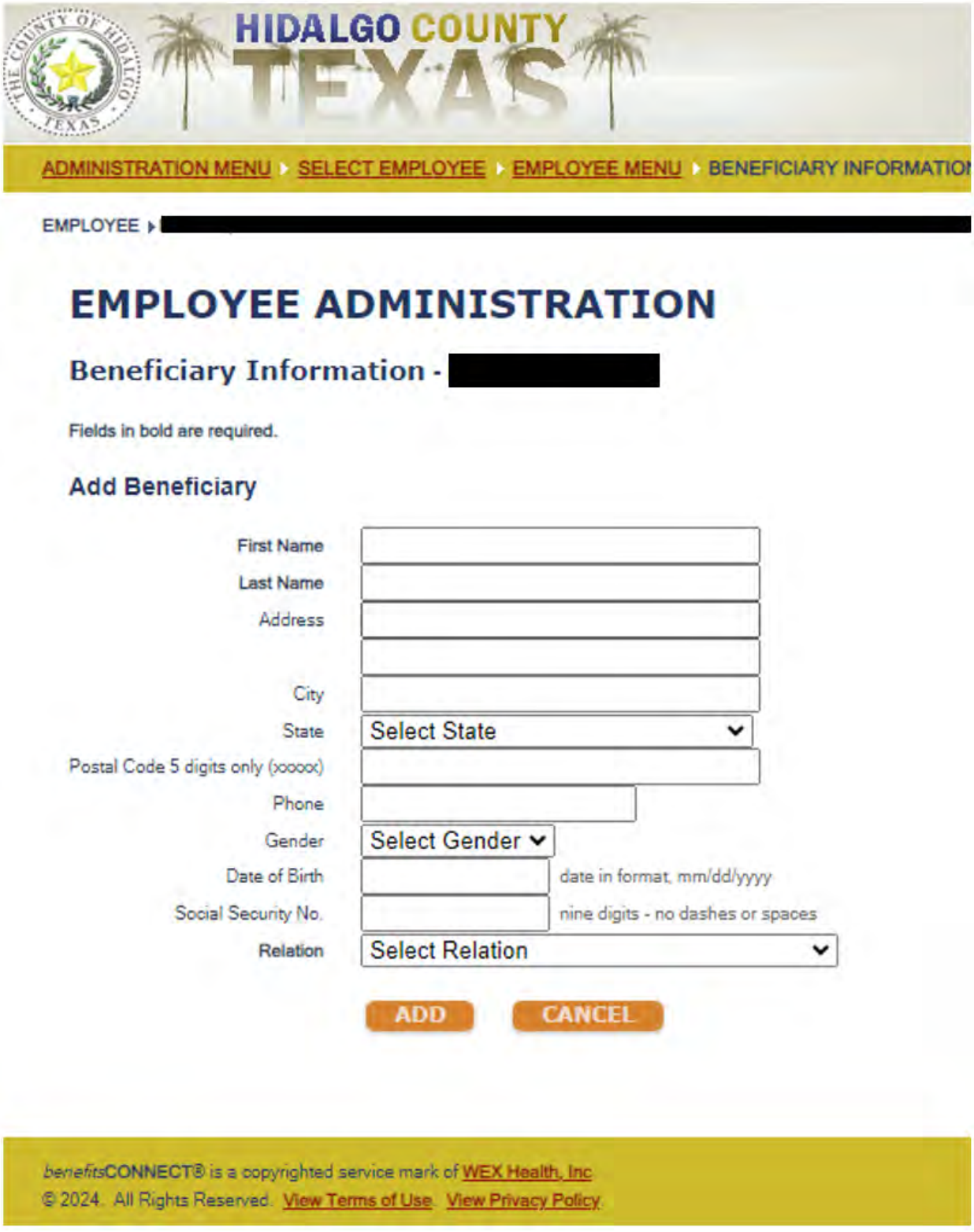
BENEFICIARY INFORMATION



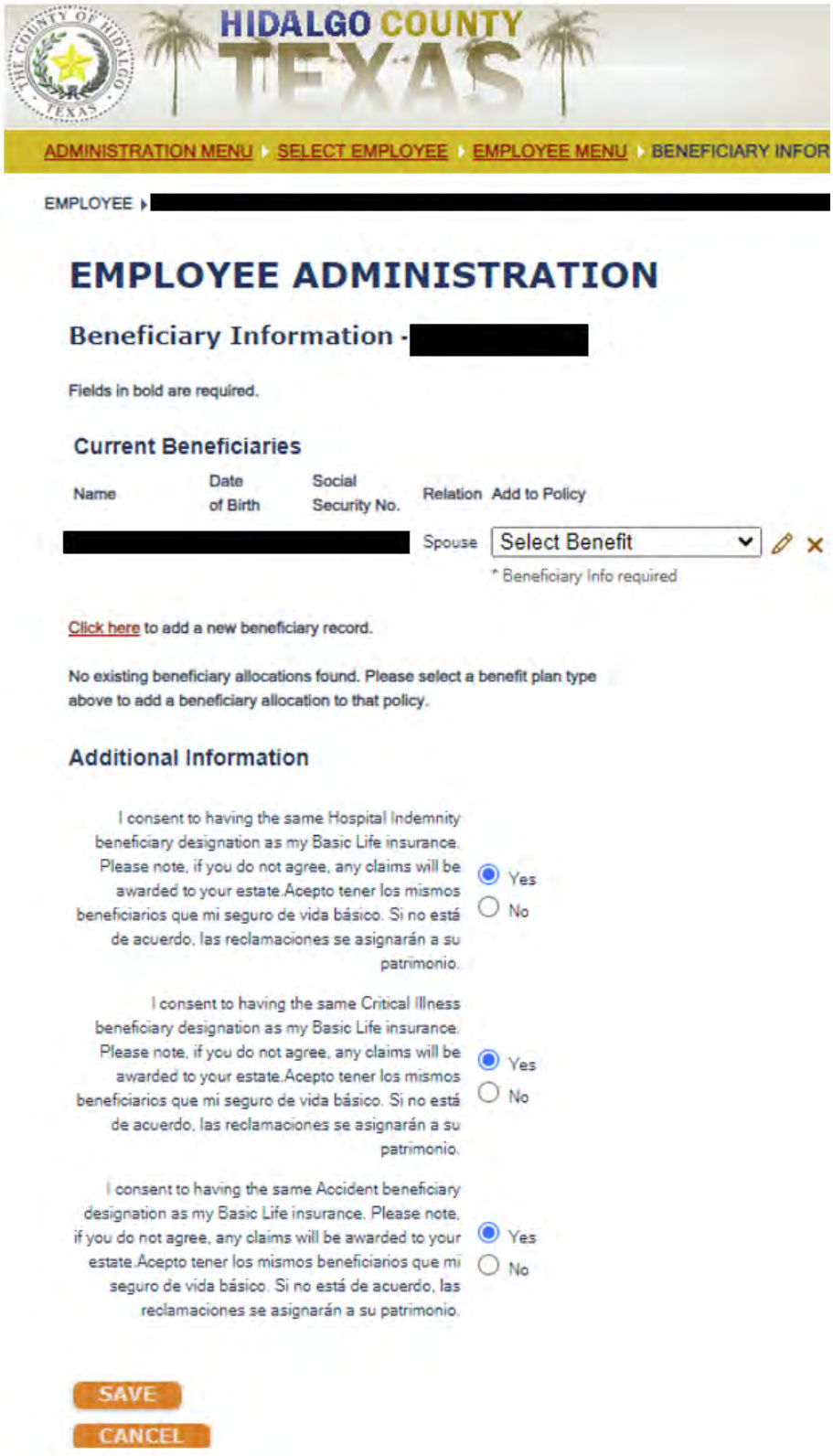
Select Yes for each circle.

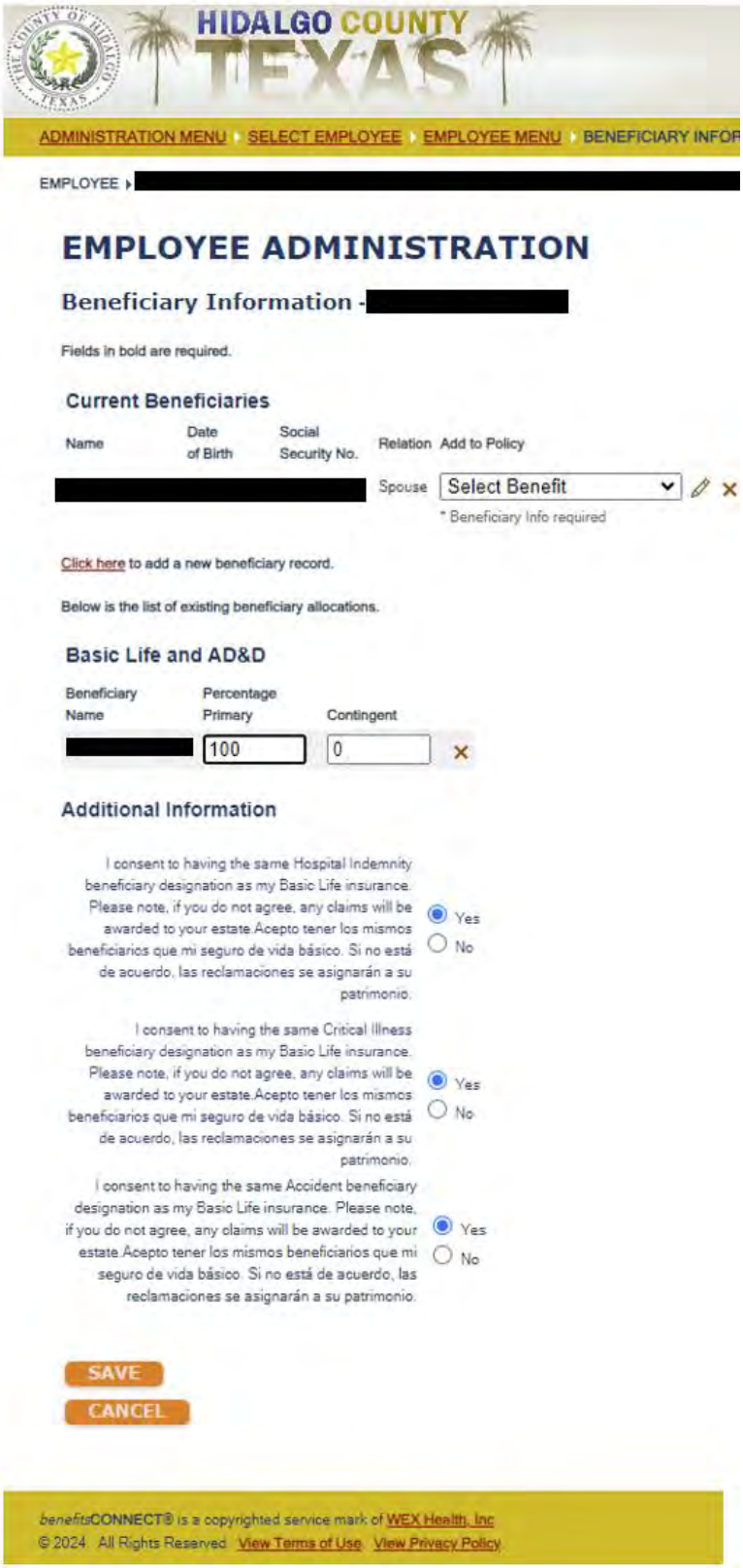


Complete the following beneficiary information for each family member listed on the BlueCross BlueShield of Texas form.

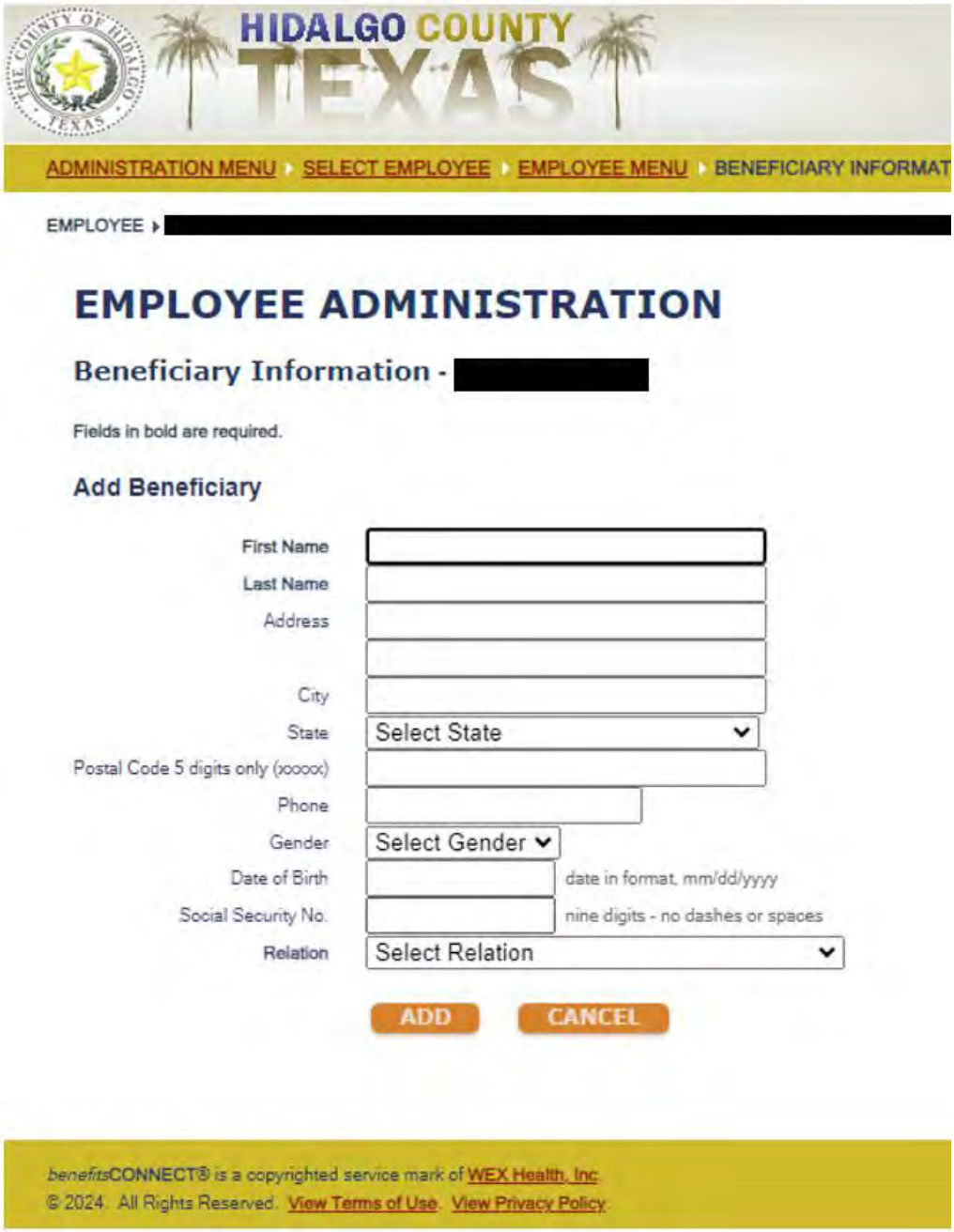


Click on the drop-down menu and select Basic Life and AD&D

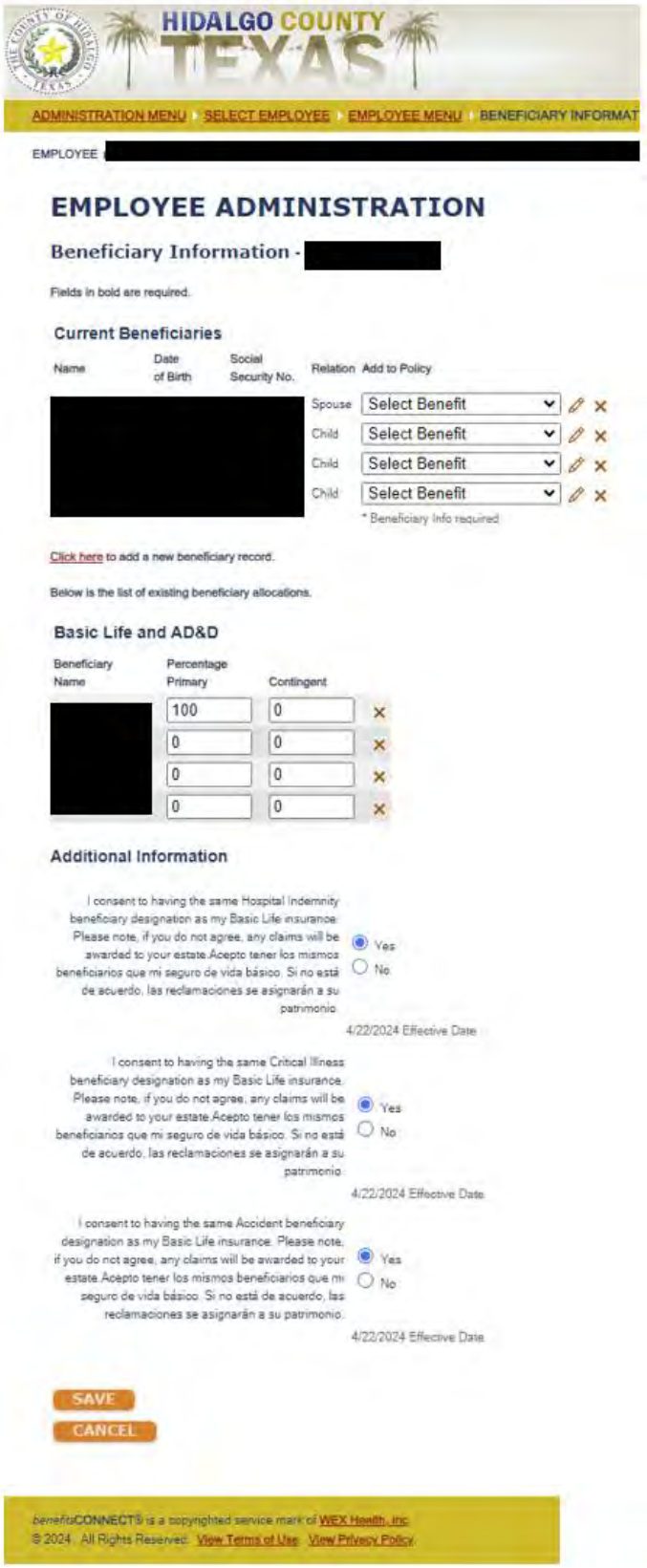



HIDALGO COUNTY
TEXAS
ADMINISTRATION MENU
SELECT EMPLOYEE
EMPLOYEE MENU
BENEFICIARY INFOR
EMPLOYEE
EMPLOYEE ADMINISTRATION
Beneficiary Information -
Fields in bold are required.
Current Beneficiaries
Name
Date of Birth
Social Security No.
Relation
Add to Policy
Spouse
Select Benefit
* Beneficiary Info required
Click here to add a new beneficiary record.
Below is the list of existing beneficiary allocations.
Basic Life and AD&D
Beneficiary Name
Percentage
Primary
Contingent
100
0
Additional Information
I consent to having the same Hospital Indemnity beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.
Yes
No
I consent to having the same Critical Illness beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.
Yes
No
I consent to having the same Accident beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.
Yes
No
SAVE
CANCEL
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To add Contingent beneficiaries, continue by clicking on the Click here on the screen. Enter all dependents listed by employee. Enter the information and click on ADD to continue.




HIDALGO COUNTY
TEXAS
ADMINISTRATION MENU
SELECT EMPLOYEE
EMPLOYEE MENU
BENEFICIARY INFORM
EMPLOYEE
EMPLOYEE ADMINISTRATION
Beneficiary Information -
Fields in bold are required.
Current Beneficiaries
Name
Date of Birth
Social Security No.
Relation
Add to Policy
Child
Select Benefit
Child
Select Benefit
Child
Select Benefit
Spouse
Select Benefit
Basic Life and AD&D *
Employee Universal Life
Click here to add a new beneficiary record.
Below is the list of existing beneficiary allocations.
Basic Life and AD&D
Beneficiary Name
Percentage
Primary
Contingent
100
0
Additional Information
I consent to having the same Hospital Indemnity beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.
Yes
No
4/22/2024 Effective Date
I consent to having the same Critical Illness beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.
Yes
No
4/22/2024 Effective Date
I consent to having the same Accident beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.
Yes
No
4/22/2024 Effective Date
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Next, type in the percentage for each beneficiary, then click on SAVE.


HIDALGO COUNTY
TEXAS
ADMINISTRATION MENU
SELECT EMPLOYEE
EMPLOYEE MENU
BENEFICIARY INFORMA
EMPLOYEE
EMPLOYEE ADMINISTRATION
Beneficiary Information -
Fields in bold are required.
Current Beneficiaries
Name
Date of Birth
Social Security No.
Relation
Add to Policy
Spouse
Select Benefit
Child
Select Benefit
Child
Select Benefit
Child
Select Benefit
* Beneficiary Info required
Click here to add a new beneficiary record.
Below is the list of existing beneficiary allocations.
Basic Life and AD&D
Beneficiary Name
Percentage
Primary
Contingent
100
0
0
33
0
33
0
34
Additional Information
I consent to having the same Hospital Indemnity beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.
Yes
No
4/22/2024 Effective Date
I consent to having the same Critical Illness beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.
Yes
No
4/22/2024 Effective Date
I consent to having the same Accident beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.
Yes
No
4/22/2024 Effective Date
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After completing the New Hire process, click on benefits plan information.

Print the following reports and scan to the County for their records.

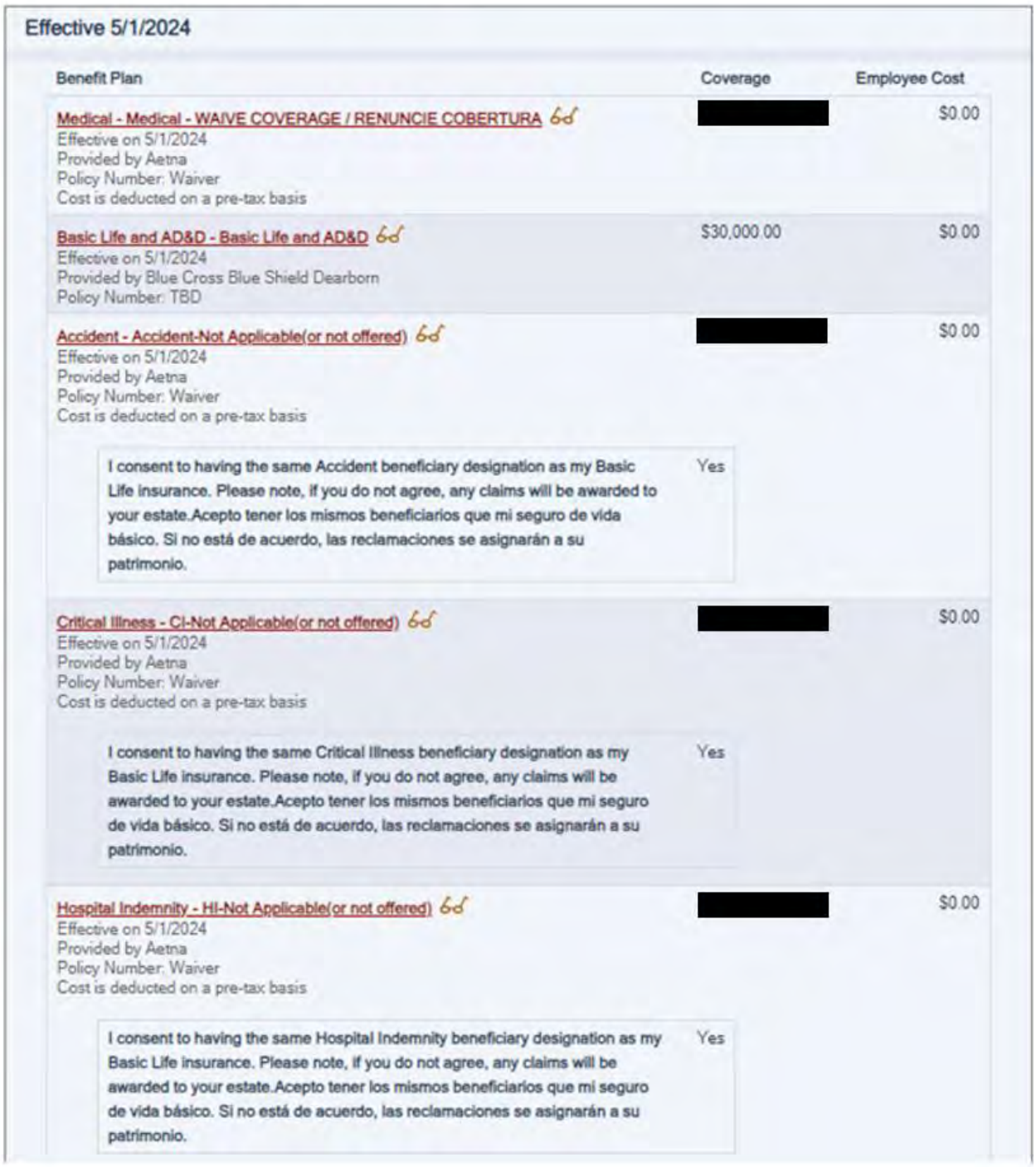
- **Consolidated Enrollment Form**
- **Journal**



Election Information

Below is the list of the elections effective as of qualifying event date 5/1/2024.

To edit an existing benefit plan election, click the corresponding name of the benefit plan type. To view the outline of benefits of any existing election, click the corresponding icon next to the plan type.



Effective 5/1/2024

Benefit Plan	Coverage	Employee Cost
Medical - Medical - WAIVE COVERAGE / RENUNCIE COBERTURA Effective on 5/1/2024 Provided by Aetna Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
Basic Life and AD&D - Basic Life and AD&D Effective on 5/1/2024 Provided by Blue Cross Blue Shield Dearborn Policy Number: TBD	$30,000.00	$0.00
Accident - Accident-Not Applicable(or not offered) Effective on 5/1/2024 Provided by Aetna Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
I consent to having the same Accident beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.	Yes	
Critical Illness - CI-Not Applicable(or not offered) Effective on 5/1/2024 Provided by Aetna Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
I consent to having the same Critical Illness beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.	Yes	
Hospital Indemnity - HI-Not Applicable(or not offered) Effective on 5/1/2024 Provided by Aetna Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
I consent to having the same Hospital Indemnity beneficiary designation as my Basic Life insurance. Please note, if you do not agree, any claims will be awarded to your estate.Acepto tener los mismos beneficiarios que mi seguro de vida básico. Si no está de acuerdo, las reclamaciones se asignarán a su patrimonio.	Yes	

Group Cancer - Group Cancer-Not Applicable(or not offered) Effective on 5/1/2024 Provided by Guardian Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
Voluntary Disability Insurance - Disability-Not applicable(or not offered) Effective on 5/1/2024 Provided by UNUM Policy Number: Waiver	$0.00	$0.00
Dental - Dental - WAIVE COVERAGE / RENUNCIE COBERTURA Effective on 5/1/2024 Provided by Ameritas Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
Vision - Vision - WAIVE COVERAGE / RENUNCIE COBERTURA Effective on 5/1/2024 Provided by Ameritas Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
Employee Whole Life - Employee Whole Life-Not Applicable(or not offered) Effective on 5/1/2024 Provided by ManhattanLife Policy Number: Waiver Cost is deducted on a pre-tax basis	---	$0.00
Employee Universal Life - Employee Universal Life-Not Applicable(or not offered) Effective on 5/1/2024 Provided by Texas Republic Life Policy Number: Waiver Cost is deducted on a pre-tax basis	---	$0.00
Employee Term Life - Employee Term Life-Not Applicable(or not offered) Effective on 5/1/2024 Provided by Aflac Group Policy Number: Waiver Cost is deducted on a pre-tax basis	---	$0.00
Legal - Legal-Not Applicable(or not offered) Effective on 5/1/2024 Provided by LegalShield Policy Number: Waiver	[redacted]	$0.00
Employee Assistance Program - Employee Assistance Program Effective on 5/1/2024 Provided by DeerOaks Policy Number: TBD Cost is deducted on a pre-tax basis		$0.00
Employee User Agreement - Employee User Agreement Effective on 5/1/2024 Provided by Employee User Agreement Policy Number: TBD Cost is deducted on a pre-tax basis		$0.00
Total Semi-monthly Payroll Deduction		**$0.00**

Acceptance

HIDALGO COUNTY OPEN ENROLLMENT ELECTRONIC CONSENT ORDER

HEALTH & SUPPLEMENTAL INSURANCE PLANS

When electronic signatures are used, federal law requires that we inform you of the following:

I acknowledge that Electronic Signature means that I am the person identified on this application as the applicant, that I voluntarily accept all the terms and conditions as stated in this application, and that I agree to the electronic processing of this record.

I acknowledge that my electronic signature will have the same legal effect as a signature on paper. I acknowledge that I have the right to print and keep this application on paper.

I acknowledge that my consent to the use of my electronic signature applies to this application only and not to any other transactions with my benefit providers.

I hereby apply for coverage on the basis of the statements and answers to the questions herein. I hereby declare all answers to be true to the best of my knowledge. I understand that these statements, answers and subsequent information I provide are the basis for my coverage.

ELECTRONIC SIGNATURE AGREEMENT ("E-Signature") By typing your name below you are signing this Agreement Electronically. You agree that your electronic signature is the legal equivalent of your manual/handwritten signature on this Agreement and is as valid as if you signed this document in writing. You are furthermore consenting to the legally binding terms and conditions to the Agreement as indicated.

You further agree to electronically process the final enrollment application with the updated premiums to Hidalgo County Treasurer's Office for payroll deductions accordingly.

I acknowledge that if I do not finalize the enrollment process, some products will not roll over into 2022 and payroll deductions will be discontinued, with the exception of Medical, Dental, Vision, and Cancer (with new rates if previously enrolled).

I UNDERSTAND THAT PROVIDING FALSE INFORMATION OR OMISSION OF RELEVANT INFORMATION IN THIS APPLICATION MAY RESULT IN THE DENIAL OF CLAIMS OR CANCELLATION OR RESCISSION OF COVERAGE

April 22, 2024

Date

Signature of [redacted] [Applicant]

BACK PRINT THIS PAGE

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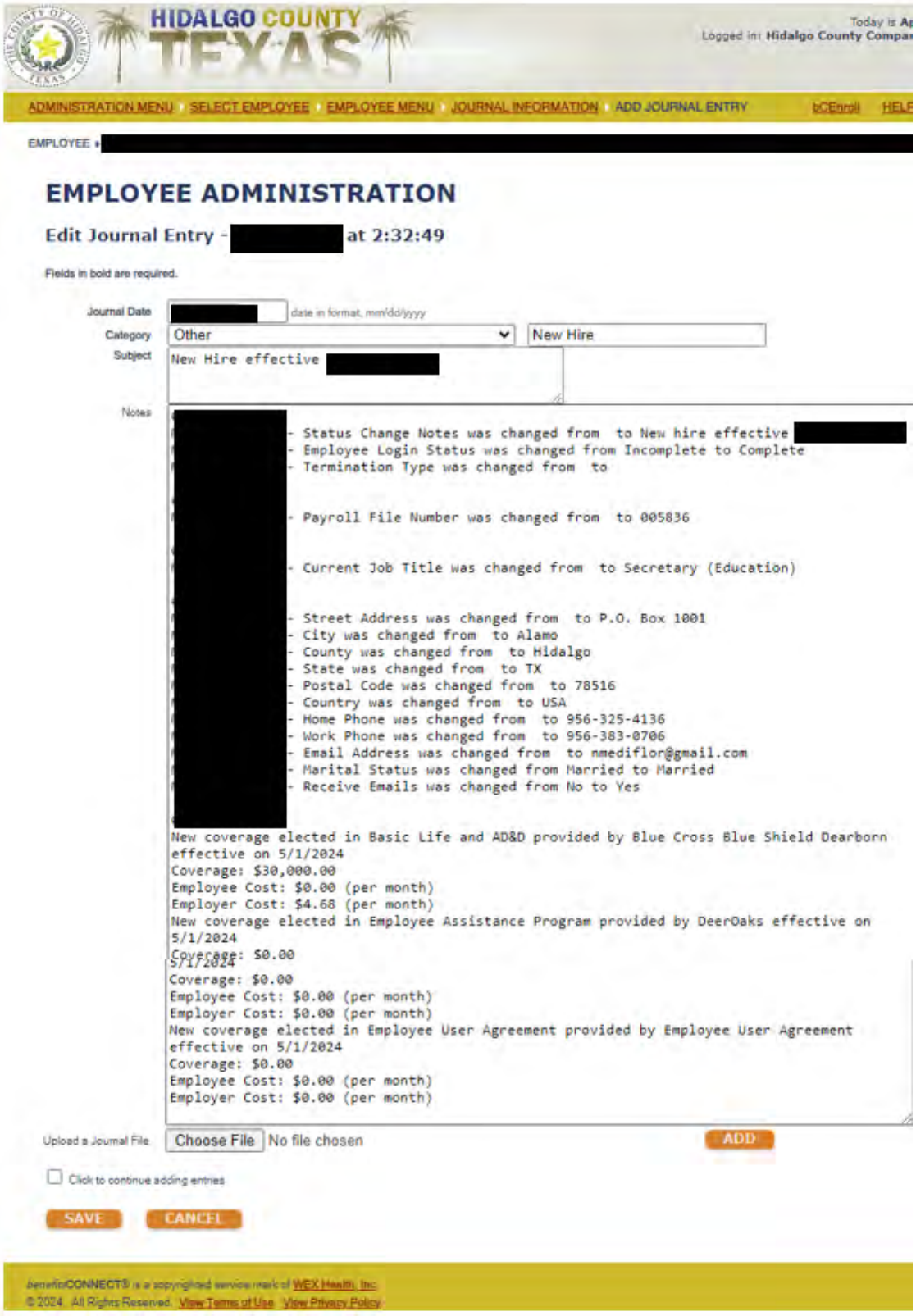
JOURNAL

Click on the date of the journal to open the information.



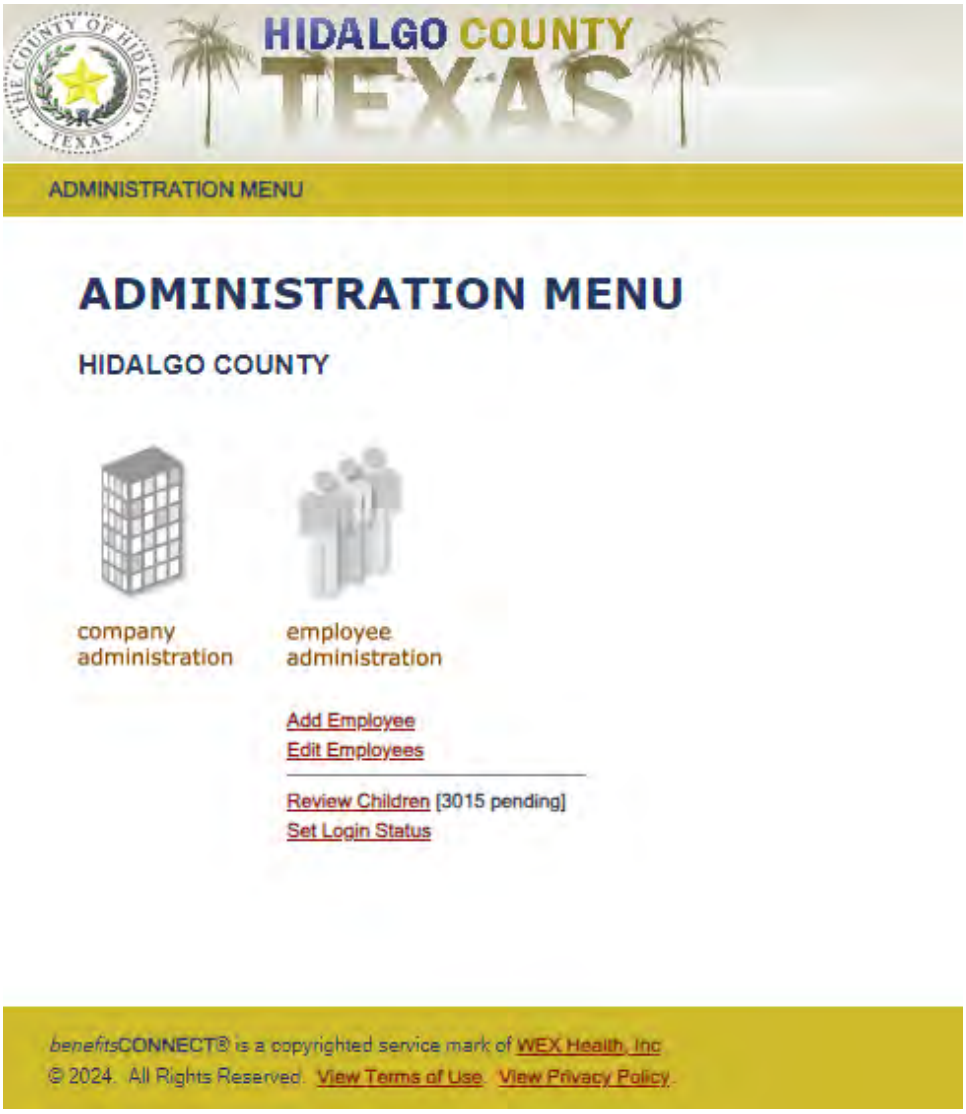


Expand the screen until all the information is seen on the screen and print.



Posting Resignations and Terminations

Click on employee administration.
Click on Edit Employees.



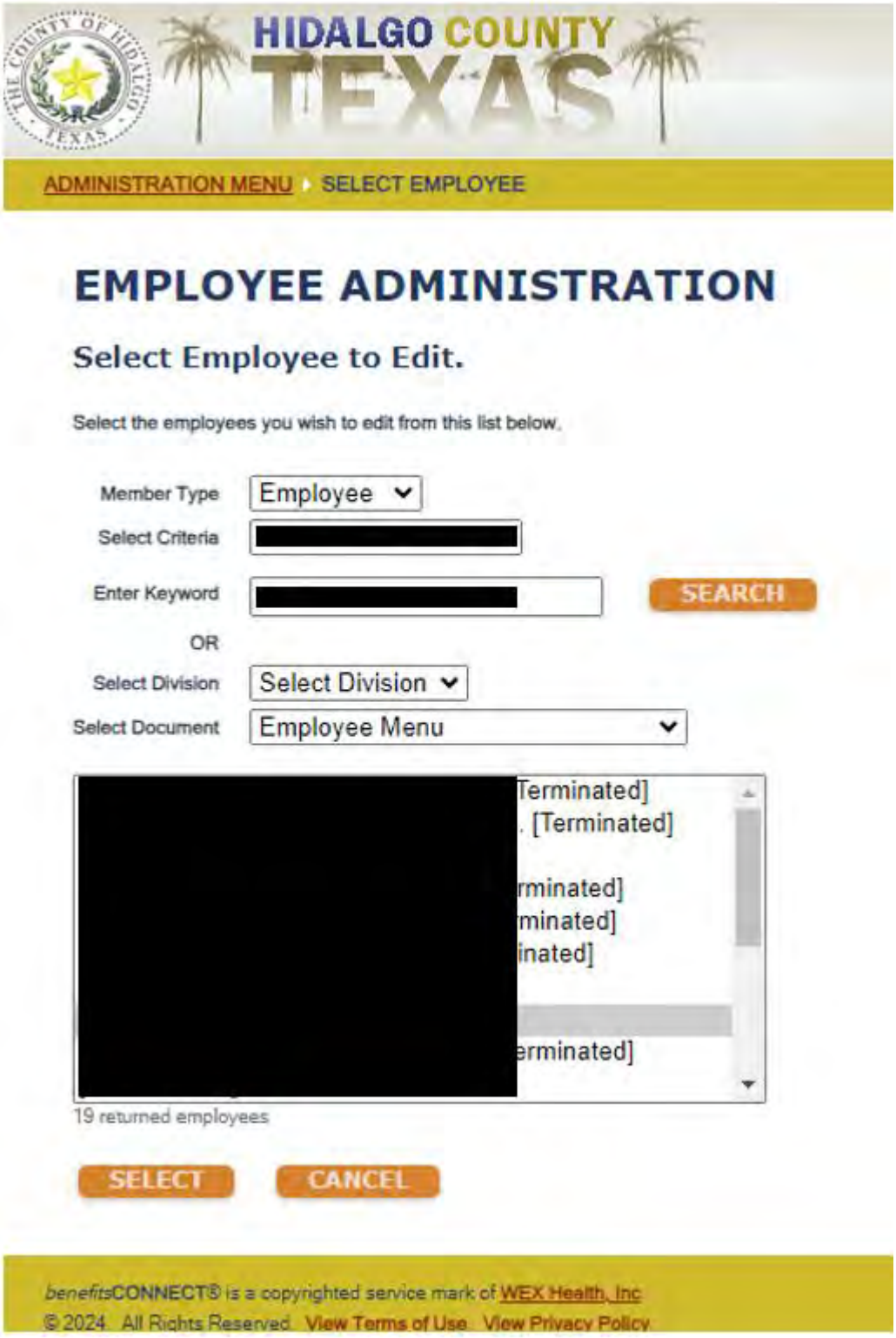
The Select Employee to Edit screen will appear.

Click on Select Criteria. The Last Name is defaulted. You may choose to enter the social security number in the drop-down menu, if preferred, but will need to change the Select Criteria to SSN.

Click on Enter Keyword to enter the SSN or Employee last name to search.



Enter the Last Name of the employee in the Enter Keywork box and click on SEARCH. A box of names to search for will appear. Scroll down in the box provided and click on the name, then click on SELECT to continue to the next screen.



The employee file is now open to edit.

Before making any changes to the employee file, you will need to click on the benefits plan information tab and print the Consolidated Employee form.



If you do not see the Consolidated Employee form, you will need to go to the personal information tab and click on Status (SEE SAMPLE BELOW).



Go to Employee Login Status and change Incomplete to Complete and SAVE.



Click on the benefits plan information and click on Consolidated Enrollment Form. PRINT THIS FORM FOR THE COUNTY BEFORE MAKING ANY CHANGES.



HIDALGO COUNTY TEXAS

Today is April 22,
Logged in: Hidalgo County Company User

ADMINISTRATION MENU › SELECT EMPLOYEE › EMPLOYEE MENU › EMPLOYEE ADMINISTRATION bCEnroll HELP LO

EMPLOYEE ›

EMPLOYEE ADMINISTRATION

Consolidated Enrollment Form -

Personal Information Click here to edit

EDINBURG, HIDALGO Co., TX 78539

[Home or Mobile Phone]
[Work Phone]

Social Security No	
Date of Employment	
Date of Birth	
Gender	Female
Marital Status	Married as of
EEO Ethnic Code	Not specified
Tobacco User	No
Military Veteran	No

Has your SPOUSE used any form of tobacco in the past 12 months? ¿Ha consumido su ESPOSO(A) alguna forma de tabaco en los últimos 12 meses? No

Employment Information Click here to edit

Current Division	Head Start 420
Employment Status	Active on
Reason for Status Change	Select Reason
Current Job Title	- - -

Dependents

(spouse)
EDINBURG, TX 78539

[Home Phone]

Social Security Number	
Date of Birth	
Gender	Male
EEO Ethnic Code	Not specified
Employment Information	No spouse employer information

Click here to edit
EDINBURG, TX 78539

Social Security No.	
Date of Birth	
Gender	Male
EEO Ethnic Code	Not specified
This child is my	Natural child since
Child has resided here since	
Marital Status	Single
Has there been a court decree issued regarding Insurance Coverage?	No
Qualified Medical Support Order	No
Is child claimed on Federal Taxes?	Yes
Indicate whether child is a student	Full-time student at

[redacted]
Click here to edit
[redacted]
EDINBURG, TX 78539

Social Security No.	[redacted]
Date of Birth	
Gender	Female
EEO Ethnic Code	Not specified
This child is my	Natural child since [redacted]
Child has resided here since	[redacted]
Marital Status	Single
Has there been a court decree issued regarding Insurance Coverage?	No
Qualified Medical Support Order	No
Is child claimed on Federal Taxes?	Yes
Indicate whether child is a student	Full-time student at

Beneficiary Information

Click here to edit

Basic Life and AD&D

Primary Beneficiaries	Date of Birth	Social Security No.	Percentage
[redacted] [Spouse]	[redacted]		50%
[Child]			50%

Election Information

Below is the list of the elections effective as of greatest new hire eligibility date 1/1/2024.

To edit an existing benefit plan election, click the corresponding name of the benefit plan type. To view the outline of benefits of any existing election, click the corresponding icon next to the plan type.

Effective Today

Benefit Plan	Coverage	Employee Cost
Medical - BASE Plan Effective on 1/1/2024 Provided by Aetna Policy Number: 285606 Cost is deducted on a pre-tax basis	[redacted] [Spouse]	$297.00
Basic Life and AD&D - Basic Life and AD&D Effective on 1/1/2024 Provided by Blue Cross Blue Shield Dearborn Policy Number: TBD	$30,000.00	$0.00
Accident - Accident-Not Applicable(or not offered) Effective on 1/1/2024 Provided by Aetna Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
Critical Illness - CI-Not Applicable(or not offered) Effective on 1/1/2024 Provided by Aetna Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
Hospital Indemnity - HI-Not Applicable(or not offered) Effective on 1/1/2024 Provided by Aetna Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
Group Cancer - Group Cancer-Not Applicable(or not offered) Effective on 1/1/2024 Provided by Guardian Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00



Voluntary Disability Insurance - Disabilty-Not applicable(or not offered) Effective on 1/1/2024 Provided by UNUM Policy Number: Waiver	$0.00	$0.00
Dental - Voluntary Dental Indemnity Effective on 1/1/2024 Provided by Ameritas Policy Number: N/A Cost is deducted on a pre-tax basis	[redacted] [Spouse]	$46.32
Vision - Vision Effective on 1/1/2024 Provided by Ameritas Policy Number: TBD Cost is deducted on a pre-tax basis	[redacted] [Spouse]	$12.80
Employee Whole Life - Employee Whole Life-Not Applicable(or not offered) Effective on 1/1/2024 Provided by ManhattanLife Policy Number: Waiver Cost is deducted on a pre-tax basis	---	$0.00
Spouse Whole Life - Spouse Whole Life-Not Applicable(or not offered) Effective on 1/1/2024 Provided by ManhattanLife Policy Number: Waiver Cost is deducted on a pre-tax basis	$0.00 [redacted] [Spouse]	$0.00
Employee Universal Life - Employee Universal Life-Not Applicable(or not offered) Effective on 1/1/2024 Provided by Texas Republic Life Policy Number: Waiver Cost is deducted on a pre-tax basis	---	$0.00
Spouse Universal Life - Spouse Universal Life-Not Applicable(or not offered) Effective on 1/1/2024 Provided by Texas Republic Life Policy Number: Waiver Cost is deducted on a pre-tax basis	$0.00 [redacted] [Spouse]	$0.00
Employee Term Life - Employee Term Life-Not Applicable(or not offered) Effective on 1/1/2024 Provided by Aflac Group Policy Number: Waiver Cost is deducted on a pre-tax basis	---	$0.00
Spouse Term Life - Spouse Term Life-Not Applicable(or not offered) Effective on 1/1/2024 Provided by Aflac Group Policy Number: Waiver Cost is deducted on a pre-tax basis	$0.00 [redacted] [Spouse]	$0.00
Legal - Legal-Not Applicable(or not offered) Effective on 1/1/2024 Provided by LegalShield Policy Number: Waiver	[redacted]	$0.00
Employee Assistance Program - Employee Assistance Program Effective on 1/1/2024 Provided by DeerOaks Policy Number: TBD Cost is deducted on a pre-tax basis		$0.00
Employee User Agreement - Employee User Agreement Effective on 1/1/2024 Provided by Employee User Agreement Policy Number: TBD Cost is deducted on a pre-tax basis		$0.00

Total Benefit Plan Cost	$356.12
Spending Credits Allotted	$0.00
Spending Credits Applied	$0.00
Total Semi-monthly Payroll Deduction	$356.12

Acceptance

HIDALGO COUNTY OPEN ENROLLMENT ELECTRONIC CONSENT ORDER

HEALTH & SUPPLEMENTAL INSURANCE PLANS

When electronic signatures are used, federal law requires that we inform you of the following:

I acknowledge that Electronic Signature means that I am the person identified on this application as the applicant, that I voluntarily accept all the terms and conditions as stated in this application, and that I agree to the electronic processing of this record.

I acknowledge that my electronic signature will have the same legal effect as a signature on paper. I acknowledge that I have the right to print and keep this application on paper.

I acknowledge that my consent to the use of my electronic signature applies to this application only and not to any other transactions with my benefit providers.

I hereby apply for coverage on the basis of the statements and answers to the questions herein. I hereby declare all answers to be true to the best of my knowledge. I understand that these statements, answers and subsequent information I provide are the basis for my coverage.

ELECTRONIC SIGNATURE AGREEMENT ("E-Signature") By typing your name below you are signing this Agreement Electronically. You agree that your electronic signature is the legal equivalent of your manual/handwritten signature on this Agreement and is as valid as if you signed this document in writing. You are furthermore consenting to the legally binding terms and conditions to the Agreement as indicated.

You further agree to electronically process the final enrollment application with the updated premiums to Hidalgo County Treasurer's Office for payroll deductions accordingly.

I acknowledge that if I do not finalize the enrollment process, some products will not roll over into 2022 and payroll deductions will be discontinued, with the exception of Medical, Dental, Vision, and Cancer (with new rates if previously enrolled).

I UNDERSTAND THAT PROVIDING FALSE INFORMATION OR OMISSION OF RELEVANT INFORMATION IN THIS APPLICATION MAY RESULT IN THE DENIAL OF CLAIMS OR CANCELLATION OR RESCISSION OF COVERAGE

April 22, 2024

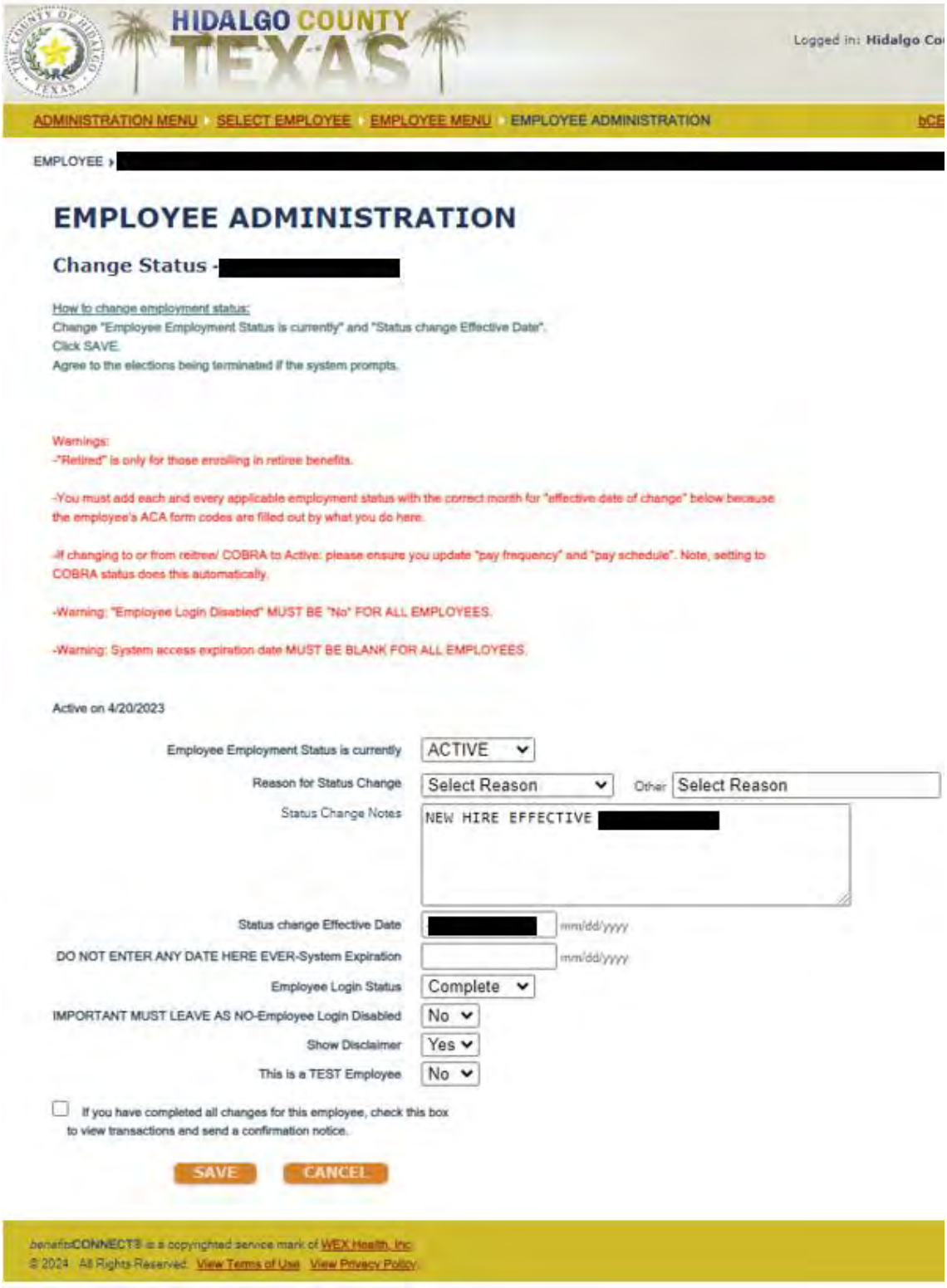
Date

Signature of [redacted] [Applicant]

BACK PRINT THIS PAGE

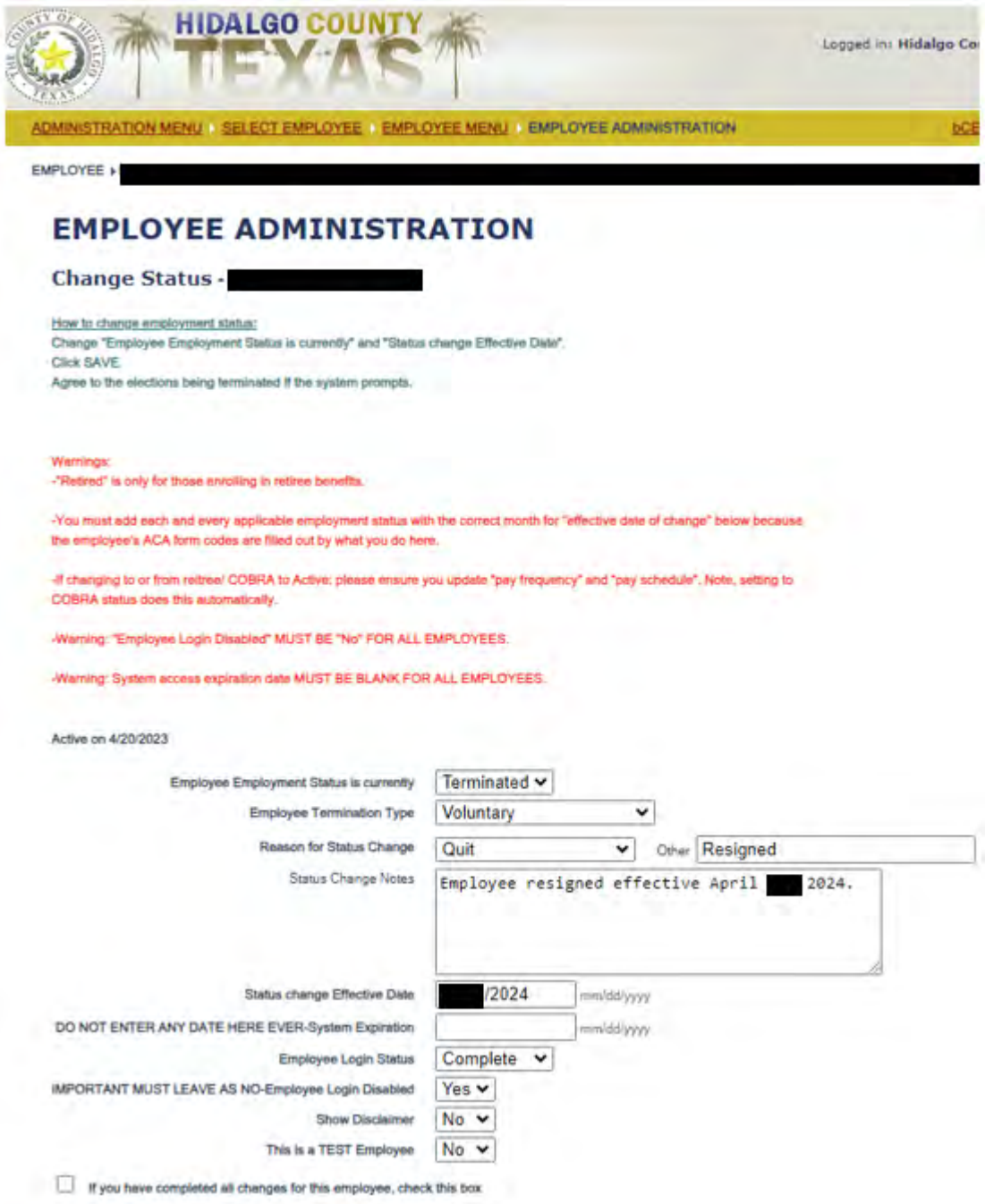
benefitsCONNECT® is a copyrighted service mark of WEX Health, Inc.
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Once the above form is printed, continue. Click on the EMPLOYEE MENU tab on top of the screen and click on the personal information tab. Click on the Status tab.

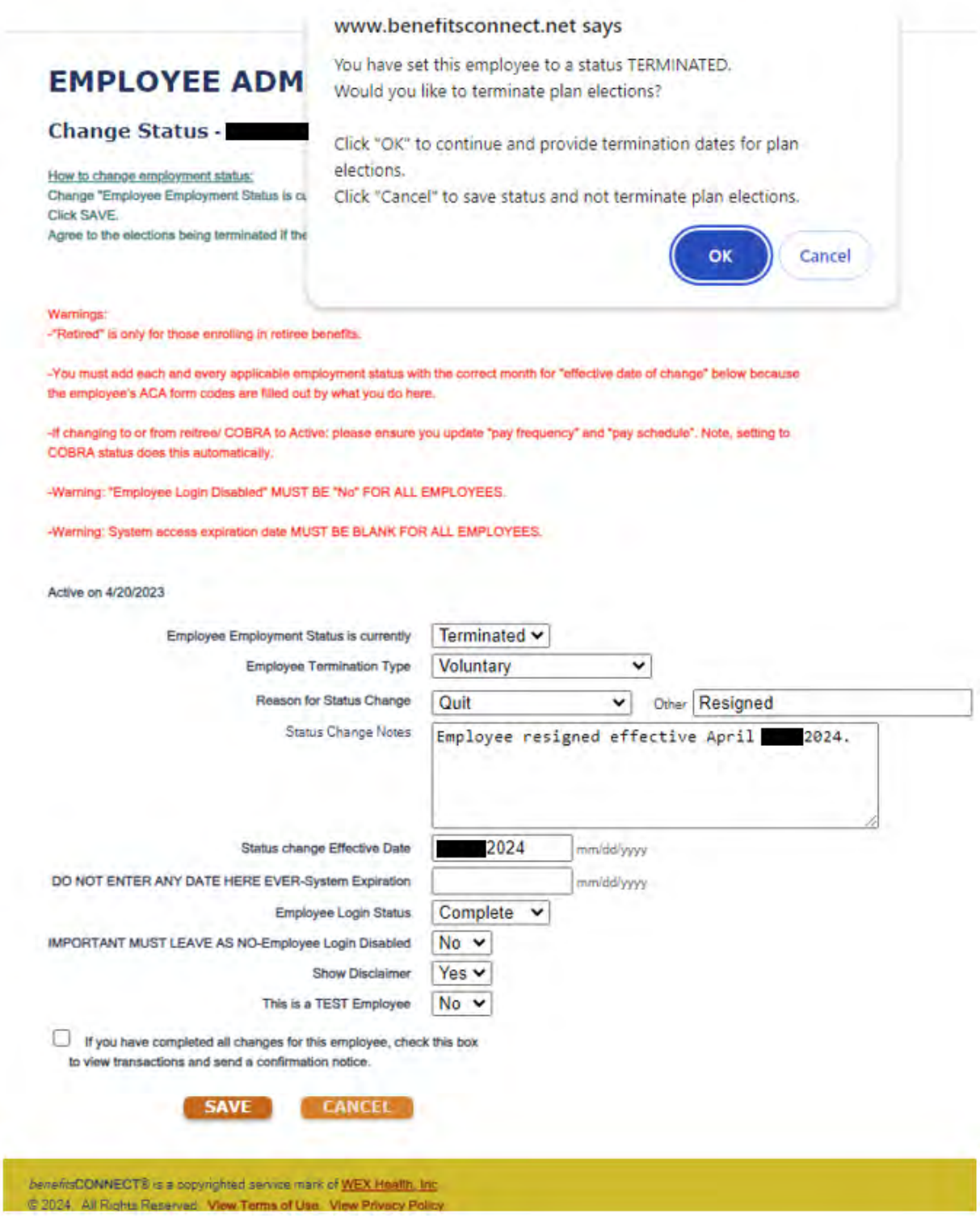


NOTE the following changes:	**Change to:**
Employee Employment Status is currently	**Terminated**
Employee Termination Type	**Voluntary**
Reason for Status Change	**Quit** **Other: Resigned**
Status Change Notes	**Employee resigned effective _____.**
Status Change Effective Date:	**Use the date of resignation**
Employee Login Status	**Complete**

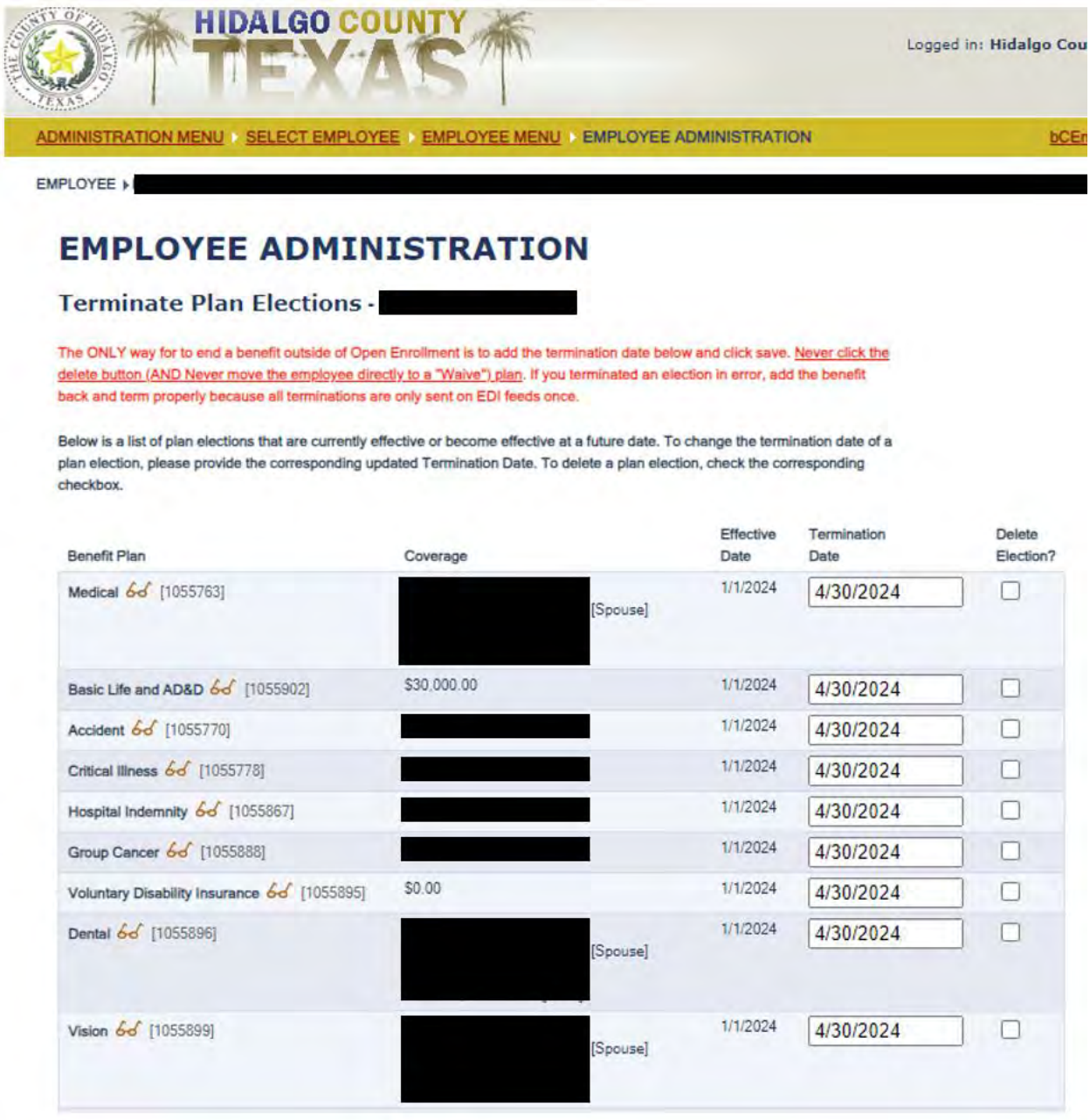
Leave the remaining tabs alone and click on SAVE.



The following message will automatically appear. Click on OK to continue.



Right click on the mouse and print the following information before clicking on SAVE.



HIDALGO COUNTY TEXAS

Logged in: Hidalgo Cou

ADMINISTRATION MENU ▸ SELECT EMPLOYEE ▸ EMPLOYEE MENU ▸ EMPLOYEE ADMINISTRATION bCEr

EMPLOYEE ▸ [redacted]

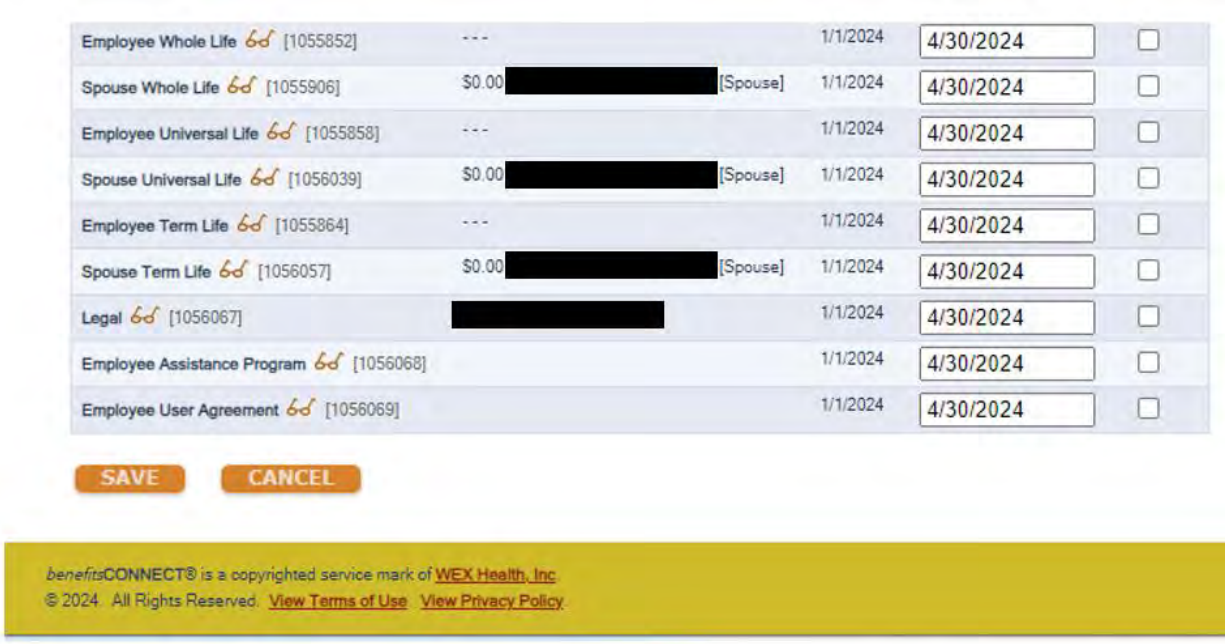
EMPLOYEE ADMINISTRATION

Terminate Plan Elections - [redacted]

The ONLY way for to end a benefit outside of Open Enrollment is to add the termination date below and click save. Never click the delete button (AND Never move the employee directly to a "Waive") plan. If you terminated an election in error, add the benefit back and term properly because all terminations are only sent on EDI feeds once.

Below is a list of plan elections that are currently effective or become effective at a future date. To change the termination date of a plan election, please provide the corresponding updated Termination Date. To delete a plan election, check the corresponding checkbox.

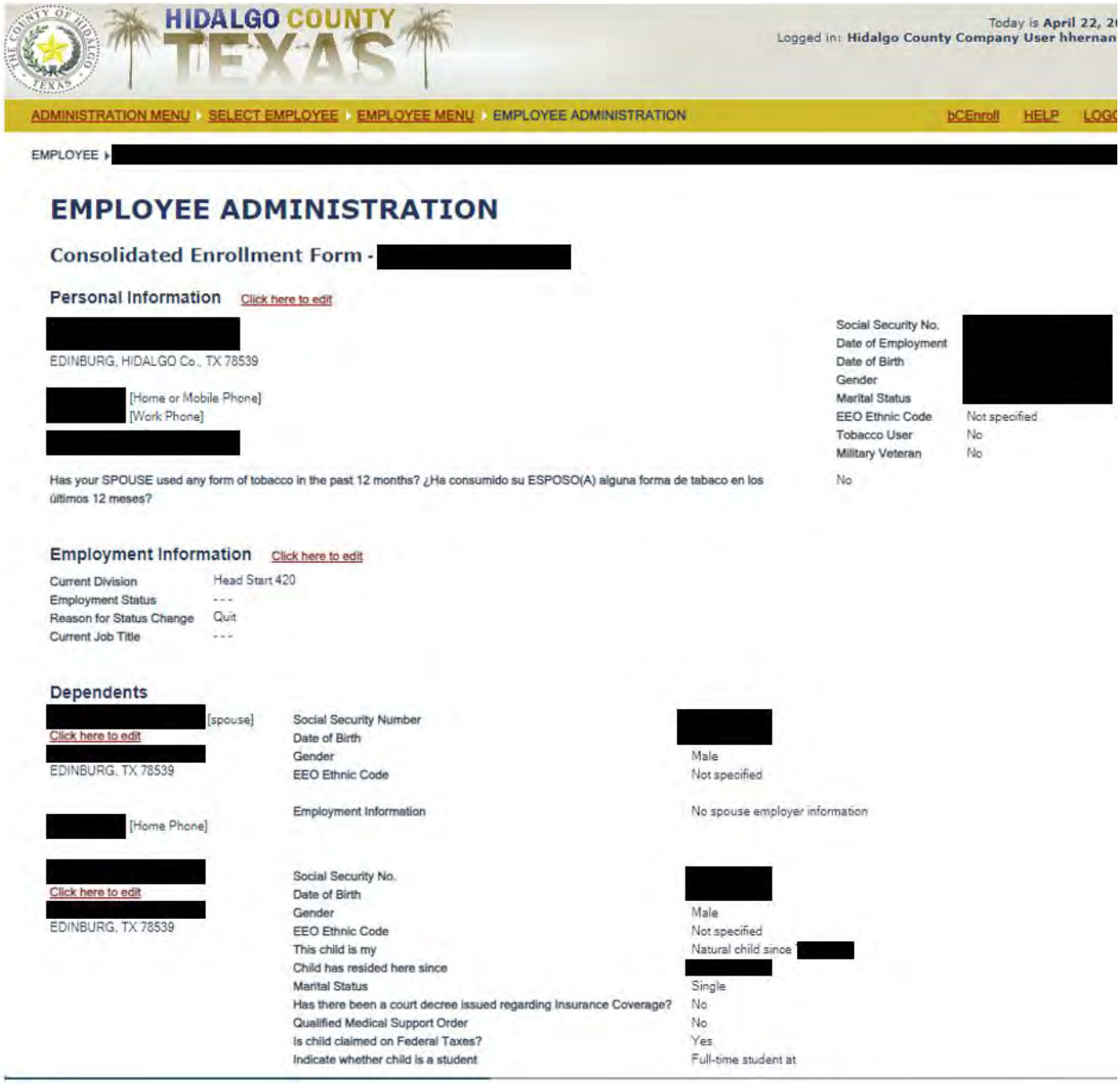
Benefit Plan	Coverage	Effective Date	Termination Date	Delete Election?
Medical [1055763]	[redacted] [Spouse]	1/1/2024	4/30/2024	☐
Basic Life and AD&D [1055902]	$30,000.00	1/1/2024	4/30/2024	☐
Accident [1055770]	[redacted]	1/1/2024	4/30/2024	☐
Critical Illness [1055778]	[redacted]	1/1/2024	4/30/2024	☐
Hospital Indemnity [1055867]	[redacted]	1/1/2024	4/30/2024	☐
Group Cancer [1055888]	[redacted]	1/1/2024	4/30/2024	☐
Voluntary Disability Insurance [1055895]	$0.00	1/1/2024	4/30/2024	☐
Dental [1055896]	[redacted] [Spouse]	1/1/2024	4/30/2024	☐
Vision [1055899]	[redacted] [Spouse]	1/1/2024	4/30/2024	☐



After clicking on SAVE, the following screen will appear. (Plan Elections Terminated).



Go back to the benefits plan information and PRINT a copy of the Consolidated Enrollment Form or the County. The Effective Today gray area will show the dates the plans were effective.



HIDALGO COUNTY TEXAS

Today is April 22, 2
Logged in: Hidalgo County Company User hhernan

ADMINISTRATION MENU ▸ SELECT EMPLOYEE ▸ EMPLOYEE MENU ▸ EMPLOYEE ADMINISTRATION bCEnroll HELP LOGO

EMPLOYEE ▸ [redacted]

EMPLOYEE ADMINISTRATION

Consolidated Enrollment Form - [redacted]

Personal Information Click here to edit

[redacted]
EDINBURG, HIDALGO Co., TX 78539

[redacted] [Home or Mobile Phone]
[Work Phone]
[redacted]

Social Security No.	[redacted]
Date of Employment	
Date of Birth	
Gender	
Marital Status	
EEO Ethnic Code	Not specified
Tobacco User	No
Military Veteran	No

Has your SPOUSE used any form of tobacco in the past 12 months? ¿Ha consumido su ESPOSO(A) alguna forma de tabaco en los últimos 12 meses? No

Employment Information Click here to edit

Current Division	Head Start 420
Employment Status	---
Reason for Status Change	Quit
Current Job Title	---

Dependents

[redacted] [spouse]
Click here to edit
[redacted]
EDINBURG, TX 78539

[redacted] [Home Phone]

Social Security Number	[redacted]
Date of Birth	
Gender	Male
EEO Ethnic Code	Not specified
Employment Information	No spouse employer information

[redacted]
Click here to edit
[redacted]
EDINBURG, TX 78539

Social Security No.	[redacted]
Date of Birth	
Gender	Male
EEO Ethnic Code	Not specified
This child is my	Natural child since [redacted]
Child has resided here since	[redacted]
Marital Status	Single
Has there been a court decree issued regarding Insurance Coverage?	No
Qualified Medical Support Order	No
Is child claimed on Federal Taxes?	Yes
Indicate whether child is a student	Full-time student at

[redacted]
Click here to edit
[redacted]
EDINBURG, TX 78539

Social Security No.	[redacted]
Date of Birth	
Gender	Female
EEO Ethnic Code	Not specified
This child is my	Natural child since [redacted]
Child has resided here since	
Marital Status	Single
Has there been a court decree issued regarding Insurance Coverage?	No
Qualified Medical Support Order	No
Is child claimed on Federal Taxes?	Yes
Indicate whether child is a student	Full-time student at

Beneficiary Information Click here to edit

Basic Life and AD&D

Primary Beneficiaries	Date of Birth	Social Security No.	Percentage
[redacted] Spouse]	[redacted]	[redacted]	50%
			50%

Election Information

Below is the list of the elections effective as of today.

To edit an existing benefit plan election, click the corresponding name of the benefit plan type. To view the outline of benefits of any existing election, click the corresponding icon next to the plan type.

Effective Today

Benefit Plan	Coverage	Employee Cost
Medical - BASE Plan Effective from 1/1/2024 to 4/30/2024 Provided by Aetna Policy Number: 285608 Cost is deducted on a pre-tax basis	[redacted] [Spouse]	$297.00
Basic Life and AD&D - Basic Life and AD&D Effective from 1/1/2024 to 4/30/2024 Provided by Blue Cross Blue Shield Dearborn Policy Number: TBD	$30,000.00	$0.00
Accident - Accident-Not Applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by Aetna Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
Critical Illness - CI-Not Applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by Aetna Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
Hospital Indemnity - HI-Not Applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by Aetna Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00



Group Cancer - Group Cancer-Not Applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by Guardian Policy Number: Waiver Cost is deducted on a pre-tax basis	[redacted]	$0.00
Voluntary Disability Insurance - Disabilty-Not applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by UNUM Policy Number: Waiver	$0.00	$0.00
Dental - Voluntary Dental Indemnity Effective from 1/1/2024 to 4/30/2024 Provided by Ameritas Policy Number: N/A Cost is deducted on a pre-tax basis	[redacted] [Spouse]	$46.32
Vision - Vision Effective from 1/1/2024 to 4/30/2024 Provided by Ameritas Policy Number: TBD Cost is deducted on a pre-tax basis	[redacted] [Spouse]	$12.80
Employee Whole Life - Employee Whole Life-Not Applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by ManhattanLife Policy Number: Waiver Cost is deducted on a pre-tax basis	- - -	$0.00
Spouse Whole Life - Spouse Whole Life-Not Applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by ManhattanLife Policy Number: Waiver Cost is deducted on a pre-tax basis	$0.00 [redacted] [Spouse]	$0.00
Employee Universal Life - Employee Universal Life-Not Applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by Texas Republic Life Policy Number: Waiver Cost is deducted on a pre-tax basis	- - -	$0.00
Spouse Universal Life - Spouse Universal Life-Not Applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by Texas Republic Life Policy Number: Waiver Cost is deducted on a pre-tax basis	$0.00 [redacted] [Spouse]	$0.00
Employee Term Life - Employee Term Life-Not Applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by Aflac Group Policy Number: Waiver Cost is deducted on a pre-tax basis	- - -	$0.00
Spouse Term Life - Spouse Term Life-Not Applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by Aflac Group Policy Number: Waiver Cost is deducted on a pre-tax basis	$0.00 [redacted] [Spouse]	$0.00
Legal - Legal-Not Applicable(or not offered) Effective from 1/1/2024 to 4/30/2024 Provided by LegalShield Policy Number: Waiver	[redacted]	$0.00
Employee Assistance Program - Employee Assistance Program Effective from 1/1/2024 to 4/30/2024 Provided by DeerOaks Policy Number: TBD Cost is deducted on a pre-tax basis		$0.00

Employee User Agreement - Employee User Agreement Effective from 1/1/2024 to 4/30/2024 Provided by Employee User Agreement Policy Number: TBD Cost is deducted on a pre-tax basis	$0.00
Total Benefit Plan Cost	$356.12
Spending Credits Allotted	$0.00
Spending Credits Applied	$0.00
Total Semi-monthly Payment	$356.12

Acceptance

HIDALGO COUNTY OPEN ENROLLMENT ELECTRONIC CONSENT ORDER

HEALTH & SUPPLEMENTAL INSURANCE PLANS

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I UNDERSTAND THAT PROVIDING FALSE INFORMATION OR OMISSION OF RELEVANT INFORMATION IN THIS APPLICATION MAY RESULT IN THE DENIAL OF CLAIMS OR CANCELLATION OR RESCISSION OF COVERAGE

April 22, 2024

Date

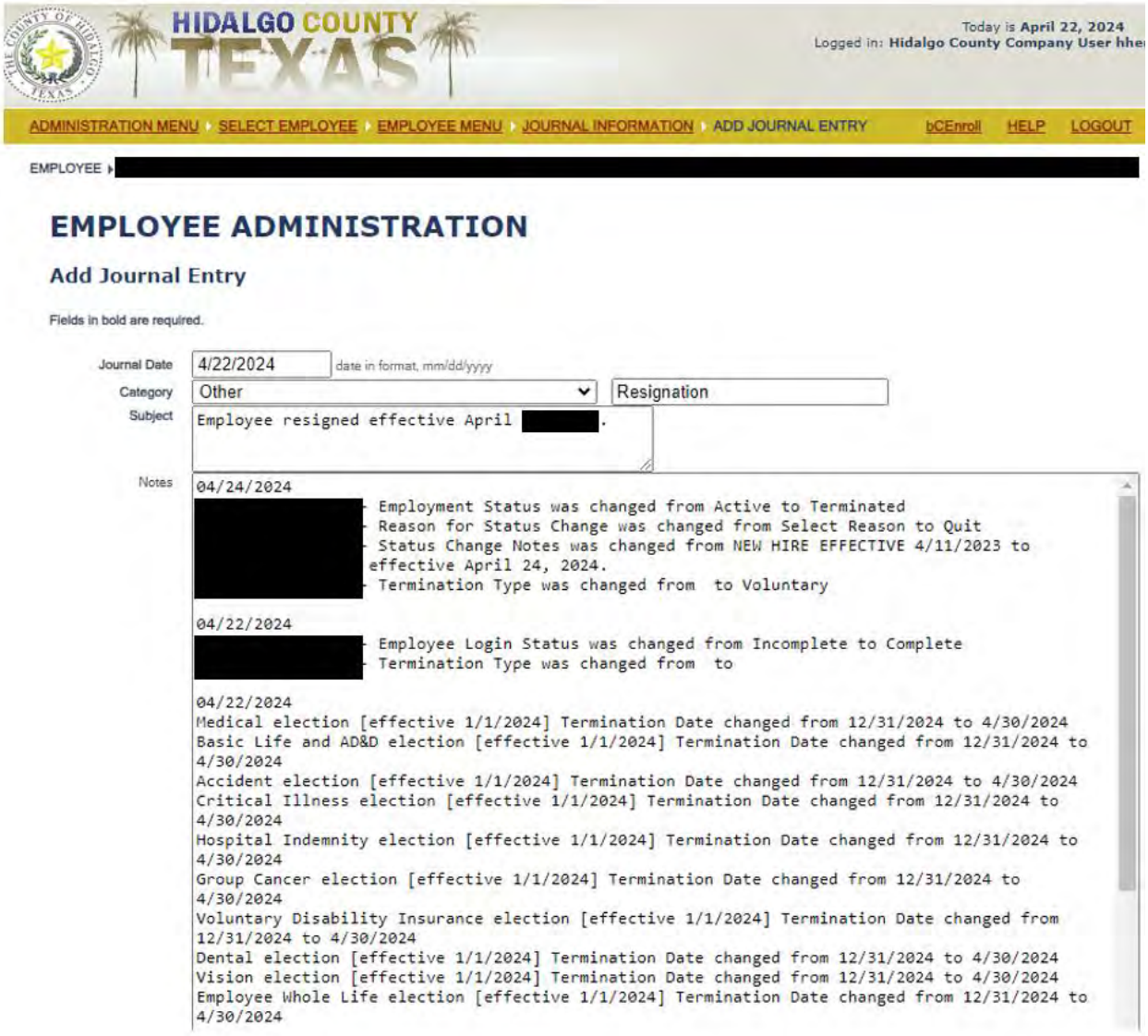
Signature of [redacted] [Applicant]

BACK PRINT THIS PAGE

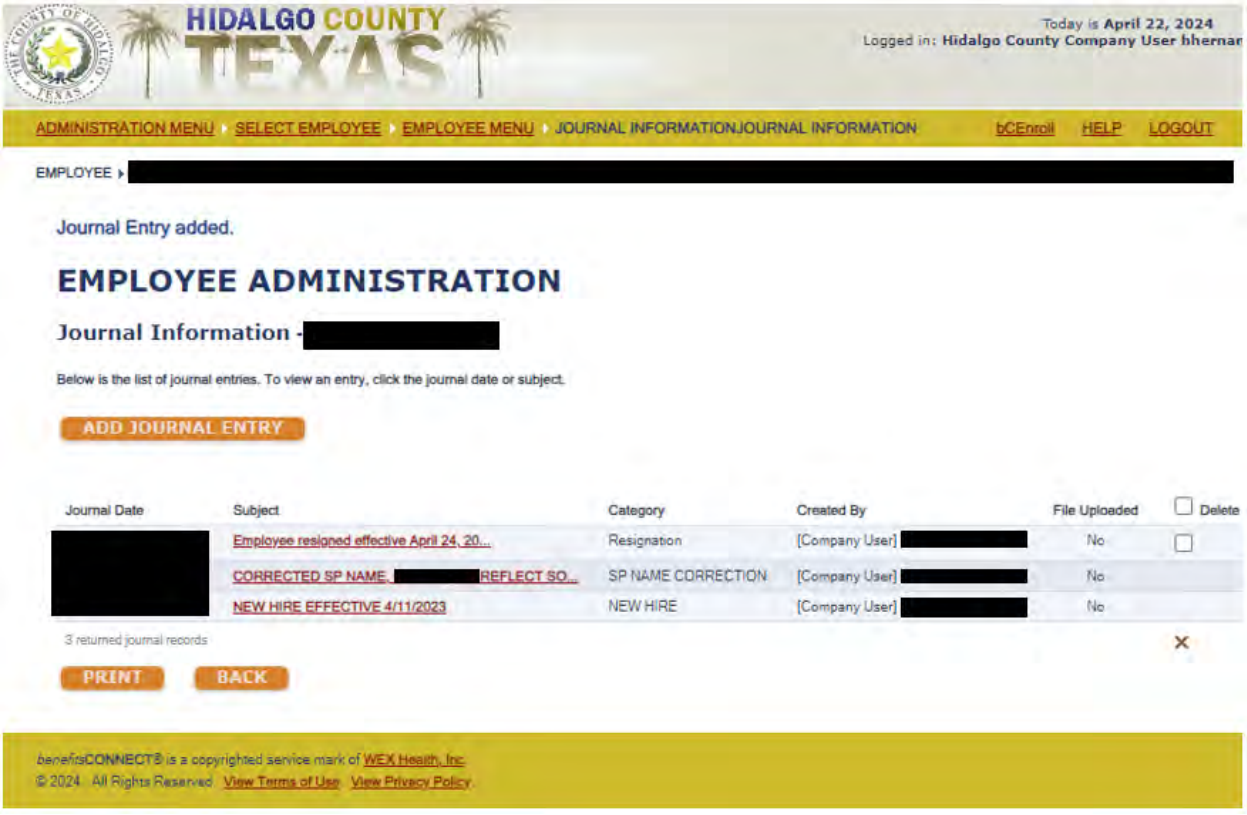
Click on EMPLOYEE MENU to go back to the EMPLOYEE ADMINISTRATION screen.
Click on the personal information tab and click on Journal.

Click on ADD JOURNAL ENTRY

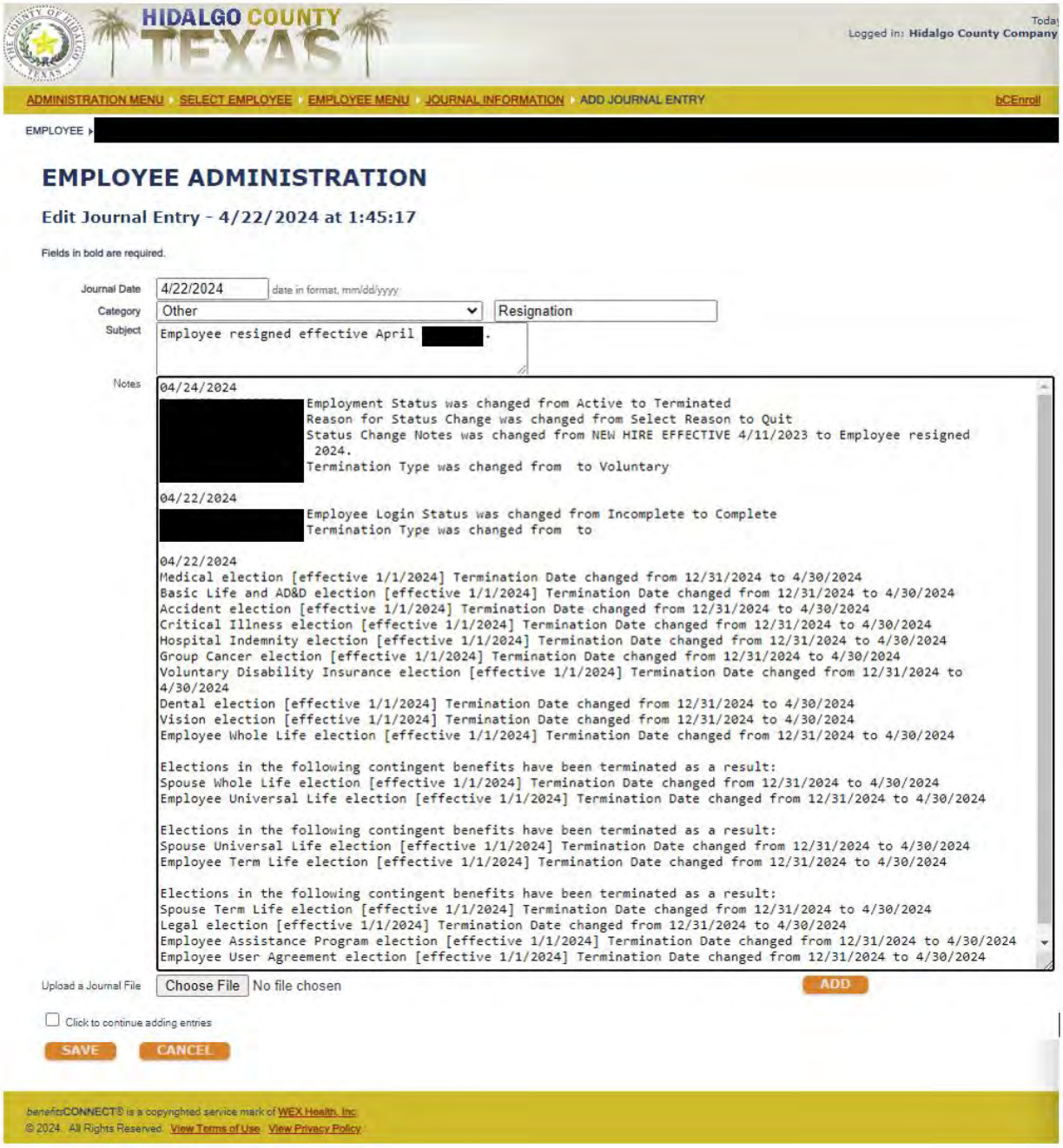



HIDALGO COUNTY
TEXAS
Today is April 22, 2024
Logged in: Hidalgo County Company User hhe
ADMINISTRATION MENU
SELECT EMPLOYEE
EMPLOYEE MENU
JOURNAL INFORMATION
ADD JOURNAL ENTRY
bCEnroll
HELP
LOGOUT
EMPLOYEE
EMPLOYEE ADMINISTRATION
Add Journal Entry
Fields in bold are required.
Journal Date
4/22/2024
date in format, mm/dd/yyyy
Category
Other
Resignation
Subject
Employee resigned effective April
Notes
04/24/2024
- Employment Status was changed from Active to Terminated
- Reason for Status Change was changed from Select Reason to Quit
- Status Change Notes was changed from NEW HIRE EFFECTIVE 4/11/2023 to effective April 24, 2024.
- Termination Type was changed from to Voluntary
04/22/2024
- Employee Login Status was changed from Incomplete to Complete
- Termination Type was changed from to
04/22/2024
Medical election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Basic Life and AD&D election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Accident election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Critical Illness election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Hospital Indemnity election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Group Cancer election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Voluntary Disability Insurance election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Dental election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Vision election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Employee Whole Life election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024


Elections in the following contingent benefits have been terminated as a result:
Spouse Whole Life election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Employee Universal Life election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Elections in the following contingent benefits have been terminated as a result:
Spouse Universal Life election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Employee Term Life election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Elections in the following contingent benefits have been terminated as a result:
Spouse Term Life election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Legal election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Employee Assistance Program election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Employee User Agreement election [effective 1/1/2024] Termination Date changed from 12/31/2024 to 4/30/2024
Upload a Journal File
Choose File
No file chosen
ADD
Click to continue adding entries
SAVE
CANCEL
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HIDALGO COUNTY TEXAS
Today is April 22, 2024
Logged in: Hidalgo County Company User hhernar
ADMINISTRATION MENU ▸ SELECT EMPLOYEE ▸ EMPLOYEE MENU ▸ JOURNAL INFORMATIONJOURNAL INFORMATION
bCEnroll HELP LOGOUT
EMPLOYEE ▸ [redacted]
Journal Entry added.
EMPLOYEE ADMINISTRATION
Journal Information - [redacted]
Below is the list of journal entries. To view an entry, click the journal date or subject.
ADD JOURNAL ENTRY
Journal Date
Subject
Category
Created By
File Uploaded
Delete
[redacted]
Employee resigned effective April 24, 20...
Resignation
[Company User] [redacted]
No
CORRECTED SP NAME [redacted] REFLECT SO...
SP NAME CORRECTION
[Company User] [redacted]
No
NEW HIRE EFFECTIVE 4/11/2023
NEW HIRE
[Company User] [redacted]
No
3 returned journal records
PRINT
BACK
benefitsCONNECT® is a copyrighted service mark of WEX Health, Inc.
© 2024. All Rights Reserved. View Terms of Use. View Privacy Policy.

Click on the Journal Date that was posted. Open and expand the information to print a copy for the County.



After completing any information on Benefits Connect, be sure to LOGOUT.
<u>Warning</u>: If you do not logout, the system will but then if you try to go back in, you will have to wait about 20 minutes to be able to access BC because the system will say you are already logged in.

Editing employee information on Benefits Connect

Step #1 Log in to Benefits Connect with your Credentials.
Step #2 On the ADMINISTRATION MENU, click on employee administration and click on Edit Employee
Step #3 Select Criteria by Last Name or SSN and click on SEARCH, then select the name of the employee you want to edit.
Step #4 Make any necessary changes to the employee file, i.e., name change, address change, beneficiary change, add/drop insurance information if applicable).

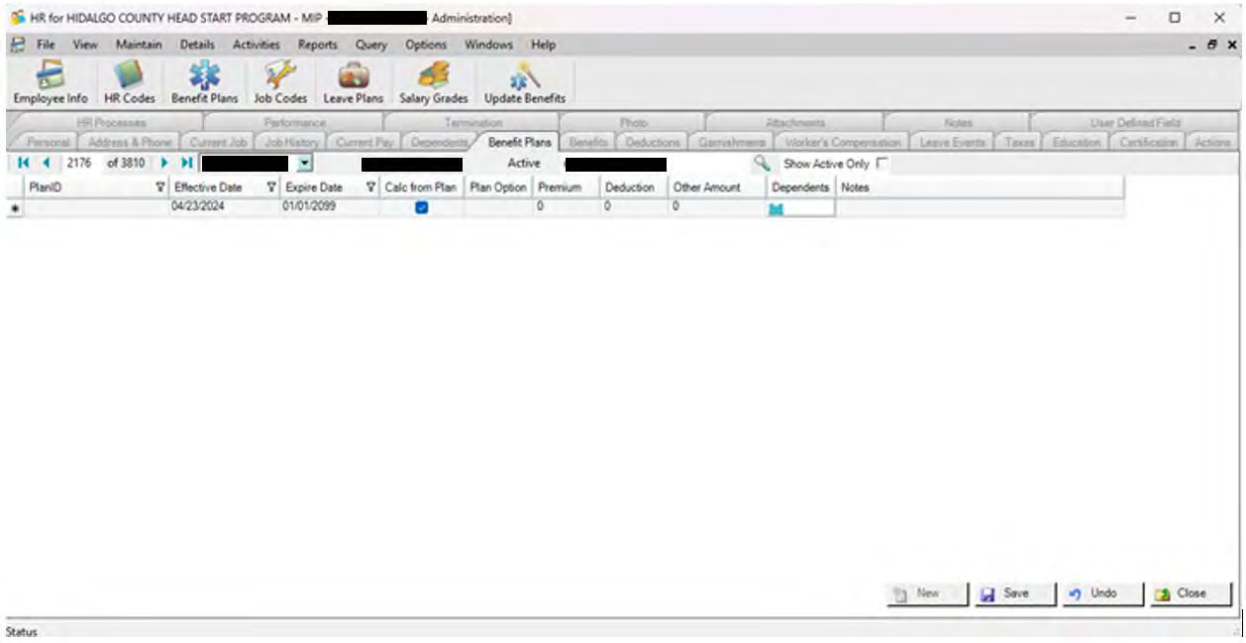
SUBMITTING INFORMATION TO THE COUNTY
Scan Employee Enrollment Form, PA, SSN, DL, Consolidated Form, and Journal in one PDF

Password protect PDF File

Create a separate log with a list of all employees (new hires/terminations), this log has to be password protected as well

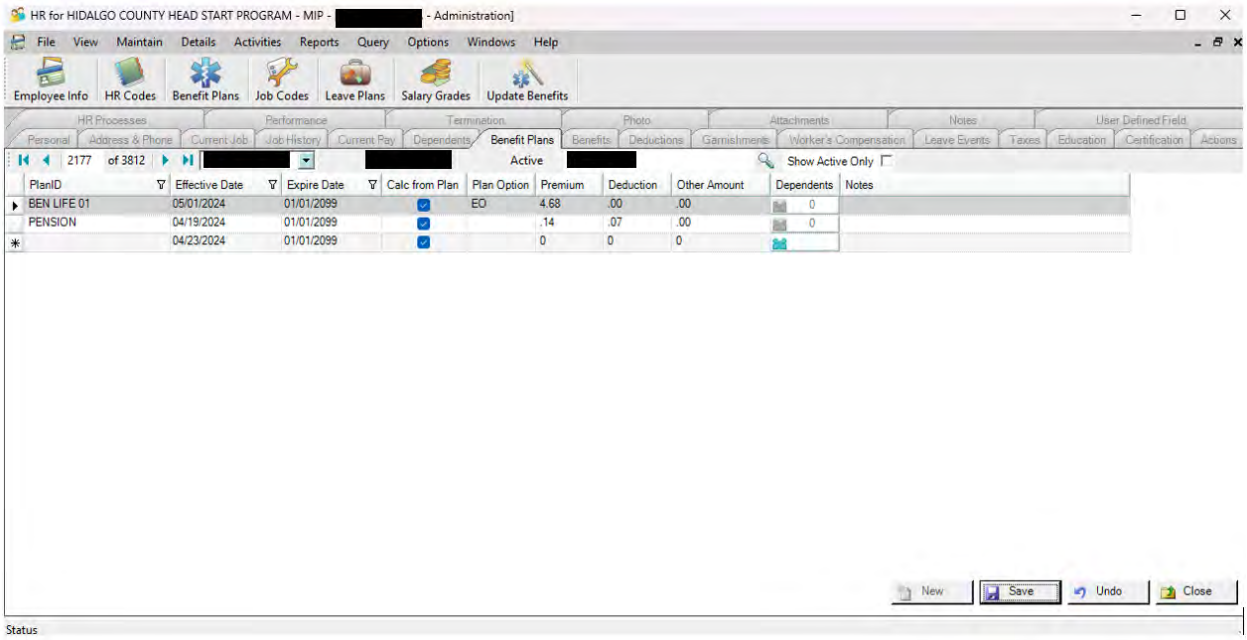
Send scanned log and scanned employee files to the Benefits Division at Hidalgo County

ENTERING NEW HIRES IN MIP



Look employee by ID number and click on Benefit Plans Tab

Enter benefits selected by employee PlanID, effective date, and Plan Option, then click "Save"



EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Deer Oaks Employee Assistance Program (EAP) is a free service provided for you, your dependents, and household members by your employer. This program offers a wide variety of counseling, referral, and consultation services, which are all designed to assist you and your family in resolving work and life issues in order to live happier, healthier, more balanced lives. From stress, addiction, and change management, to locating child care facilities, legal assistance, and financial challenges, our qualified professionals are here to help. These services are completely confidential and can be easily accessed 24/7, offering you around-the-clock assistance for all of life's challenges.

The Employee Assistance Program is free to all full-time employees and the flyer is given to the new hires when they attend orientation. The flyer can also be accessed by going to the County website:

www.deeroakseap.com

DEER OAKS EAP SERVICES



Employee Assistance Program

The Deer Oaks Employee Assistance Program (EAP) is a free service provided for you, your dependents, and household members by your employer. This program offers a wide variety of counseling, referral, and consultation services, which are all designed to assist you and your family in resolving work and life issues in order to live happier, healthier, more balanced lives. From stress, addiction, and change management, to locating child care facilities, legal assistance, and financial challenges, our qualified professionals are here to help. These services are completely confidential and can be easily accessed 24/7, offering you around-the-clock assistance for all of life's challenges.

- Program Access: You may access the EAP by calling the toll-free Helpline number, using our iConnectYou App, or instant messaging with a work-life consultant through our online instant messaging system.
- Telephonic Assessments & Support: In-the-moment telephonic support and crisis intervention are available 24/7 along with intake and clinical assessments.
- Short-term Counseling: Counseling sessions with a qualified counselor to assist with issues such as stress, anxiety, grief, marital/family challenges, relationship issues, addiction, etc. Counseling is available via structured telephonic sessions, video, and in-person at local provider offices.
- Referrals & Community Resources: Our team provides referrals to local community resources, member health plans, support groups, legal resources, and child/elder care/daily living resources.
- Advantage Legal Assist: Free 30 minute telephonic or in-person consultation with a plan attorney; 25% discount on hourly attorney fees if representation is required; unlimited online access to a wealth of educational legal resources, links, tools and forms; and interactive online Simple Will preparation.
- Advantage Financial Assist: Unlimited telephonic consultation with an Accredited Financial Counselor qualified to advise on a range of financial issues such as bankruptcy prevention, debt reduction and financial planning; supporting educational materials available; unlimited online access to a wealth of educational financial resources, links, tools and forms (i.e. tax guides, financial calculators, etc.).
- Identity Theft Assistance: Free telephonic consultation with an Accredited Financial Counselor; information on steps that should be taken upon discovery of identity theft; referral to full-service credit recovery agencies; free credit monitoring service.
- Work-life Services: Our work-life consultants are available to assist you with a wide range of daily living resources such as locating pet sitters, event planners, home repair, tutors, travel planning, and moving services. Simply call the Helpline for resource and referral information.
- Child & Elder Care Referrals: Our child and elder care specialists can help you with your search for licensed child and elder care facilities in your area. They will discuss your needs, provide guidance, resources, and qualified referral packets. Searchable databases and other resources are also available on the Deer Oaks member website.
- Take the High Road Ride Reimbursement Program: Deer Oaks reimburses members for their cab, Lyft and Uber fares in the event that they are incapacitated due to impairment by a substance or extreme emotional condition. This service is available once per year per participant, with a maximum reimbursement of $45.00 (excludes tips).

Username: hidco
Password: hidco

CONTACT US:
Toll-Free: (888) 993-7650
Website: www.deeroakseap.com
Email: eap@deeroaks.com

RETIREMENT SYSTEM (PENSION)

Civil Service Commission Rules

7.128 All Regular, Full-time Employees and Regular, Part-time Employees assigned to the Head Start Program who work 900 or more hours per year must become members of the Hidalgo County Head Start Retirement Plan.

[The Hidalgo County Head Start Program offers the benefit of a 401K/Pension Account, we are partnered with "The Pension Company of Texas" as our pension administrator.]

New Employee Enrollment

During the New Hire Orientation process, the employees DO NOT have an option as to whether or not they want to participate in the Pension.

[During the New Hire Orientation process employees have the option to participate in the 401K/Pension plan, if the employee agrees to participate in this benefit, the Enrollment Form for New Participants has to be filled out along with the Participant Enrollment Form to open a bank account with One America, the bank where the pension contribution goes.]

Enrollment Form for New Participants

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program
ENROLLMENT FORM FOR NEW PARTICIPANTS

01/04/2023

Participant Name			Social Security Number
Participant Street Address	City	State	Zip
Email Address (required to access website)	and/or	Cell Phone Number (required to access website)	
Date of Birth	Dates of Hire *and* Rehire	If Rehire, prior Dates of Termination	
Employer **County of Hidalgo - Head Start Program**	Plan Name **Hidalgo County Affiliated Departments Retirement Plan - Head Start Program**		

CONTRIBUTIONS

I elect to defer the indicated percentage of my salary (Elective Deferral) to the Plan. I understand that the Company will deposit this amount to the Plan on my behalf.

Elective Deferral Percentage (Tax-Deferred)	**Circle or Check One**			
Indicate the percentage of your earnings you wish to defer on a pre-tax basis (minimum 5%). Your plan or legal maximums may limit your contributions. Contact your employer for more details.	[ ] 0%	[ ] 4%	[ ] 8%	[ ] 12%
	[ ] 1%	[ ] 5%	[ ] 9%	[ ] 13%
	[ ] 2%	[ ] 6%	[ ] 10%	[ ] 14%
	[ ] 3%	[X] 7%	[ ] 11%	[ ] 15%
	or $ _____ per pay period (minimum of $5.00)			

INVESTMENTS

Fund Name		**Whole %**	**Fund Name**		**Whole %**
MainStay Common Stock A	(MSOAX)		MainStay Growth Alloc. A	(MGXAX)	
MainStay Cornerstone Growth	(KLGAX)		MainStay Money Market	(MMAXX)	
MainStay WMC Value A	(MAPAX)		MainStay Moderate Alloc. A	(MMRAX)	
MainStay Epoch US Equity Yield	(EPLPX)		MainStay Mod. Growth Alloc. A	(MGDAX)	
MainStay Convertible A	(MCOAX)		One America Account	(AUL)	100
MainStay Income Builder	(MTRAX)				
MainStay High Yield	(MHCAX)				
MainStay MacKay US Infras BD A	(MGVAX)				
MainStay S&P 500 Index A	(MSXAX)				
MainStay Balanced A	(MBNAX)		**IMPORTANT**: By selecting the One America Account, it does not affect how your funds are invested at One		
MainStay Interm. Term Bond A	(MTMAX)		America. It just means your money will transfer over to them. You will need to contact One America directly to		
MainStay Tax Advantage Short	(MSTAX)		set up your investment election and or changes. The only actual investment election/changes that can be		
MainStay U.S. Small Cap A	(MOPAX)		made through this form are Mutual Funds with Mid Atlantic.		
MainStay Floating Rate A	(MXFAX)				
MainStay Large Cap Growth A	(MLAAX)				
MainStay Epoch U.S. All Cap	(MAAAX)				
MainStay Divers. Income A	(MASAX)				
MainStay Indexed Bond A	(MIXAX)				
MainStay Funds Tax-Free A	(MTBAX)				
MainStay Global High Income A	(MGHAX)				
MainStay International Equity A	(MSEAX)		*Allocation % (Minimum 5% to any Fund in 1% increments)*		
MainStay Conserv. Alloc. A	(MCKAX)				
			TOTAL MUST EQUAL		**100 %**

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program
ENROLLMENT FORM FOR NEW PARTICIPANTS

BENEFICIARY	You must complete a Beneficiary Designation Form and return a signed copy to the Plan Representative along with this form.
CERTIFICATION	

[ ] ***I choose not to participate at this time.***

Signature of Employee _____ Date _____

[X] I authorize my employer to deduct from my earnings the amounts determined by the percentage(s) designated above and to forward such amounts to the plan. The Company, Trustees and any others concerned with the administration of the Plan are entitled to rely on these instructions; and each shall be fully protected in taking or omitting any action under any provisions of the Plan in reliance on this information.

Signature of Employee _____ Date _____

Signature of Plan Representative _____ Date _____

PAGE 2 OF 2
ENROLLMENT FORM FOR NEW PARTICIPANTS

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program
BENEFICIARY DESIGNATION FORM

01/04/2023

Name: _____ Social Security Number: _____

UNMARRIED PARTICIPANTS:

( )I represent that I am not married and designate the beneficiary(s) named below. I understand that if I marry, this designation will be revoked. I will immediately inform the Plan Administrator of any change in my marital status.

Beneficiary Name _____ Relationship _____ % to this beneficiary _____

Address _____ Date of Birth _____

Beneficiary Name _____ Relationship _____ % to this beneficiary _____

Address _____ Date of Birth _____

MARRIED PARTICIPANTS:

( ) I elect to designate my spouse as sole direct beneficiary of my death benefit.

Spouse's Name _____ Date of Birth _____

( ) I waive the designation of my spouse as sole beneficiary of my death benefits and designate the following beneficiary(s) in lieu of my spouse.

Beneficiary Name _____ Relationship _____ % to this beneficiary _____

Address _____ Date of Birth _____

Beneficiary Name _____ Relationship _____ % to this beneficiary _____

Address _____ Date of Birth _____

CONSENT OF SPOUSE:

To be completed by the spouse of a married Participant who has waived designation of his or her spouse as beneficiary and signed in the presence of a notary public.

( ) I consent to the designation made by my spouse to have death benefits paid to the beneficiary(s) name above. I understand that I will receive no benefits from the Plan in the event of my spouse's death.

Spouse's Signature _____ Date _____

Notary Public _____ Date _____

EMPLOYEE SIGNATURE _____ DATE _____

PLAN REPRESENTATIVE _____ DATE _____

Participant Enrollment Form

Products and financial services provided by
AMERICAN UNITED LIFE INSURANCE COMPANY®
a OneAmerica® *company*
One American Square, P.O. Box 6011
Indianapolis, IN 46206-6011
1-800-249-6269

ONEAMERICA®

Plan Information

Plan Number G35639 Division 0000

Plan Name Hidalgo County Affiliated Departments Retirement Plan

Participant Information

First Name | M.I. | Last Name

Social Security (or Taxpayer ID) Number | ☐ M ☐ F Gender | Date of Birth

Street Address

Street Address

City | State | Zip Code

Telephone Number (including area code) | E-mail Address | ☐ Work ☐ Personal

Employment Information

To be completed by the Employer for Employer Sponsored Plans or by the Participant for Voluntary 403(b), 457(b), or IRA plans.

Date of Hire | Date of Rehire

Participant Election

[X] I authorize my employer to reduce my compensation by 7 % or $____ as a **pre-tax** deferral to the Plan.

[ ] I elect **NOT** to make contributions. I understand that I may be entitled to employer contributions or forfeiture reallocations, if applicable, as permitted by the Plan.

Information for Participant

1. The election made in the **"Participant Election"** section of this form applies until changed by you. Elections can be changed by logging into your secure account at *www.oneamerica.com* or by contacting your plan representative. The effective date of your election will be determined by your employer and is dependent upon Plan document provisions.
2. If allowed and if you are eligible to make catch-up contributions, any of your elective deferrals that exceed either the elective deferral dollar limit (the Internal Revenue Code (Code) section 402(g) limit), the annual additions limit (the Code section 415 limit), the plan's deferral limit, or the Actual Deferral Percentage (ADP) limit shall be treated as catch-up contributions, up to the applicable catch-up contributions limit for the calendar year.
3. For any calendar year that you make elective deferrals to a retirement plan sponsored by an unrelated employer as well as to this Plan, you are responsible for determining if you have exceeded the Code section 402(g) limit in effect for such taxable (calendar) year.
4. Contributions received on your behalf will be directed based on elections selected by you, if your employer is not directing the investment of your contributions, by logging into your secure account at *www.oneamerica.com,* by completing an **"Investment Option Election Form"** (R-20089), or by calling 1-800-249-6269.
5. If you do not select investment options through one of the means mentioned above, if your employer is not directing the investment of your contributions, contributions received on your behalf will be directed to the applicable default investment option. It is your responsibility to log into your secure account at *www.oneamerica.com* or to call 1-800-249-6269 to transfer contributions to other available investment options.

Additional plan-specific provisions or limitations may apply. Please refer to your summary plan description (SPD) or contact your plan representative for assistance.

Participant Acknowledgement and Signature

I understand that (1) if I am a participant in a 403(b) or a 457 plan that restrictions on distributions may apply as set forth in Section 403(b)(11) or Section 457 of the Internal Revenue Code; (2) I have a duty to review my pay records (pay stub, etc.) to confirm that my election is implemented by my employer as requested under the **"Participant Election"** section of this form.

I also understand that (1) tax-qualified retirement plans from American United Life Insurance Company® (AUL) are funded by an AUL group annuity contract; (2) while a participant in an annuity contract may benefit from additional investment and annuity-related benefits under the annuity contract, any tax deferral is provided by the Plan and not the annuity contract; and (3) this material must be preceded by or accompanied by the **"State Specific Fraud Warning Notices for Retirement Services"** (R-20402) form.

Under penalties of perjury, by signing the below, I hereby certify (1) that the Social Security (or Taxpayer ID) Number provided under the **"Participant Information"** section of this form is correct; and (2) that I am not subject to backup withholding because (a) I have not been notified that I am subject to backup withholding as a result of a failure to report interest and dividends, or (b) the Internal Revenue Service (IRS) has notified me that I am no longer subject to backup withholding.

NOTE: The IRS does not require your consent to any portions of this document other than certifications required to avoid backup withholding.

Do you own existing in-force life insurance or annuities? [ ] Yes [ ] No

Does this annuity replace, discontinue or change any existing insurance or an annuity? [ ] Yes [ ] No

_____ _____

Participant Signature *Date*

(if applicable) ***OneAmerica Securities, Inc. Broker/Dealer Firm:*** **Please send this signed completed form and the New Account Form (I-23383) to OneAmerica Securities, Inc.**

Please make a copy of this form for your records and return the original to your plan representative.

R-20087 6/17/13 R-20087 4/1/15

Page 2 of 2

Investment Option Election Form

Products and financial services provided by
American United Life Insurance Company®
a OneAmerica® company
One American Square, P.O. Box 6011
Indianapolis, IN 46206-6011
1-800-249-6269

ONEAMERICA®

Plan Information

Plan Number G35639 Division _____

Plan Name Hidalgo County Affiliated Departments Retirement Plan

Participant Information

First Name _____ M.I. _____ Last Name _____

Social Security (or Taxpayer ID) Number _____

Investment Elections

Investment Name	Internal ID	Investment Type	Initial Elections
AUL Stable Value Account	STVL	Fixed Int/Stable Val	100 %
PGIM Tot Ret Bond R2	CJP7	Int Term Bond	%
Fidelity Adv Eqty Inc M	HAEI	Large Cap Value	%
Pioneer Eqty Inc A	PEIF	Large Cap Value	%
TRowePrice Eqty Inc R	TREI	Large Cap Value	%
AmerFds Fdamental Invs R3	AFFD	Large Cap Blend	%
Jan Hen Grth and Inc R	JAGI	Large Cap Blend	%
State St S&P 500 Indx Cl I	SS5N	Large Cap Blend	%
Alger Cap App Inst R	ACAP	Large Cap Growth	%
AmerCent Select A	ACSL	Large Cap Growth	%
AmerCent Ultra A	ACUA	Large Cap Growth	%
AmerFds Grth Fd of America R3	AFGA	Large Cap Growth	%
Jan Hen Forty R	JAFF	Large Cap Growth	%
AmerCent Heritage A	ACHA	Mid Cap Growth	%
Fidelity Adv Smcap M	HASC	Small Cap Blend	%
Columbia Overseas Value A	CGV6	Foreign Value	%
Thornburg Intl Eq R3	TINV	Foreign Blend	%
AmerFds EuroPac Grth R3	AFEG	Foreign Growth	%
Invesco Opp Intl Growth A	OIGF	Foreign Growth	%
Invesco Global A	OGYA	World Stock	%
DWS Enhan Commod Strat A	DECA	Specialty	%
Fidelity Adv Freedom 2010 M	FF10	Mgd Asset Allocation	%
Fidelity Adv Freedom 2015 M	FF15	Mgd Asset Allocation	%
Fidelity Adv Freedom 2020 M	FF20	Mgd Asset Allocation	%
Fidelity Adv Freedom 2025 M	FF25	Mgd Asset Allocation	%
Fidelity Adv Freedom 2030 M	FF30	Mgd Asset Allocation	%
Fidelity Adv Freedom 2035 M	FF35	Mgd Asset Allocation	%
Fidelity Adv Freedom 2040 M	FF40	Mgd Asset Allocation	%
Fidelity Adv Freedom 2045 M	FE45	Mgd Asset Allocation	%
Fidelity Adv Freedom 2050 M	FE50	Mgd Asset Allocation	%
Fidelity Adv Freedom 2055 M	FE55	Mgd Asset Allocation	%
Fidelity Adv Freedom 2060 M	FE60	Mgd Asset Allocation	%

E-20089 6/27/14

Investment Elections

Investment Name	Internal ID	Investment Type	Initial Elections
Fidelity Adv Freedom 2065 M	CPYH	Mgd Asset Allocation	%
Fidelity Adv Freedom Inc M	FFIF	Mgd Asset Allocation	%
		TOTAL	**100%**

Enter whole percentages only. Elections must total 100%.

Information for Participant

1. Investment elections will take effect when this form is processed by the record keeper. Contributions received after the date this form is processed will be invested according to your elections, if your employer is not directing the investment of your contributions, until changed by you. Contributions received prior to the date this form is processed will be invested according to elections already on file, if applicable, or will be directed to the applicable default investment option. It is your responsibility to log into your secure account at *www.oneamerica.com* or to call 1-800-249-6269 to transfer contributions to other available investment options.
2. If you do not complete the **"Investment Elections"** section of this form, if your employer is not directing the investments of your contributions, contributions received on your behalf will be directed to the applicable default investment option. It is your responsibility to log into your secure account at *www.oneamerica.com* or to call 1-800-249-6269 to transfer contributions to other available investment options.
3. All or part of your account value may be transferred between available investment options at any time during the accumulation period, subject to the following:
   a. Only one transfer may be made per day.
   b. You may be limited to the number of investments selected in a single transfer request.
   c. Your reallocated investment total must equal the current investment total.
   d. The investment return and principal value of the investment accounts will fluctuate, so that when redeemed, units may be worth more or less than the original cost.
4. Contributions, other than those directed to the AUL general account (fixed interest investment option), will be credited to the AUL separate account, which is divided into variable investment accounts. Each variable investment account invests exclusively in shares of a specific mutual fund, mutual fund portfolio, or other entity in which it is authorized to invest. Due to the fluctuation in value of the assets underlying the AUL separate account, the value of variable investment account units credited to the contractholder or the participant will also fluctuate, so that units may be worth more or less than the original cost when redeemed.
5. There is a transfer restriction related to the Stable Value (SVA) investment. You may transfer up to one-hundred percent (100%) of the SVA balance at any time; however, that amount may not be transferred to a competing investment. After a transfer from the SVA to a non-competing investment, you must wait 90 days before you may transfer any money to the SVA or a competing investment.

Additional plan-specific provisions or limitations may apply. Please refer to your summary plan description (SPD) or contact your plan representative for assistance.

Participant Acknowledgement and Signature

This section must be completed if not attached to the Participant Enrollment Form.

I understand that (1) if I am a participant in a 403(b) or a 457 plan that restrictions on distributions may apply as set forth in Section 403(b)(11) or Section 457 of the Internal Revenue Code; (2) this material must be preceded by or accompanied by the **"State Specific Fraud Warning Notices for Retirement Services"** (R-20402) form.

Under penalties of perjury, by signing the below, I hereby certify (1) that the Social Security (or Taxpayer ID) Number above is correct; and (2) that I am not subject to backup withholding because (a) I have not been notified that I am subject to backup withholding as a result of a failure to report interest and dividends, or (b) the Internal Revenue Service (IRS) has notified me that I am no longer subject to backup withholding.

NOTE: The IRS does not require your consent to any portions of this document other than certifications required to avoid backup withholding.

_____ _____

Participant Signature *Date*

Please make a copy of this form for your records and return the original to your plan representative.

R-20089 6/27/14

THE PENSION COMPANY ENROLLMENT ACCESS

THE PENSION COMPANY PHONE ACCESS INSTRUCTIONS FOR

Hidalgo County Affiliated Departments Retirement Plan -Head Start Program

Participant Web Access https://www.cmcinteractive.com

Use Login and Password to access and select PARTICIPANT (initially your login is your SSN and your password the last 4 digits of your SSN. *You will be required to change this information once logged in and also set up 4 security questions to be used in future login sessions)*

Once access has been obtained:

Account Overview (default screen at login)
-Balance by Fund
-Recent Contributions
-Recent Transactions (i.e. contributions, dividends, transfers posted by date)

ACCOUNT DETAILS & HISTORY
-Account Details
-Transaction History
-Web/Voice Response Unit Request

INVESTMENT EDUCATION
-Retirement Planner
-Available Investments
-Personal Rate of Return

INVESTMENT ELECTIONS & TRANSFERS
-Investment Elections for Future Contributions
-Transfer Investments
-Available Investments
-Rebalance Portfolio
-Recurring Rebalance

STATEMENTS, DOCUMENTS & FORMS
-Statements
-Documents
-Forms

WITHDRAWALS & LOANS
-How to roll money into the plan
-View Existing Loan (if available)

PROFILE
-Personal Information
-Change User ID/Password
-Contact Plan Sponsor

ONE AMERICA ENROLLMENT ACCESS

Participating in your plan

eEnrollment

Registration

1. Go to *www.oneamerica.com/enrollment*
2. Click on "Register for a new account".
3. Select the "Account Services" link.
4. Complete the step-by-step registration process, which includes:
   - Entry of your plan number and personal information
   - Complete account setup

Enrollment

1. Enter your User ID and Password created during registration. Click Login.
2. Complete the step-by-step enrollment process, which includes:
   - Determine what you will contribute
   - Select your investment options

Paper enrollment

Paper forms are available. Please complete and return them following the instructions given by your plan representative.

Consolidating retirement accounts

You are able to roll over or transfer an existing qualified retirement plan account from a prior employer immediately.

Benefits of account consolidation include:

- One point of contact for your retirement questions
- Reporting of your retirement assets on a single account statement
- One account for allocation and diversification of your retirement portfolio

Considerations include:

- Your prior account's investment options and cost structure
- Possibility of moving your account(s) into an Individual Retirement Account (IRA)

You will have an opportunity to initiate a rollover or transfer of your accounts during the enrollment process. For assistance in initiating a rollover or transfer, call 1-800-249-6269 Monday through Friday from 8 a.m. to 10 p.m. Eastern Time (ET).

Enroll today at www.oneamerica.com/enrollment by filling out the enrollment form or by calling 1-800-249-6269.

Pension Loan Request

The process to apply for a loan is as follows, employee must obtain the most recent loan application, then employee needs to provide backup documentation for the purpose of the loan (e.g., repairs and remodeling of real estate, purchase of a vehicle, medical expenses, educational expenses, and funeral expenses); employee also needs to write a letter/memo explaining why they need the loan, this letter/memo must include date, signature and most recent cell phone number. After employee submits all pertaining documentation, the employee benefits coordinator needs to review, print, and attach the "Committee Approval Cover Sheet", then Employee Benefits Coordinator needs to submit for approval from one of our Asst. Executive Directors and Chief Human Resources Officer. The Loan Application then is returned to the Employee Benefits Coordinator to scan and send to our Pension Administrator to process an Amortization Schedule and a Truth in Lending, once these documents are ready Pension Administrator will email them Employee Benefits Coordinator, once the documents are received, the Employee Benefits Coordinator needs to contact employee to obtain their signature for the Truth in Lending, if the employee signs and agrees with the payments and the terms of the loan the Truth in Lending is scanned and sent back to the Pension Administrator to request the funds, after Pension Administrator requests the funds it takes about 6 weeks for the check to be mailed out to the Administration building, once the HR Dept receives the check, employee needs to be contacted as soon as possible to pick up the check and sign for it.

01/04/2023

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program
APPLICATION FOR PARTICIPANT LOAN

Name: _____ Social Security No._____

Address: _____

City, State, Zip Code: _____

Date of Hire: _____ Date of Birth: _____

**You must be credit worthy to receive a loan from the plan. Are you currently in bankruptcy or have you filed for bankruptcy in the last 5 years? _____ if so, when? _____

As a Participant in the above named Plan, I hereby apply for a hardship loan. I confirm and *have attached documentation* that the reason for the hardship is:

( ) The purchase, construction or improvement of a residence or other real estate

( ) The purchase of a vehicle (including an automobile, van, truck or recreational vehicle

( ) Tuition and other educational expenses

( ) Medical and dental expenses

( ) Funeral expenses of a family member

Amount of Loan $_____
The amount available is the lesser of ½ of the vested account balance or the hardship necessity.

Repayment Period: _____ (Not to exceed 5 years unless loan is to be used toward the purchase of a principal residence)

Payroll Frequency: Bi-Weekly (Payments will be deducted from each payroll.)

Interest Rate: Current Prime Lending Rate plus 2.0%
I understand that loan processing takes approximately 3 to 6 weeks from the date of approval of this request. I understand that, if approved, this loan will be governed by the loan procedures of this Plan. A copy of these procedures is available from the Plan Administrator. I also understand that administrative fees made in connection with this loan will be assessed against my account under the Plan.
If you are married, you may not receive a distribution from your account without your spouse's written consent. See attached Spousal Consent Form. If you are not married, complete part B of the Form.

Participant Signature: _____ Date: _____

Plan Representative: _____ Date _____

Checks will be mailed to County of Hidalgo - Head Start Program (Attn: Ms. Marissa Reyes)
• P.O. Box 0117 • Edinburg, TX 78540

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program

SPOUSAL CONSENT TO DISTRIBUTION

Item A or B below must be completed

A. SPOUSE'S CONSENT TO DISTRIBUTION

I hereby voluntarily consent to the distribution of my spouse's accrued benefit. Further, I hereby voluntarily acknowledge that I understand (1) that my spouse's benefit includes property in which I may possess a community property interest, (2) the effect of my consent to my spouse's decision; and (3) that my spouse's consent above to receive non-forfeitable benefits currently due is not valid unless I consent to it.

Participant's Spouse: _____ Date: _____

WITNESSED BY: ***(Must be notarized if not witnessed by Plan Representative)***

Plan Representative: _____

Notary Public: _____ Notary Seal: _____

For the State of: _____ Commission Expires: _____

B. CERTIFICATION FOR UNMARRIED PARTICIPANTS

I hereby certify that I am not currently married.

Participant: _____ Date: _____

WITNESSED BY: ***(Must be notarized if not witnessed by Plan Representative)***

Plan Representative: _____

Notary Public: _____ Notary Seal: _____

For the State of: _____ Commission Expires: _____

Loan Payoff

When an employee is ready to payoff a loan, they are required to let the Employee Benefits Coordinator know in order to request a payoff amount to the Pension Administrator at the Pension Company of Texas, amount will be emailed to Employee Benefits Coordinator, employee needs to be notified right away because they only have a certain period of time to pay it off before the next payment gets deducted from their paycheck, the next step would be for the employee to acquire a money order with the payoff amount, employee needs to bring money order to Employee Benefits Coordinator to fill out a "Deposit Form" that needs to be mailed to "Mid Atlantic Trust Company", employee is required to bring back the receipt or email a picture to the Employee Benefits Coordinator in order to notify our Pension Administrator about the payment.

MID ATLANTIC TRUST COMPANY

DEPOSIT FORM

Date: _____

TPA Name: *PTRMPCO*
(MATC/STN TPA ID)

BIN Name: #HIDALGO#
(MATC/STN BIN Name)

Plan Name: **Hidalgo County Affiliated Departments Retirement Plan - Head Start Program**

Amount of Deposit: $ _____

Checks should be mailed using one of the following two addresses:

Regular Mail:

Mid Atlantic Trust Company
PO Box 536707
Pittsburgh, PA 15253-5909

Overnight Delivery Only:

Mid Atlantic Trust Company
Lockbox Number 536707
307 23rd Street Extension, Suite 950
Pittsburgh, PA 15215

All checks sent to the lockbox should be made payable to **MID ATLANTIC TRUST COMPANY** with the plan name and #BIN# Name shown above (and participant name if applicable) on the check noted in the Memo/Reference Field.

Request for Change

When an employee wants to make changes to their money allocation in their 401K/Pension account, employee needs to submit a "Request for Change" form, that form can be filled out by our Financial Advisor and his team or by the employee, form needs to be forwarded to Employee Benefits Coordinator to submit for signature and approval by an authorized Pension Plan Representative in the Administration Team, once the form has been approved and signed it has to be scanned and emailed to our Pension Administrator to allocate the new changes of the account.

01/04/2023

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program
REQUEST FOR CHANGE

Please complete the following change request and return it to your Human Resources/Payroll Department.

General Information

Participant Name: _____ Social Security Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Date of Birth: _____ Date of Hire: _____ Date of Termination, if applicable: _____

Email Address _____ Cell Phone Number _____

☐ Yes ☐ No: *I choose to no longer participate in the above referenced plan. My contribution percentage is now 0%.*

☐ Yes ☐ No: *Please change my salary deferral contribution into the above referenced plan to _____% OR $_____.*

Option 1 Move a portion or **ALL** of an existing fund to another fund as follows (**CANNOT** MOVE MONEY OUT OF AUL FUND. Different form is required for AUL transfers)

Move From	Move To		*Percentage*
			%
			%
			%

Option 2

☐ Yes ☐ No: **Transfer all of my CURRENT fund balances as follows: (Will not change future contribution allocation %):**

☐ Yes ☐ No: **Allocation FUTURE CONTRIBUTIONS ONLY (Will not change existing fund balances):**

Fund Name		Whole %	Fund Name		Whole %
MainStay Common Stock A	(MSOAX)		MainStay Growth Alloc. A	(MGXAX)	
MainStay Cornerstone Growth	(KLGAX)		MainStay Money Market	(MMAXX)	
MainStay WMC Value A	(MAPAX)		MainStay Moderate Alloc. A	(MMRAX)	
MainStay Epoch US Equity Yield	(EPLPX)		MainStay Mod. Growth Alloc. A	(MGDAX)	
MainStay Convertible A	(MCOAX)		One America Account	(AUL)	
MainStay Income Builder	(MTRAX)				
MainStay High Yield	(MHCAX)				
MainStay MacKay US Infras BD A	(MGVAX)				
MainStay S&P 500 Index A	(MSXAX)				
MainStay Balanced A	(MBNAX)				
MainStay Interm. Term Bond A	(MTMAX)				
MainStay Tax Advantage Short	(MSTAX)		**IMPORTANT**: By selecting the One America Account, it does not affect how your funds are invested at One		
MainStay U.S. Small Cap A	(MOPAX)		America. It just means your money will transfer over to them. You will need to contact One America directly to		
MainStay Floating Rate A	(MXFAX)		set up your investment election and or changes. The only actual investment election/changes that can be		
MainStay Large Cap Growth A	(MLAAX)		made through this form are Mutual Funds with Mid Atlantic.		
MainStay Epoch U.S. All Cap	(MAAAX)				
MainStay Divers. Income A	(MASAX)				
MainStay Indexed Bond A	(MIXAX)				
MainStay Funds Tax-Free A	(MTBAX)				
MainStay Global High Income A	(MGHAX)				
MainStay International Equity A	(MSEAX)		**Minimum allocation in each fund must be 5% in 1% increments		
MainStay Conserv. Alloc. A	(MCKAX)				
			TOTAL MUST EQUAL		**100 %**

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program
REQUEST FOR CHANGE

Participant Name: _____ Social Security Number: _____

I authorize the Plan Administrator to make these changes, which will supersede all previous elections I have made.

_____	_____
Signature of Employee	Date
_____	_____
Signature of Plan Representative	Date

PAGE 2 OF 2
REQUEST FOR CHANGE FORM

Beneficiary Designation Form

Employees have the opportunity to change their beneficiaries at any given time, they can request the "Beneficiary Designation Form" to the Employee Benefits Coordinator, once employee submits the form with the new changes form needs to be signed by a Pension Plan Representative in order to scan and submit to Pension Administrator.

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program
BENEFICIARY DESIGNATION FORM

01/04/2023

Name: _____ Social Security Number: _____

UNMARRIED PARTICIPANTS:

( )I represent that I am not married and designate the beneficiary(s) named below. I understand that if I marry, this designation will be revoked. I will immediately inform the Plan Administrator of any change in my marital status.

Beneficiary Name _____ Relationship _____ % to this beneficiary _____

Address _____ Date of Birth _____

Beneficiary Name _____ Relationship _____ % to this beneficiary _____

Address _____ Date of Birth _____

MARRIED PARTICIPANTS:

( ) I elect to designate my spouse as sole direct beneficiary of my death benefit.

Spouse's Name _____ Date of Birth _____

( ) I waive the designation of my spouse as sole beneficiary of my death benefits and designate the following beneficiary(s) in lieu of my spouse.

Beneficiary Name _____ Relationship _____ % to this beneficiary _____

Address _____ Date of Birth _____

Beneficiary Name _____ Relationship _____ % to this beneficiary _____

Address _____ Date of Birth _____

CONSENT OF SPOUSE:

To be completed by the spouse of a married Participant who has waived designation of his or her spouse as beneficiary and signed in the presence of a notary public.

( ) I consent to the designation made by my spouse to have death benefits paid to the beneficiary(s) name above. I understand that I will receive no benefits from the Plan in the event of my spouse's death.

Spouse's Signature _____ Date _____

Notary Public _____ Date _____

EMPLOYEE SIGNATURE _____ DATE _____

PLAN REPRESENTATIVE _____ DATE _____

In Service Withdrawal Request

Employees that are 65 years old or over and have been with the Head Start Program for at least 5 years can request an "In Service Withdrawal Request" to obtain money from their retirement account. Employee must submit "In Service Withdrawal Request" Form to Employee Benefits Coordinator for review, then form needs to be signed by a Program Plan Representative after signature has been obtained, Employee Benefits Coordinator scans form and submits to the Pension Administrator to finalize the process and release funds.

Hidalgo County Affiliated Departments Retirement Plan

IN SERVICE WITHDRAWAL REQUEST

Participant must have attained age 65 with 5 years of service in order to request and receive an In Service Withdrawal.

SECTION I – General Information

Participant Name	Soc. Sec. Num.	Date of Birth
Mailing Address		Date of Hire
City, State and Zip		Last Day of Employment N/A

SECTION II – Distribution Options

DISTRIBUTION OPTIONS
[ ] Tax Deferred Direct Rollover to an IRA Account or Qualified Plan (See Section IV).
[ ] Taxable Lump Sum Cash Distribution (See Section IV).

Amount Requested: (Circle one.) Vested Account Balance or $_____ (if less than vested account balance)

SECTION III – Spousal Consent

Marital Status (Required, check one)

❑Single ❑Married (Spouse must sign) ❑Spouse's whereabouts unknown ❑Divorced ❑Widowed

Spousal Consent. I hereby consent to the foregoing election by my spouse. Further, I acknowledge that (1) the effect of my consent to this election may be to forfeit benefits I would be entitled to receive upon my spouse's death; (2) my spouse's request for a withdrawal is not valid unless I consent to it; and (3) my consent is irrevocable unless my spouse decides not to take this withdrawal.

_____ _____
Signature of Spouse Date

_____ _____
Witness by Plan Representative or Notary Public Date My commission expires:

Please continue to the next page.

Hidalgo County Affiliated Departments Retirement Plan

IN SERVICE WITHDRAWAL REQUEST

SECTION IV – Distribution Instructions

CASH DISTRIBUTION TO PARTICIPANT

Participant Name	Soc. Sec. Num.
Mailing Address	
City/State/Zip	

DIRECT ROLLOVER [ ] IRA [ ] QUALIFIED PLAN

IRA Trustee or Custodian
Name of Qualified Plan
Plan Sponsor or IRA Account Number
Address/ City / State / Zip

I understand that I will receive a distribution of the amount requested above in Section II, not to exceed my vested account balance. I acknowledge that I have been given the Special Tax Notice Regarding Plan Payments.

_____ _____

Participant Signature **Date**

_____ _____

Plan Representative **Date**

Hidalgo County Affiliated Departments Retirement Plan

WAIVER OF 30 DAYS
(as required under 401(a)(31))

I, _____ , waive my right to 30 days to meet and consult with an attorney, accountant or other professional. I request a lump sum distribution and I understand that it is mandatory that 20% be withheld for federal income taxes (unless I make a direct transfer to an IRA or another Qualified Retirement Plan). Please pay my distribution as soon as possible.

_____ _____
Participant's Signature Date

Hidalgo County Affiliated Departments Retirement Plan

NOTICE OF WITHHOLDING ON DISTRIBUTION

The benefit payments you receive from this Plan are subject to 20% mandatory Federal Income Tax withholding unless you elect to have direct transfer (rollover) of the payments to an IRA Account or another qualified retirement Plan.

You are liable for payment of Federal Income Tax on the taxable portion of your distribution. You also may be subject to tax penalties under the estimated tax payment rules if your payments of estimated tax and withholding, if any, are not adequate.

FEDERAL INCOME TAX WITHHOLDING ELECTION:

As a Participant, Former Participant or Beneficiary in the above named Plan, I have received notification and understand the Federal Income Tax withholding options I may elect.

Instructions: Please check only one Election.

( ) I want *only* the required 20% Federal Income Tax withheld from my distribution.

( ) I want *more* than the required 20% of Federal Income Tax withheld from my distribution.
Please withhold $ _____ instead of the required 20% Federal Income Tax.

( ) My Distribution will be rolled over.

I understand that I am liable for payment of Federal Income Tax on the taxable portion of my benefit payments. I am also aware that I may be subject to tax penalties under the estimated tax payment rules if my payments of estimated tax and withholding, if any, are not adequate.

_____ _____
Participant's Signature Date

SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

This notice contains important information you will need before you decide how to receive your benefits from the Plan (the "Plan").

SUMMARY

A payment from the Plan that is eligible for "rollover" can be taken in two ways. You can have all or any portion of your payment either 1) **PAID IN A "DIRECT ROLLOVER"** or 2) **PAID TO YOU**. A rollover is a payment of your Plan benefits to your individual retirement arrangement (IRA) or to another employer plan. This choice will affect the tax you owe.

If you choose a **DIRECT ROLLOVER**

* Your payment will not be taxed in the current year and no income tax will be withheld.
* Your payment will be made directly to your IRA or, if you choose, to another employer plan that accepts your rollover.
* Your payment will be taxed later when you take it out of the IRA or the employer plan.

If you choose to have your Plan benefits **PAID TO YOU**

* You will receive only 80% of the payment, because the Plan Administrator is required to withhold 20% of the payment and send it to the IRS as income tax withholding to be credited against your taxes.
* Your payment will be taxed in the current year unless you roll it over. You may be able to use special tax rules that could reduce the tax you owe. However, if you receive the payment before age 59½, you also may have to pay an additional 10% tax.
* You can roll over the payment by paying it to your IRA or to another employer plan that accepts your rollover within 60 days of receiving the payment. The amount rolled over will not be taxed until you take it out of the IRA or employer plan.
* If you want to roll over 100% of the payment to an IRA or an employer plan, you must find other money to replace the 20% that was withheld. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and that is not rolled over.

I. PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER

Payments from the Plan may be "eligible rollover distributions". This means that they can be rolled over to an IRA or to another employer plan that accepts rollovers. Your Plan Administrator should be able to tell you what portion of your payment is an eligible rollover distribution. The following types of payments cannot be rolled over:

Non-taxable Payments. In general, only the "taxable portion" of your payment is an eligible rollover distribution. If you have made "after-tax" employee contributions to the Plan, these contributions will be non-taxable when they are paid to you, and they cannot be rolled over. (After-tax employee contributions generally are contributions you made from your own pay that were already taxed.)

Payments Spread Over Long Periods. You cannot roll over a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and that will last for:

* your lifetime (or your life expectancy), or

* your lifetime and your beneficiary's lifetime (or life expectancies), or
* a period of ten years or more.

Required Minimum Payments. Beginning in the year you reach age 70 ½ , a certain portion of your payment cannot be rolled over because it is a "required minimum payment" that must be paid to you.

II. DIRECT ROLLOVER

You can choose a direct rollover of all or any portion of your payment that is an "eligible rollover distribution," as described above. In a direct rollover, the eligible rollover distribution is paid directly from the Plan to an IRA or another employer plan that accepts rollovers. If you choose a direct rollover, you are not taxed on a payment until you later take it out of the IRA or the employer plan.

Direct Rollover to an IRA. You can open an IRA to receive the direct rollover. (The term "IRA", as used in this notice, includes individual retirement accounts and individual retirement annuities.) If you choose to have your payment made directly to an IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to an IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish an IRA to receive the payment. However, in closing an IRA, you may wish to consider whether the IRA you choose will allow you to move all or a part of your payment to another IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for more information on IRAs (including limits on how often you can roll over between IRAs).

Direct Rollover to a Plan. If a new employer that has a plan employs you, and you want a direct rollover to that plan, ask the administrator of that plan whether it will accept your rollover. An employer plan is not legally required to accept a rollover. If your new employer's plan does not accept a rollover, you can choose a direct rollover to an IRA.

Direct Rollover of a Series of Payments. If you receive eligible rollover distributions that are paid in a series for less than ten years, your choice to make or not make a direct rollover for a payment will apply to all later payments in the series until you change your election. You are free to change your election for any later payment in the series.

III. PAYMENT PAID TO YOU

If you have the payment made to you, it is subject to 20% income tax withholding. The payment is taxed in the year you receive it unless, within 60 days, you roll it over to an IRA or another plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

Income Tax Withholding:

Mandatory Withholding. If any portion of the payment to you is an eligible rollover distribution, the Plan is required by law to withhold 20% of that amount. This amount is sent to the IRS as income tax withholding. For example, if your eligible rollover distribution is $10,000, only $8,000 will be paid to you because the Plan must withhold $2,000 as income tax. However, when you prepare your income tax return for the year, you will report the full $10,000 as a payment from the Plan. You will report the $2,000 as tax withheld, and it will be credited against any income tax you owe for the year.

Voluntary Withholding. If any portion of your payment is not an eligible rollover distribution but is taxable, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. To elect out of withholding, ask the Plan Administrator for the election form and related information.

Sixty-Day Rollover Option. If you have an eligible rollover distribution paid to you, you can still decide to roll over all or part of it to an IRA or another employer plan that accepts rollovers. If you decide to roll over,

you must make the rollover within 60 days after you receive the payment. The portion of your payment that is rolled over will not be taxed until you take it out of the IRA or the employer plan.

You can roll over up to 100% of the eligible rollover distribution, including an amount equal to the 20% that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the IRA or the employer plan to replace the 20% that was withheld. On the other hand, if you roll over only the 80% that you received, you will be taxed on the 20% that was withheld.

> **Example:** Your eligible rollover distribution is $10,000, and you choose to have it paid to you. You will receive $8,000, and $2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the $8,000, you may roll over the entire $10,000 to an IRA or employer plan. To do this, you roll over the $8,000 you received from the Plan, and you will have to find $2,000 from other sources (your savings, a loan, etc.). In this case, the entire $10,000 is not taxed until you take it out of the IRA or employer plan. If you roll over the entire $10,000 when you file your income tax return you may get a refund of the $2,000 withheld.
>
> If, on the other hand, you roll over only $8,000, the $2,000 you did not roll over is taxed in the year it was withheld. When you file your income tax return you may get a refund of part of the $2,000 withheld. (However, any refund is likely to be larger if you roll over the entire $10,000.)

Additional 10% Federal Tax If You Are Under Age 59½. If you receive a payment before you reach age 59½ and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra Federal tax equal to 10% of the taxable portion of the payment. The additional excise tax does not apply to your payment if it is (1) paid to you because you separate from service with your employer during or after the year you reach age 55, (2) paid because you retire due to disability, (3) paid to you as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary's lives or life expectancies), or (4) used to pay certain medical expenses. See Form 5329 for more information on the additional tax.

Special Tax Treatment. If your eligible rollover distribution is not rolled over, it will be taxed in the year you receive it. However, if it qualifies as a "lump sum distribution," it may be eligible for special tax treatment. A lump sum distribution is a payment, within one year, of your entire balance under the Plan (and certain other similar plans of the employer) that is payable to you because you have reached age 59½ or have separated from service with your employer (or, in the case of a self-employed individual, because you have reached age 59½ or have become disabled). For a payment to qualify as a lump sum distribution, you must have been a participant in the Plan for at least 5 years. The special tax treatment for lump sum distributions is described below.

Five-Year Averaging. If you receive a lump sum distribution after you are age 59½, you may be able to make a one-time election to figure the tax on the payment by using "5-year averaging." Five-year averaging often reduces the tax you owe because it treats the payment much as if it were paid over 5 years.

Ten-Year Averaging If You Were Born Before January 1, 1936. If you receive a lump sum distribution and you were born before January 1, 1936, you can make a one-time election to figure the tax on the payment by using "10-year averaging" (using 1986 tax rates) instead of 5-year averaging (using current tax rates). Like the 5-year averaging rules, a 10-year averaging often reduces the tax you owe.

Capital Gain Treatment If You Were Born Before January 1, 1936. In addition, if you receive a lump sum distribution and you were born before January 1, 1936, you may elect to have the part of your payment that is attributable to your pre-1974 participation in the Plan (if any) taxed as long-term capital gain at a rate of 20%.

There are other limits on the special tax treatment for lump sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime, and the election applies to all lump sum distributions that you receive in that same year. If you have previously rolled over a payment from the Plan (or certain other similar plans of the employer), you cannot use this special tax treatment for later payments from the Plan. If you roll over your payment to an IRA, you will not be able to use this special tax treatment for later payments from the IRA. Also, if you roll over only a portion of your payment to an IRA, this special tax treatment is not

available for the rest of the payment. Additional restrictions are described in IRA Form 4972, which has more information on lump sum distributions and how you elect the special tax treatment.

Employer Stock or Securities. There is a special rule for a payment from the Plan that includes employer stock (or other employer securities). To use this special rule, (1) the payment must qualify as a lump sum distribution, as described above (or would qualify except that you do not yet have 5 years of participation in the Plan), or (2) the employer stock included in the payment must be attributable to "after-tax" employee contributions, if any. Under this special rule, you may have the option of not paying tax on the "net unrealized appreciation" of the stock until you sell the stock. Net unrealized appreciation generally is the increase in the value of the employer stock while it was held by the Plan. For example, if employer stock was contributed to your Plan account when the stock was worth $1,000 but the stock was worth $1,200 when you received it, you would not have to pay tax on the $200 increase in value until you later sold the stock.

You may instead elect not to have the special rule apply to the net unrealized appreciation. In this case, your net unrealized appreciation will be taxed in the year you receive the stock, unless you roll over the stock. The stock (including any net unrealized appreciation) can be rolled over to an IRA or another employer plan either in a direct rollover or a rollover that you make yourself.

If you receive employer stock in a payment that qualifies as a lump sum distribution, the special tax treatment for lump sum distributions described above (such as 5-year averaging) also may apply. See IRS Form 4972 for additional information on these rules.

IV. SURVIVING SPOUSES, ALTERNATE PAYEES, AND OTHER BENEFICIARIES

In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and to spouses or former spouses who are "alternate payees." You are an alternate payee if your interest in the Plan results from a "qualified domestic relations order," which an order is issued by a court, usually in connection with a divorce or legal separation. Some of the rules summarized above also apply to a deceased employee's beneficiary who is not a spouse. However, there are some exceptions for payments to surviving spouses, alternate payees, and other beneficiaries that should be mentioned.

If you are a surviving spouse, you may choose to have an eligible rollover distribution paid in a direct rollover to an IRA or paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to an IRA but you cannot roll it over to an employer plan. If you are an alternate payee, you have the same choices as the employee. Thus, you can have the payment paid as a direct rollover or paid to you. If you have it paid to you, you can keep it or roll it over yourself to an IRA or to another employer plan that accepts rollovers. If you are a beneficiary other than the surviving spouse, you cannot choose a direct rollover, and you cannot roll over the payment yourself.

If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is not subject to the additional 10% tax described in Section III above, even if you are younger than age 59½.

If you are a surviving spouse, an alternate payee, or another beneficiary, you may be able to use the special tax treatment for lump sum distributions and the special rule for payments that include employer stock, as described in Section III above. If you receive a payment because of the employee's death, you may be able to treat the payment as a lump sum distribution if the employee met the appropriate age requirements, whether or not the employee had 5 years of participation in the Plan.

HOW TO OBTAIN ADDITIONAL INFORMATION

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. Therefore, you may want to consult with a professional tax advisor before you take a payment of your benefits from the Plan. Also, you can find more specific information on the tax treatment of payments from qualified retirement plans in IRS Publication 575, Pension and Annuity Income, and IRS Publication 590, Individual Retirement Arrangements. These publications are available from your local IRS office or by calling 1-800-TAX-FORMS.

FAMILY MEDICAL LEAVE

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
    - the birth of a child and to care for the newborn child within one year of birth;
    - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
    - to care for the employee's spouse, child, or parent who has a serious health condition;
    - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
    - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six work weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

FAMILY MEDIAL LEAVE ACT FORM



Hidalgo County Head Start Program

P.O. Box 0117, Edinburg, Texas 78540-0017

(956) 383-0705

Family Medical Leave Act Form

Name _____ ID# _____

Location _____ Job Title _____

Effective Date _____ Anticipated Return Work Date _____

Return to Work Date _____ Interim: _____

Employee Type:

- ☐ Family Medical Leave Act
- ☐ Family Medical Leave-Intermittent
- ☐ Full Time Employee
- ☐ Part Time Employee
- ☐ Probation

Change Reason:

- ☐ Family Medical Leave Act
- ☐ Pending FMLA Form
- ☐ Doctor's Excuse
- ☐ Doctor Release to Work
- ☐ Record Only

Reason:

- ☐ Personal Illness
- ☐ Maternity
- ☐ Birth of a Child
- ☐ Surgical Procedure
- ☐ Family Illness

Relationship:

- ☐ Employee
- ☐ Child
- ☐ Spouse
- ☐ Parent

Person Name _____

_____ _____

Employee Benefits Coordinator Date

_____ _____

Personnel Secretary Date

PA to Payroll

Date _____

_____ _____

Administrator for Human Resources Date

Requests for FMLA

Hidalgo County Head Start Program

1901 West State Highway 107, McAllen, Texas 78504
P.O. Box 0117, Edinburg, Texas 78540-0117
Telephone (956)383-0706 Fax (956)380-4176

REQUEST FOR MEDICAL AND FAMILY LEAVE

Employee Name:_____ Position:_____

Regular Full Time / Probation (Circle One) Hire Date:_____

Date of Request:___/___/___ Date of Leave:___/___/___ Site:_____

Date expected to return:___/___/___ Supervisor:_____

_____ _____
Employee Signature Supervisor Signature

Date:_____ Date:_____

_____ _____Approve _____Disapprove
Employee Benefits Coordinator

Date:_____

_____ _____Approve _____Disapprove
Program Director

Date:_____

***NOTE: Hidalgo County requires for the employee to report periodically, generally, once every thirty (30) days while on Medical Leave and the employee's intent to return to work.**
***NOTE: EXTENDED MEDICAL LEAVE REQUEST MUST BE SUBMITTED FOR APPROVAL PRIOR TO TAKING LEAVE.**
***REGULAR FULL TIME EMPLOYEES ARE ELIGIBLE FOR FMLA IF THEY HAVE WORKED FOR A COVERED EMPLOYER FOR AT LEAST ONE (1) YEAR, FOR 1,250 HOURS OVER THE PREVIOUS TWELVE (12) MONTHS.**

Ordinarily an employee will be restored to the same position the employee held prior to the Family Medical Leave with same pay and benefits, if the position remains available.
An employee, however, has no right to return to the same position or any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during Family Medical Leave period.
You must provide at least ten (10) working days of your intent to return to work if the date is different from the set that forth above.
Failure to provide this notice may delay your return to your former position.

Revised 12/10

1

Hidalgo County Head Start Program
Certification of Physician or Practitioner
(Family and Medical Leave Act of 1993)

1. Employee's Name:_____

2. Patient's Name (if other than employee):_____

3. Diagnosis:_____
_____

4. Date condition commenced:_____

5. Probable duration of condition:_____

6. Regimen of treatment to be prescribed (Indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment if it is necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hour per day or days per week.
_____
_____

   a. **By Physician or Practitioner:**_____
   b. By another provider of health services, if referred by Physician or Practitioner:
_____

IF THIS CERTIFICATION RELATES TO CARE FOR THE EMPLOYEE'S SERIOUSLY ILL FAMILY MEMBER, SKIP ITEMS 7, 8 and 9 AND PROCEED TO ITEMS 10 THRU 14 ON PAGE 3. OTHERWISE, CONTINUE BELOW.

Check Yes or No in the Spaces below, as appropriate.

	YES	NO	
7.	_____	_____	Is inpatient hospitalization of the employee required?
8.	_____	_____	Is employee able to perform work of any kind? (if **"NO"** Skip Item 9)
9.	_____	_____	Is employee able to perform the functions of employee's position? **(Answer after reviewing statement from employer of essential functions of employee's position, or, if none provided, after discussing with employee.)**

15. Signature of Physician or Practitioner:_____Date_____
16. Please Type or Print Physicians Full Name:_____
17. Type of Practice (Field of Specialization, if any):
_____

FOR CERTIFICATION RELATING TO CARE FOR THE EMPLOYEE'S SERIOUSLY ILL FAMILY MEMBER.

COMPLETE ITEMS 10 THRU 14 BELOW IF THEY APPLY TO THE FAMILY MEMBER AND PROCEED TO ITEM 15 ON PAGE 2.

	YES	NO	
10.	_____	_____	Is inpatient hospitalization of the family member (patient) required?
11.	_____	_____	Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?
12.	_____	_____	After reviewing the employee's signed statement (See Item 14 Below), is the employee's presence necessary or would it be beneficial for the care of the patient? (This may include psychological comfort.)

ITEM 14 TO BE COMPLETED BY THE EMPLOYEE NEEDING FAMILY LEAVE.

14. When Family Leave is needed to care for a seriously-ill family member, the employee shall state the care he or she will provide and an estimate of the time period during which this care will be provided, including a schedule if leave is to be taken intermittently or on a reduced leave schedule.

_____

_____

_____

_____

_____

_____

Employee Signature:_____

Date:_____

Original - Personnel
Copy - Employee

3

Hidalgo County Head Start Program

P.O. Box 0117, Edinburg, Texas 78540-0117 Ph. (956) 383-0706

FMLA CHECKLIST FOR EMPLOYEES

- An employee must notify the HR Dept/Employee Benefits Coordinator whenever there is an absence of more than three consecutive days.
- The Employee will pick up or be emailed an FMLA form from the HR Dept/Employee Benefits Coordinator.
- The Employee shall discuss, with the Employee Benefits Coordinator, the FMLA rules and regulations, insurances, and employee's available leave via phone call.
- The Employee shall complete their portion of the FMLA form (Page 1) and acquire approval signature from their center manager. Page 2 of the FMLA form is completed by the physician. If the FMLA is for a child or immediate family member, then Page 3 will need to be completed.
- The Employee submits the completed form back to the HR Dept/Employee Benefits Coordinator for final approval.
- The Employee shall contact the HR Dept/Employee Benefits Coordinator at least every 30 days for an updated report or status of condition while out on FMLA. Employee Benefits Coordinator may call to check up on status of return per Center Managers request. (Civil Service 7.86)
- The Employee shall make insurance premium payment monthly if they do not have enough OP/L or SSICKL available.
- Before returning to work, the employee must provide at least 10 working days of their intent to return to work.
- Before the employee returns to work, they must email or fax the Medical Release form from the Physicians' office stating, "NO RESTRICTIONS".
- The Employee Benefits Coordinator will contact the Center Manager to clear employee to return to work.
- Extended Medical Leave (AKA Absence Control) Request must be submitted in writing for approval prior to taking leave. Further information will be discussed if extended leave is required.

_____ _____

Employee Name Date

ABSENCE CONTROL

The Absence Control Policy is utilized after the Family Medical and Leave Act has been exhausted. Absence Control is a benefit that an employee may request that is used after FMLA leave is exhausted and only for catastrophic illnesses. (ex: Cancer, Kidney, or Liver transplants, etc.) Absence Control does not cover maternity leave. The employee needs to submit a written request and fill out an Extended Leve Request Form. If approved, the employee will receive additional days in increments per policy.

Hidalgo County Head Start Program
Policies and Procedures

System/Service Area: Administration	Subject: Absence Control Policy
Related Regulation(s): Hidalgo County Civil Service Commission Rules	
Related Forms: Employee requests and documentation	Related Reports: Authorized Leave
PC Approval: 10/18/2023	Board Approval: 10/31/2023
PC Revision:	Board Revision:

Policy: Absence Control Policy

Time Frame: Upon Request

Person(s) Responsible: Chief Human Resources Officer
Assistant Program Director
Executive Director

Purpose:
The purpose of the Hidalgo County Head Start Program - Absence Control Policy is to ensure that an employee's combined authorized leave, paid or unpaid, from whatever source (excluding leave authorized by the Family and Medical Leave Act), may not exceed fourteen (14) weeks in any rolling 12-month period ("Maximum Leave"). Absence from work during any period for which the employee's absence is charged against Family and Medical Leave may not be included in the computation of Maximum Leave. (In other words, if any of the employee's absences are associated with leave granted under the Family and Medical Leave Act, such employee's maximum combined authorized leave, paid or unpaid, continuous or intermittent, may not exceed 26 weeks in any rolling 12 – month period.) Any employee who does not return to work after the employee's Maximum Leave has been exhausted (whether such leave if continuous or intermittent), regardless of the reason, will be subject to an Administrative Separation from employment and any accrued annual leave and/or compensatory time (FLSA – covered employees) will be paid to the employee in a lump sum.

This policy does not affect a separation of employment for unauthorized absences nor does this policy override any statutory or constitutional provisions which may affect a law enforcement officer injured in the line of duty or an employee called to military duty by a proper authority. (Adopted April 12, 2005)

References:
Hidalgo County Civil Service Commission Rules https://www.hidalgocounty.us/DocumentCenter/View/46661/Blue-Book-Revised-August-01-2023---Updated-new-CS-Commissioner?bidId=; Texas State Comptroller. Definition of Catastrophic Condition, January 2017. https://comptroller.texas.gov/leave-policies Events. Texas Mental Health Code, Health and Safey Code, Title 7. Mental Health and Intellectual Disability. Subtitle C. Chapter 571. General Provisions. https://statutes.capitol.texas.gov/Docs/HS/htm/HS.571.htm;

Definition:
Administrative Separation means dismissal of an employee who does not return to work after the employee's Maximum Leave has been exhausted (whether such leave is continuous or intermittent). If an employee is dismissed because of an Administrative Separation, no cause other than the dates of absence need to be cited and the sole basis of a grievance is the inaccurate computation of Maximum Leave. (Adopted April 12, 2005)

Eligibility:
An employee is eligible to request Absence Control for a catastrophic condition or severe mental illness.

Definition:
A "catastrophic" condition is a severe physical or mental condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires treatment by a licensed practitioner for a prolonged period and that forces the employee to exhaust all leave time earned.

A severe condition or combination of conditions is:

- a medically verified, life-threatening injury or illness;
- a medically verified, debilitating injury or illness of an extreme magnitude; or
- a medically verified, debilitating mental health illness of an extreme magnitude

Examples of illness/injuries generally considered severe enough to be catastrophic include but are not limited to:

- stroke with residual paralysis or weakness;
- severe heart attack;
- major surgery (for example, heart bypass surgery);
- cancer-related surgery or treatments;
- potentially fatal tumors; or/and
- a diagnosed mental health condition that requires treatment in an inpatient mental health facility, or a general hospital in which diagnosis, treatment, and care for persons with mental illness.

Requesting Absence Control:
An employee may submit a request for Absence Control to the Human Resources Department.

The physician treating the employee or his or her immediate family member for a catastrophic illness or injury must also provide information sufficient to conclude the illness or injury is life-threatening or debilitating and of an extreme magnitude. The employee should request the necessary information from their provider. A second medical opinion from a physician selected by the agency may be required in limited circumstances, and at the agency's expense. Based on the information submitted, the Executive Director will determine whether the employee is eligible for Absence Control and for what number of hours. The request is approved or denied by the Executive Director. The Human Resources Department will contact the employee in writing to indicate whether the request was approved or denied and, if approved, the amount of time granted.

Administration of the Absence Control Policy, including the responsibility for developing and implementing procedures for the operation of the policy, the request for Absence Control, or forms required for requesting leave, lies with the Executive Director.

Violations of leave policies may result in disciplinary action, which disciplinary action may include termination.

EMPLOYEE POLICY VERIFICATION:

I_____, acknowledge receipt of, and have read and understand the Hidalgo County Head Start Program Absence Control Policy.

Failure to comply with the Absence Control Policy will result in disciplinary action including separation from employment.

_____ _____
Print Name Employee ID#

_____ _____
Employee Signature Date

Hidalgo County Head Start Program
Request for Extended Sick Leave Form

Name of Employee:	SSN:
Department/Center:	Position:
Date of Request:	Number of Days Requested:
Date of Employment:	

Accumulated Leave (Hours) Sick Leave:_____ Personal Leave:_____ Compt. Time:_____

_____ _____
Department Head/Supervisor Date

I have (or will have) used all my available sick leave days for this calendar year.

- Do you anticipate any additional days to be needed for follow-up examination treatment?
  Yes_____ No_____
- Have you made claim or are you entitled to Worker's Compensation Benefits?
  Yes_____ No_____
- Did you attach a completed P-2 form to your request?
  Yes_____ No_____

The above requested days are needed for the reasons of personal illness as described in the attached statement from my attending physician (or on the physician's letterhead stationary).
Information to be included in the doctor's statement:

- Identification and nature of illness and/or extent of injury. (As explanation in layman's language is preferred).
- Anticipated date eligible to return to work.
- Anticipated days, if any, for follow-up examination or treatment.

The doctor's statement is attached. Yes_____ No_____

	Illness	Accident
When did symptoms begin?	_____	_____
When was doctor consulted?	_____	_____
Name of Physician(s):	_____	_____
Phone Number of Physician(s):	_____	_____

I hereby verify that the information given is valid to the best of my knowledge and I authorize release of my medical records to the Pool Administrator or designee.

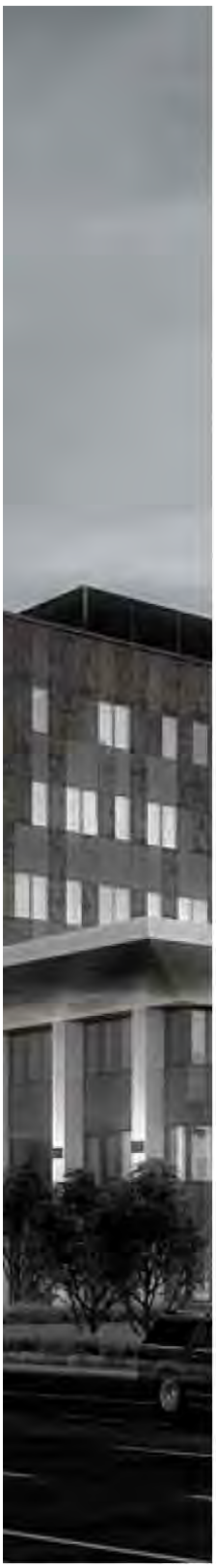
_____ _____
Employee's Signature (or Designee, if necessary) Date

Personnel Department Use Only

Number of Days approved as of_____ _____ Period Covered:___ _____
Date Days From To

_____ _____
Signature-Pool Administrator or Designee Date

ACKNOWLEDGEMENT UNPAID LEAVE (COUNTY)



THE COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES
HEALTH BENEFITS DIVISION

Acknowledgment Notice

I hereby acknowledge receipt of the following documents from Hidalgo County Department of Human Resources - Health Benefits Division:

1. Insurance Enrollment Orientation Packet

I understand that if I take leave under UNPAID FMLA and I elect to continue insurance coverage for my voluntary products, I will be responsible to pay my monthly share of premiums until I return to work.

If I am placed on a leave of absence and I elect to continue coverage for medical insurance and/or my voluntary insurance products, I will be responsible to pay the required premium to continue coverage until I return to work.

I further understand that if premiums are not paid in a timely manner during my leave, my insurance plans will lapse due to non-payment. Except for the health insurance, any voluntary insurance product for which I was enrolled on prior to my leave, will not be reinstated upon my return to work, and I will be eligible to re-enroll during the County's Open Enrollment Period.

Print Name _____ Department/Precinct _____

Employee Signatures _____ Date _____

Note:
Upon an employee's return to work from leave, The Health Benefits Division will process any outstanding insurance premiums to the County's Treasurer's Office to collect unpaid balances if applicable.

505 S. McColl Rd. Ste. A
Edinburg, TX, 78539

Telephone: 956 – 318 – 2660
Fax: 956 - 318 - 2616

SICK LEAVE POOL

Every year a memo, Sick Leave Policy Guidelines, and Sick Leave Pool Donation Form a is sent to all full-time employees to participate in the Sick Leave Pool.

Hidalgo County Head Start Program

P.O. Box 0117 · Edinburg, Texas 78540-0117 · Tel: (956) 383-0706 · Fax: (956) 380-4180

MEMORANDUM

Date: November 30, 2023

To: All Head Start Staff

From: Marissa Reyes, Chief Human Resources Officer

Through: Irma Peña, Executive Director

Re: Sick Leave Pool

Attached is the annual 2024 Sick Leave Pool Donation form and guidelines. Please complete the form and submit it to the Human Resources Department no later than **December 8, 2023.**

Eligibility Guidelines

1. Must be an employee with a minimum of twelve (12) months of employment.
2. Must transfer a minimum of 3 days or a maximum of 5 days of accrued sick leave time.
3. New employees are eligible to join/contribute on the anniversary of their first year of employment.

Note: Membership is for a period of one year from January 1st through December 31st.

If you need further information on the Sick Leave Pool benefit please call the Human Resources Department at (956) 383-0706.

Hidalgo County Head Start Program
P.O. Box 0117, Edinburg, Texas 78540-0117 (956)383-0706

SICK LEAVE POOL POLICY GUIDELINES

The Commissioner's Court has authorized the use of a sick leave pool ("Pool") for eligible employees with a catastrophic illness or disability. The Hidalgo County Head Start Program will follow procedures tailored to meet the needs of Head Start employees. The Head Start Administrator for Human Resources will serve as Pool Administrator and will be responsible for developing procedures for the operation of the pool including developing forms for contributing leave to or requesting leave from the sick pool and secure approval by the Benefits Committee and the Policy Council.

The Benefits Committee will be composed of five (5) current members of the Sick Leave Pool. The Committee will follow established procedures to review and approve requests for use of sick leave pool days. The Policy Council will approve members of the Benefits Committee submitted by the Human Resources Administrator, the two Assistant Program Directors and the Executive Director. The composition of the committee will include five (5) Head Start staff members with representation from three (3) field staff and two (2) administration staff. Each year the committee will select a chairman from its membership.

7.208 Procedures for Implementing Sick Leave Pool Policy

Participant ELIGIBILITY and DEFINITIONS

a. Pool Administrator: The Administrator for Human Resources or an appointed designee by the Executive Director for Hidalgo County Head Start.

b. Eligible Employee: An employee of the Hidalgo County Head Start Program with (12) twelve or more months of continuous employment with the Program, who is paid from the general fund.

c. To become a member of the "Pool", an eligible employee must transfer a minimum of (3) three days but no more than (10) ten days of accrued sick leave time.

d. A signed Sick Leave Donation Form provided by the Pool Administrator stating the employee's desire to voluntarily join the "Pool" and authorizing the Pool Administrator to deduct the days from the earned sick leave of the employee and to the sick leave pool as if the employee had used the time for personal purposes.

e. An employee must have at least (6) six days of sick leave in addition to their contribution. The membership shall be for a period of one year, from January 1st through December 31st.

Policy Council Approval 11/14/2018

Hidalgo County Head Start Program
P.O. Box 0117, Edinburg, Texas 78540-0117 (956)383-0706

f. Eligible employees shall contribute each year during the month of November. (open enrollment).

g. New employees are eligible to join/contribute during the anniversary of their first year of employment and then during open enrollment to maintain membership in the "Pool". An employee is not considered a member until the sick leave days are transferred to the pool.

h. An eligible employee may submit a completed written request to use days from the Sick Leave Pool (See Attached Form HCCS Form 12) to the Pool Administrator to draw time from the "Pool" as provided in Section 7.211(See Appendix Civil Service Commission Rules), which establishes the procedure for the Sick Leave Pool participant to request the use of the Sick Leave Pool. Upon approval, the Benefits Committee shall credit the approved days for the employee who may use the time in the same manner as sick leave earned.

I. Employees who either retire or resign from Hidalgo County Head Start Program may, at their option, donate up to but not more than (10) ten days of accrued sick leave time to the "Pool".

J. "Pool benefits may be used for a catastrophic illness or injury of the employee as defined in Section 7.209 of the Hidalgo County Civil Service Commission Rules (See Appendix).

k. An employee who incurs a catastrophic illness or injury is eligible to use time from the "Pool" when the employee has exhausted all paid leave and compensatory time to which that employee is otherwise entitled.

l. The Benefits Committee shall determine the exact amount of time that an eligible employee may draw from the "Pool" not to exceed 160 hours (20 days) in a twelve (12) month span.

m. An employee absent on assigned sick leave is treated for all purposes as if the employee were absent on earned sick leave. For purposes of this policy, "Pool" days allocated shall be drawn based on the employee's standard work day and pay rate immediately prior to the catastrophic illness or injury. An employee does not earn Sick Leave or any other form of paid leave while the employee is paid from the "Pool". However, allocated days shall be included in computing an employee's length of service with the program.

n. If an employee who has received benefits from the "Pool" returns to work and

Hidalgo County Head Start Program
P.O. Box 0117, Edinburg, Texas 78540-0117 (956)383-0706

becomes ill again with the same catastrophic illness or injury, the employee may apply for one additional request not to exceed 80 hours or ten (10) days. The Benefits Committee shall determine the exact amount of time that an eligible employee may draw from the "Pool".

Policy Council Approval 11/14/2018

Hidalgo County Head Start Program
Sick Leave Donation Form

Only employees with twelve (12) or more months of continuous employment with the Hidalgo County Head Start Program will be allowed to contribute at least three (3) days but no more than ten (10) days each year during open enrollment.

Name of Employee:_____ S.S.N.:_____

Department/Center:_____ Hire Date:_____

_____ _____
Department Head / Supervisor Signature Date

I have read the Sick Leave Pool Policy concerning the Extended Sick Leave Pool and wish to contribute by donating _____ of my accrued sick leave days.

I understand that these days, once donated, will be subtracted from my sick leave days and can not be returned.

I authorize the Hidalgo County Head Start Program Pool Administrator to place _____ (# of days) sick leave days in the Hidalgo County Head Start Program Sick Leave Pool. I understand that these days will be subtracted from my accrued sick leave days._____
Initials

I have read the Sick Leave Pool Policy concerning the Extended Sick Leave Pool and do not wish to contribute._____
Initials

_____ _____
Print Name Date

_____ _____
Employee's Signature Date

HUMAN RESOURCES DEPARTMENT USE ONLY

Employee has met all requirements _____yes _____no

_____ _____
Signature of Approval – Pool Administrator Date

_____ _____
Signature of Approval – Designee Date

Hidalgo County Head Start Program

P.O. Box 0117, Edinburg, Texas 78540-0117 (956)383-0706

SICK LEAVE POOL COMMITTEE

Employee Name:_____ Center:_____

Number of days requested:_____ Period Covered:_____

1. Elma Carrera _____ _____ _____ _____
   Signature Date approved denied

2. Campus Director _____ _____ _____
   Signature Date approved denied

3. Health Director _____ _____ _____
   Signature Date approved denied

4. Coordinator _____ _____ _____
   Signature Date approved denied

5. Manager _____ _____ _____
   Signature Date approved denied

_____ _____
Rocio Quiroga Date Marissa Reyes Date
Employee Benefits Coordinator Chief Human Resources Officer

Approved_____ Denied_____ Approved_____ Denied_____

APPEALS COMMITTEE

1. Irma Peña _____
   Signature Date

2. Nereyda Cantu _____
   Signature Date

3. Nora Muñoz _____
   Signature Date

APPROVED:_____ **DENIED:**_____

WORKERS' COMPENSATION

Workers Compensation Procedures

A call of fax comes in from the Campus/Center to report an employee accident.

1. Check to see if the employee already has a folder in the Workers' Compensation file cabinet or create a folder for the employee.
2. Check to see if the "Employee Incident Report" is filled out correctly (see attachment) and place a tag on form that is needed before scanning and emailing to the Employee Benefits Division – Workers Compensation department with the County. The contact person is currently Christina Garcia (Christina.Garcia@co.hidalgo.tx.us), Workers Compensation Specialist I, at the County office and CC: Sylvia Rios (Sylvia.Rios@co.hidago.tx.us), Division Manager I, Human Resources, and Marissa Reyes (Marissa.Reyes@hchsp.org), Chief Human Resources Officer. Make sure that one of the blocks on the upper right hand corner of the form is checked off. (Report Only or Medical)
3. Christina will handle reporting the report to TRISTAR and she will notify Rick Olivarez, Claims Investigator I with the Department of Human Resources, of the incident so he can start the investigation.
4. If available, view any playbacks that may contain visuals of the incident.
5. Post the information on HR under Leave Events.
6. Place the report in a W/C Employee folder under Injury Report.
7. The County will send in the "Employee First Report of Injury or Illness" through email. Print and place under Injury Repot in the folder of the employee.

If the employee is going to be out due to a serious injury, an internal form known as the "Employee Leave Request Form" needs to be submitted to payroll to the attention of Finance.

The "Workers Compensation, Sick Leave Request" form will also need to be provided as long as the employee has sick leave accrued. This form pays the employee 30% of their salary. Workers Compensation pays the other 70%.

Workers Compensation will submit a letter of denial or approval of the Employees incident. If approved by TRISTAR, the first seven days is paid from the employees' accrued sick leave. Workers Compensation starts on the eighth day of leave.

An employee is not allowed to return to work until he/she is cleared by the doctor. This will be indicated on the DWC073 under Section II, 13 (A) or (B)



Hidalgo County Head Start Program
P.O. Box 0117, Edinburg, Texas 78540-0117
(956) 383-0701

Employee Leave Request Form

Name _____ SS# _____

ID# _____ Location _____

Employee Contact Ph# _____

Begin Date: _____ Return to Work Date: _____

Dismissal Time: _____

Type of Leave:

_____ FMLA

_____ Worker's Compensation

_____ Military Leave

_____ Other _____

_____ _____
Employee Benefits Coordinator Date

_____ _____
Personnel Secretary Date

_____ _____
Chief Human Resources Officer Date

_____ _____
Finance Dept. Signature Date

Hidalgo County Head Start Program

P.O. Box 0117, Edinburg, Texas 78540-0117 (956)383-0706

Worker's Comp. Sick Leave Request Form

Name _____ SS# _____

ID# _____ Location _____

Employee Contact Phone #

Begin Date: _____ Return to Work Date: _____

Dismissal Time: _____ Date of Injury: _____

Use of Sick Leave Authorization:

I _____ authorize Hidalgo County Head Start Program to
(print)

transfer _____ sick leave hours to offset the Workers' Compensation benefits of 30% to equal my pre-injury/illness income for the week of _____.

I _____ refuse the option to use my sick leave hours to offset
(print)

the Workers' Compensation benefits.

_____ _____
Employee Signature Date

_____ _____
Benefits Coordinator Date

_____ _____
Administrator for Human Resources Date

_____ _____
Finance Dept. Signature Date

DEPARTMENT OF HUMAN RESOURCES

505 South McColl Road, Ste. A• Edinburg, Texas 78539 • (956) 318-2660

☐ RECORD ONLY
☐ MEDICAL
☐ LOSS TIME

EMPLOYEE INCIDENT/INJURY REPORT

Employee's Name:	Incident Date:
Department Name:	Incident Time:
Social Security No.:	Work Schedule:
Job Title:	Days Off:
Home Address:	
City:	Supervisor's Name:
State:	Supervisor's Phone No.:
Zip Code:	
Mailing Address:	Date Supervisor Notified of Incident:
Telephone No:	Time Supervisor Notified of Incident:
Date of Birth:	Report Prepared By:

1) Explain in detail how incident occurred: (If additional space is required, continue on back or attach another page to this form)

2) List witnesses present at time of incident

3) Address and location of where incident occurred?

3a) Describe cause of injury:

4) Cause of incident/accident:
- ☐ Fleet accident
- ☐ Equipment
- ☐ Other/Identify

4a) List all body part(s) affected:

4b) Name, address & phone no. of third party if applicable:

5) If medical claim, list physician/hospital; address & phone no.:

6) The following is for statistical purposes only and required by the Texas Department of Insurance/Div. of Workers' Comp. Commission:

Marital Status: ☐ Married ☐ Widowed ☐ Single ☐ Divorced ☐ Common Law

Spouses Name: _____ No. of Dependents: _____

Ethnicity: ☐ Hispanic ☐ Asian ☐ Black ☐ White ☐ Native American ☐ Other

Section 415.008 Texas Workers Compensation Act - Fraud occurs when a person knowingly or intentionally conceals, misrepresents or makes a false statement to obtain workers' compensation benefits or insurance coverage or otherwise profit from deceit. Any person who knowingly or intentionally engages in or conspires to commit one of the enumerate fraudulent acts for the purpose of obtaining workers' compensation benefits is subject to administrative penalty.

I certify that the above statements are true. I understand that by obtaining workers' compensation benefits to which I am not legally entitled to will lead to potential filing of criminal charges. I understand that failing to fill this form in its entirety will potentially slow the processing of my claim.

Print Name _____ Signature _____ Date _____

DEPARTMENT OF HUMAN RESOURCES
505 South McColl Road Suite A • Edinburg, Texas 78539 • (956) 318-2660

CONFIRMATION OF CLAIM FOR A WORK RELATED INJURY
VERIFICATION OF EMPLOYMENT FORM

WORKER'S COMPENSATION CLAIM OF:

Name: _____

Employee ID #: _____

Department: _____

Date of Injury: _____

This is to verify that the above named employee is presently employed by Hidalgo County and is covered under the provisions of the Texas Department of Insurance/Division of Workers' Compensation (TDI/DWC) Act. This employee has reported an on-the-job injury and is entitled to all medical provisions of the act.

If you are the treating physician and are treating this employee for the alleged injury, please provide our office with a DWC Form-73. Indicate the employee's current work status and estimated date of expiration for limitation/restrictions, if any. If the employee is prevented from returning to work, provide an anticipated date of return to work. This form is to be submitted as soon as required by the act.

For questions regarding this claim and billing information, please contact:

TRISTAR RISK MANAGEMENT
P.O. Box 2805
Clinton, IA 52733
(Office) 361-857-0115
(Fax) 361-857-0123

Please fax all DWC Form-73's to (956) 318-2669
Attention: Employee Programs Division
or contact our office at (956) 318-2660 for more information

DEPARTMENT OF HUMAN RESOURCES
505 South McColl Road Suite A • Edinburg, Texas 78539 • (956) 318-2660

AUTHORIZATION FOR HEALTH INFORMATION DISCLOSURE
This form complies with the HIPAA Privacy Rule

Patient Name: _____ DOB: _____
Street Address: _____ SS#: XXX-XX-_____
City: _____ State: _____ Zip Code: _____

TRISTAR RISK MANAGEMENT
P.O. BOX 2805
CLINTON, IA 52733
And its agents have access to ALL Medical Records

Specify dates (or date ranges), if applicable: _____

This request is for the purpose of obtaining any and all medical records.

I understand that I have the right to revoke this authorization at any time. I understand that my revocation must be in writing and tendered to the privacy officer of the above named facility authorized to make this decision. I understand that the revocation does not apply information that has ahead been released in accordance to this authorization.

I understand that any disclosure of information may be subject to re-disclosure by the recipient and may no longer be protected by federal or state law. I understand that I need not sign this authorization to assure treatment. I understand that I may inspect and, or copy the information to be disclosed. I understand the authorizing this disclosure of my health information. I may contact the privacy officer at the facility listed above that is authorized to disclose this information and request a copy of this authorization.

I understand that my health record may include information pertaining to the treatment of drug and alcohol abuse, mental illness, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency (HIV), sexually transmitted disease, tuberculosis or genetics.

IF YOU DO NOT WISH THIS INFORMATION TO BE RELEASED, PLEASE INITIAL: **DO NOT RELEASE:** _____

_____ _____
Signature of patient or authorized representative Date

_____
Description of Representative's Authority

_____ _____
Witness signature required Signature of witness

This HIPAA release expires on: _____

Page 3

DEPARTMENT OF HUMAN RESOURCES
505 South McColl Road Suite A • Edinburg, Texas 78539 • (956) 318-2660

WORKERS' COMPENSATION INSURANCE CARRIER

Effective July 2003, Hidalgo County has been certified by the Texas Department of Insurance/Division of Workers' Compensation as a self-insured employer providing Workers' Compensation Insurance to protect you in the event of a work-related injury or illness.

Workers' Compensation Claims will be handled by:

TRISTAR RISK MANAGEMENT
PO. BOX 2805
CLINTON, IA 52733
(Office) 361-857-0115
(Office) 214-492-5600
(Fax) 361-857-0123

En Julio del 2003, El Condado de Hidalgo fue certificado por el Departamento de Seguros de Texas, Division de Compensacion, como un empleador auto asegurado, para proporcionar seguro de compensacion para trabajadores, y para protegerlo a usted en caso de una lesion or enfermedad relacionada con su trabajo.

Reclamos de lesiones seran manejados por:

TRISTAR RISK MANAGEMENT
PO. BOX 2805
CLINTON, IA 52733
(Office) 361-857-0115
(Office) 214-492-5600
(Fax) 361-857-0123

Employee - You are required to report your injury to your employer within 30 days if your employer has workers' compensation insurance. You have the right to free assistance from the Texas Department of Insurance, Division of Workers' Compensation (DWC) and may be entitled to certain medical and income benefits. For further information call DWC at 800-252-7031.

Empleado - Es requerido que usted reporte su lesión a su empleador dentro de 30 días si su empleador cuenta con un seguro de compensación para trabajadores. Usted tiene derecho a recibir asistencia gratuita por parte del Departamento de Seguros de Texas, División de Compensación para Trabajadores (DWC), y es posible que tenga derecho a recibir ciertos beneficios médicos y de ingresos. Para obtener más información llame a DWC al 800-252-7031.

DWC073

Texas Workers' Compensation Work Status Report

I. GENERAL INFORMATION

Date Sent (for transmission purposes only):

1. Injured Employee's Name	**5a. Doctor's/Delegating Doctor's Name and Degree**	**5b. PA / APRN Name** (if completing form)
2. Date of Injury / **3. Social Security Number** (last four) XXX-XX-	**6. Facility Name**	**9. Employer's Name**
4. Employee's Description of Injury/Accident	**7. Facility/Doctor Phone and Fax Numbers**	**10. Employer's Fax Number or Email Address** (if known)
	8. Facility/Doctor Address (Street, City, State, ZIP Code)	**11. Insurance Carrier**
		12. Carrier's Fax Number or Email Address (if known)

II. WORK STATUS INFORMATION (Fully complete one box including estimated dates, and a description in 13c, if applicable)

13. The injured employee's medical condition resulting from the workers' compensation injury:

☐ a) will allow the employee to return to work as of ____/____/_____ without restrictions; OR

☐ b) will allow the employee to return to work as of ____/____/_____ with the restrictions identified in PART III, which are expected to last through ____/____/_____; OR

☐ c) has prevented and still prevents the employee from returning to work as of ____/____/_____ and is expected to continue through ____/____/_____

The following describes how this injury prevents the employee from returning to work:

III. ACTIVITY RESTRICTIONS (Only complete if box 13b is checked)

14. Posture Restrictions (if any)

Max hours per day	0	2	4	6	8	Other:
Standing	☐	☐	☐	☐	☐	
Sitting	☐	☐	☐	☐	☐	
Kneeling/squatting	☐	☐	☐	☐	☐	
Bending/stooping	☐	☐	☐	☐	☐	
Pushing/pulling	☐	☐	☐	☐	☐	
Twisting	☐	☐	☐	☐	☐	
Other:						

15. Restrictions Specific To (if applicable):

☐ Left hand/wrist ☐ Left leg
☐ Right hand/wrist ☐ Right leg
☐ Left arm ☐ Back
☐ Right arm ☐ Left foot/ankle
☐ Neck ☐ Right foot/ankle
Other:

16. Other Restrictions (if any)

17. Motion Restrictions (if any):

Max hours per day	0	2	4	6	8	Other:
Walking	☐	☐	☐	☐	☐	
Climbing stairs/ladders	☐	☐	☐	☐	☐	
Grasping/squeezing	☐	☐	☐	☐	☐	
Wrist flexion/extension	☐	☐	☐	☐	☐	
Reaching	☐	☐	☐	☐	☐	
Overhead reaching	☐	☐	☐	☐	☐	
Keyboarding	☐	☐	☐	☐	☐	

Other:

18. Lift/Carry Restrictions (if any):

☐ May not lift/carry objects more than ____ lbs. for more than ____ hours per day.
☐ May not perform any lifting/carrying.
Other:

19. Misc. Restrictions (if any):

☐ Max hours per day of work:
☐ Sit/stretch breaks of _____ per _____
☐ Must wear splint/cast at work
☐ Must use crutches at all times
☐ No driving/operating heavy equipment
☐ Can only drive automatic transmission
☐ No skin contact with:
☐ No running
☐ Dressing changes necessary at work
☐ No work / _____ hours/day work:
☐ in extreme hot/cold environments
☐ at heights or on scaffolding
☐ Must keep _____ ☐ elevated ☐ clean & dry

20. Medication Restrictions (if any):

☐ Must take prescription medication(s)
☐ Advised to take over-the-counter meds
☐ Medication may make drowsy (possible safety/driving issues)

IV: TREATMENT/FOLLOW-UP APPOINTMENT INFORMATION

21. Work Injury Diagnosis Information:

22. Expected Follow-up Services Include:

☐ Evaluation by the treating doctor on ____/____/_____ at _____ a.m./p.m.
☐ Referral to/consult with _____ on ____/____/_____ at _____ a.m./p.m.
☐ Physical medicine _____ X per week for _____ weeks starting on ____/____/_____ at _____ a.m./p.m.
☐ Special studies (list): _____ on ____/____/_____ at _____ a.m./p.m.
☐ None. This is the last scheduled visit for this problem. At this time, no further medical care is anticipated.

Date /Time of Visit:	Employee's Signature	Visit Type:	Role of Health Care Practitioner:
Discharge Time:	Health Care Practitioner's Signature / License #	☐ Initial ☐ Follow-up	☐ Treating doctor ☐ Consulting doctor ☐ Designated doctor ☐ Referral doctor ☐ PA ☐ Other doctor ☐ RME doctor ☐ APRN

DWC073 Rev. 09/19

Page 1 of 2

DWC073

Frequently Asked Questions
Work Status Report (DWC Form-073)

Under what circumstances am I required to file DWC Form-073?
Filing requirements for DWC Form-073 vary depending on the type of doctor filing the Work Status Report. The specific requirements are shown in the chart below.

Type of Doctor	When to File DWC Form-073	Where to File	Delivery Method	Deadline
Treating Doctor ***Referral Doctor*** ***Delegated Physician Assistant (PA)*** ***or*** ***Delegated Advanced Practice Registered Nurse (APRN)***	• after the initial examination of the injured employee, regardless of the employee's work status • when there is a change in the injured employee's work status • when there is a substantial change in the injured employee's activity restrictions • on a schedule requested by the insurance carrier as long as it is based on the injured employee's scheduled appointments with the doctor (not to exceed one report every two weeks)	• injured employee	hand deliver; electronic transmission with agreement (fax, email, or similar method)	at the time of the examination
		• insurance carrier	electronic transmission	within 2 working days of the examination
		• employer	electronic transmission unless recipient has not provided a fax number or email address, then by personal delivery or mail	
	• after receiving a set of functional job descriptions from the employer or insurance carrier listing modified duty positions, including the physical and time requirements of the positions, that the employer has available for the injured employee to work • after receiving a DWC Form-073 from a required medical exam (RME) doctor that indicates the injured employee can return to work with or without restrictions	• injured employee	hand deliver unless no appointment is scheduled before deadline, then electronic transmission unless recipient has not provided a fax number or email address, then by mail	within 7 days of receiving job description or RME opinion
		• insurance carrier • employer	electronic transmission	
Designated Doctor	• after examination of an injured employee to address any question relating to return to work **NOTE:** The designated doctor must file a narrative report along with DWC Form-073	• injured employee • injured employee's representative (if any)	electronic transmission unless recipient has not provided a fax number or email address; then by other verifiable means	within 7 working days of the examination
		• insurance carrier • treating doctor	electronic transmission	
		• division	fax to 512-490-1047	
RME Doctor	• after examination of an injured employee (subsequent to a Designated Doctor's examination), if the RME doctor determines that the injured employee can return to work immediately with or without restrictions	• injured employee • injured employee's representative (if any)	electronic transmission unless recipient has not provided a fax number or email address; then by other verifiable means	within 7 days of the examination
		• insurance carrier • treating doctor	electronic transmission	

Where can I find more information about DWC Form-073?
For complete requirements regarding the filing of this report, see 28 Texas Administrative Code §§126.6, 127.10, and 129.5. These rules are available on the TDI website at http://www.tdi.texas.gov/wc/rules/index.html. If you have additional questions, call *Comp Connection for Health Care Providers* at 1-800-372-7713 (512-804-4000 in the Austin area) and select option 3.

NOTE: With few exceptions, upon your request, you are entitled to be informed about the information DWC collects about you; to get and review the information (Government Code §§552.021 and 552.023); and to have DWC correct information that is incorrect (Government Code, §559.004). For more information, contact agencycounsel@tdi.texas.gov or you may refer to the Corrections Procedure section at www.tdi.texas.gov.

DWC073 Rev. 03/18

System/Service Area: Human Resources	Subject: Change of Name/Address
Related Regulation(s): HSPPS 1302.90	
Related Forms: Change of Name/Address Form	**Related Reports: MIP Reports**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

When an employee requests to make any changes to their name or address, they must complete the form below. If an employee changes their name due to marriage or divorce, they must complete the form and provide their new Driver License and Social Security Card for confirmation. The HR Department must make the necessary changes to the MIP system and notify the Finance Department and any other pertaining departments via email.

Employee Name and/or Address Change Authorization Form

HIDALGO COUNTY HEAD START PROGRAM

HUMAN RESOURCES
EMPLOYEE BENEFITS
1901 W. STATE HIGHWAY 107
MCALLEN, TX 78504
(O) 956-383-0706 (F) 956-380-4176

(Note: Name change will not be made unless employee provides Social Security Card indicating name change.)

PLEASE PRINT

EMPLOYEE NAME AND/OR ADDRESS CHANGE AUTHORIZATION

DEPARTMENT/PRECINCT: _____

EMPLOYEE NAME: _____ JOB TITLE: _____

SOCIAL SECURITY NUMBER: _____

CHANGE OF NAME

REASON FOR NAME CHANGE: ☐ MARRIAGE ☐ DIVORCE ☐ OTHER

(IF OTHER, PLEASE EXPLAIN:) _____

EMPLOYEE CURRENT NAME _____

EMPLOYEE NEW NAME _____

EFFECTIVE DATE _____

CHANGE OF ADDRESS

CURRENT ADDRESS:	NEW ADDRESS:
P.O. Box - Street Address	P.O. Box - Street Address
City	City
Zip Code	Zip Code

Contact Number: _____

Employee Signature: _____ Date: _____

Office Use Only	Insurance Initials	Date entered on BC

CHANGE OF NAME/ADDRESS 07/01/2012

System/Service Area: Human Resources	Subject: Complaints/Concerns
Related Regulation(s): HSPPS 1302.90	
Related Forms: Complaints/Concerns Form	Related Reports: HR Logs, Personnel Red Folder
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: Chief HR officer, Department Supervisors, Campus Directors

Procedure:

Refer to **Chapter VI** of the **HCHSP Personnel Policy Manual** for the process of employee complaints. The complaint process should be used by an employee to resolve any work-related problem or issue which concerns the employee other than an Adverse Personnel Action. If informal efforts do not resolve the problem or issue, the employee may file a written complaint.

Following the Chain of Command

Although the HR Department has an open-door policy, following proper chain of command etiquette not only improves business skills, but it also helps the program run more smoothly and efficiently. The chain of command is a structure that dictates how decisions are made, who is in charge, and which tasks need to be completed. It's an essential component of any organization because it allows everyone to stay informed and organized.

An employee should make every effort to resolve an employee's work-related problems or issues informally through discussion and consultation with their immediate supervisor. If the issue is not resolved, they should seek a resolution from the next-level supervisor. To view the diagram that graphically represents the HCHSP's structure, refer to the **Organizational Chart** of this manual.

While the human resources department is used to handling uncomfortable work situations, they are not able to handle all work conflicts. It's important to differentiate between difficulties at work and when your rights are being violated.

When to File an HR Complaint

<u>You are being harassed at work.</u>

Harassment at work includes sexual harassment and harassment based on your religion, race, sex, nationality, disability or age. If this has happened to you or is happening to you currently, the HR department has a legal responsibility to investigate. In this case, you should approach your HR department and make it clear that you are filing a complaint. Making a complaint clear will help to ensure that the HR department puts in motion a formal investigation. Since the HR department is trained on how to handle

harassment investigations, they will be aware of any state or federal laws that deal with your particular case.

You are facing discrimination at work.

This is another time when it would be appropriate to report to HR. It is against the law to discriminate based on race, religion, sex, disability or another protected class. And in these cases, the HR department will know the laws pertaining to your particular case of discrimination and will know what is required.

Your company rights are being violated.

In cases of taking time off due to illness, make sure you are aware of your rights. If your boss is asking you to do something that is against company policy, such as asking you to work while being on FMLA, this would be something to go to HR about.

Your benefits are being withheld.

If your employee benefits (such as health insurance, vacation time, etc.) are being withheld, it's best to take your concern to the HR department. They can help you understand your benefits more fully and help you make any claims if you determine that you aren't receiving the correct benefits.

Your boss is abusive.

If you work for an abusive boss, you can file a complaint with the HR department. Actions such as yelling, manipulation or intimidation are indicators that your boss is abusive.

You are asked to do something illegal.

If anyone in the program has asked you to participate in something illegal, you can go to HR for assistance. If you feel unsafe being a whistleblower, you can discreetly inquire how to submit these types of claims anonymously.

How to File a Complaint (Informal vs Formal)

Informal Complaint

Initiating an informal complaint does not require the complainant to submit anything in writing and is not subject to timelines.

Formal Complaint

A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Complaints should be submitted to the appropriate authority. A formal complaint can be filed in a letter format or by using the complaint form below:

Complaints/Concerns Form

HIDALGO COUNTY HEAD START PROGRAM
P.O. BOX 0117
EDINBURG, TEXAS 78540-0117
TEL.: (956) 383-0706 FAX: (956) 380-4180

COMPLAINTS/CONCERNS

Campus: _____

Name of Complainant: _____

Address: _____ Date Received: _____

Telephone Number: _____

Complaint Received By:
Name: _____
Position: _____

Assigned To:
Name: _____
Position: _____

I. Nature of Complaint/Concern (Explain): _____

II. Person(s) Involved: _____

III. Corrective Action Taken/Recommended: _____

IV. Status of Complaint/Concern: Resolved ( ) YES ( ) NO
If Pending Explain: _____

V. Follow-Up Date: _____

VI. Follow-Up Results: _____

Signature of Complainant Date

Signature of Person Receiving Complaint Date

Immediate Supervisor Date

Chief Human Resources Officer Date

System/Service Area: Human Resources	Subject: Contracted Staff
Related Regulation(s): HSPPS 1302.90, CCR Chapter 746	
Related Forms: District Staff Listings	**Related Reports: GoEngage Reports**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

Contracted Staff, such as district employees, are subject to the same rules and regulations that apply to Head Start Employees. All contracted staff must have a completed background check through the Child Care Regulation portal, a valid Tuberculosis Test or Chest X-rays (if applicable), and the required training (*See Training and Development section for details*). Contracted staff are also counted in the Program Information Summary (PIR) Report and need to provide information requested in the report (*See Program Information Summary Report (PIR) section for details*).

When a new district employee is assigned to a Head Start location, the pertaining local education agency (school district), must notify the HCHSP HR Department. The HR Department will gather the necessary information to process the contracted staff for clearance.

Once the contracted staff meet all the requirements, they will be cleared to be in the Head Start classroom. The HR Department will notify the pertaining campus by emailing the Principal and Campus Director.

System/Service Area: Human Resources	Subject: Disciplinary Action
Related Regulation(s): HSPPS 1302.90	
Related Forms: Disciplinary Action Forms	Related Reports: Personnel Red Folder
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: Chief HR Officer, Department Supervisors, Campus Directors

Procedure:

Refer to **Chapter IV** of the **HCHSP Personnel Policy Manual** for the process of disciplinary action. This section will list the types of disciplinary action in order by priority of importance, the responsibility of supervisors, and the forms used to address disciplinary actions. Every employee is expected to be familiar with and follow all Head Start Program policies and procedures, including the Standards of Conduct described in Chapter V of the Personnel Policy Manual. Any employee who fails to meet job performance standards, or who fails to follow rules, policies, or procedures, is subject to disciplinary action up to, and including, dismissal.

Types of Disciplinary Actions:

1. Oral Reprimand/Written Conferences;
2. Disciplinary Action/Written Reprimand;
3. Disciplinary Probation;
4. Temporary Reassignment;
5. Temporary Removal from the Workplace;
6. Administrative Leave with Pay Pending Investigation;
7. Administrative Leave without Pay Pending Investigation;
8. Disciplinary Suspension without Pay;
9. Involuntary Demotion; and
10. Dismissal.

Responsibility of Supervisors

Supervisors are expected to handle routine disciplinary matters and call on HR to issue more serious disciplinary actions such as suspensions and terminations.

The supervisor's primary role is to help employees succeed on the job, enhance employee engagement, cultivate, and maintain a safe, supportive, and productive work environment by:

- Providing clear and concise expectations
- Providing on-going training and counseling
- Providing an environment free of discrimination, harassment, including sexual harassment and retaliation

- Consistently and fairly enforcing policies and procedures
- Objectively monitoring work performance and conduct
- Continuously providing and receiving constructive feedback
- Identifying and mitigating workplace barriers

Communication is a key component of effective supervision. Supervisors should clearly communicate department needs, expectations, and performance standards on a regular basis. It is important that supervisors are familiar with the departmental operations, policies, rules, and procedures and understand the impact - not just the "what," but the "why." Be open to questions and discussion. Think about questions that employees may ask and how to answer them (or know where to obtain the information).

Every supervisor would like each employee to meet performance standards and expectations and to follow work rules and procedures. Unfortunately, an employee does not always know what those standards, expectations, rules, and procedures are or how to meet them. It is the supervisor's responsibility to communicate this important information to the employee as early and often as possible.

It is essential for supervisors to provide continual training and assistance to their employees, both probationary and regular, and resolve problems in a timely manner. Disciplinary action can more easily be avoided if a problem is identified and acted upon early. For instance, the supervisor may provide clarification, further instruction, or counseling to the employee at the onset of a problem. Please keep in mind that the Human Resources Department is available to provide guidance about any problem which may lead to disciplinary action.

It must be emphasized that the role of the supervisor is not only to let employees know of unsatisfactory performance and unacceptable behavior, but equally important, to advise employees on an ongoing basis of the positive aspects of their performance; consistently providing the employee feedback; recognizing desirable or improved performance; and actively listening to the employee's input, questions, or concerns.

Documentation

Documentation is critical in the disciplinary process. A written record creates definite proof of what an employee was told and helps eliminate the potential for miscommunication between the supervisor and the employee. By having the employee sign the document, a supervisor can further ensure comprehension of what was said during the meeting. All disciplinary action forms must be submitted to the HR department. Forms will be kept in the employee's confidential personnel file.

Conference Notes Form

HIDALGO COUNTY HEAD START PROGRAM
CONFERENCE NOTES

Location: _____

Employee's Name: _____ Date: _____ Time: _____

Purpose of Conference: _____

Area(s) Discussed: _____

Improvement(s) Needed: _____

Training Provided: _____

_____ _____
Employee's Signature Immediate Supervisor's Signature

Disciplinary Action Notice Form (Write-up)

HIDALGO COUNTY HEAD START PROGRAM
DISCIPLINARY ACTION NOTICE

Employee's Name:	Position:	Date of Violation:
Location:	Name & Title of Disciplinary Supervisor:	

Your performance has been found unsatisfactory for the reason(s) set forth below.
Your failure to improve or avoid a recurrence will be cause for further disciplinary action.

VIOLATION OF STANDARDS OF CONDUCT:

Civil Service Commission Rule: _____

_____

_____

_____

Details of Above: _____

_____

_____

_____

Civil Service Commission Rule: _____

_____

_____

_____

Details of Above: _____

_____

_____

_____

Civil Service Commission Rule: _____

_____

_____

_____

Details of Above: _____

_____

_____

_____

DESCRIPTION OF REQUIRED BEHAVIOR: _____

EMPLOYEE'S STATEMENT: _____

I HAVE READ AND RECEIVED A COPY OF THIS FORM

Employee's Signature	**Date**	**Witness**	**Date**
Preparer's Signature	**Date**	**Chief Human Resources Officer**	**Date**

Improvement Plan Form

HIDALGO COUNTY HEAD START PROGRAM
IMPROVEMENT PLAN

Employee:_____ Department/Center:_____

Title:_____ I.D. #:_____ Date:_____

Name and Title of Disciplinary Supervisor:_____

_____

Based on documentation in your personnel file your performance has been found to be unsatisfactory and in violation of the Hidalgo County Civil Service Commission Rules and/or the Texas Child Care Regulation Minimum Standard Guidelines.

STANDARD(s)/RULE(s) VIOLATED

Minimum Standard: _____

_____
_____
_____
_____
_____

Violation:

_____
_____
_____
_____
_____

Civil Service Commission Rule: _____

_____
_____
_____
_____
_____

Violation:

_____
_____
_____
_____
_____

Improvement Plan
Page 2

Minimum Standard: _____

Violation:

Civil Service Commission Rule: _____

Violation:

DISCIPLINARY ACTION:

Improvement Plan
Page 3

IMPROVEMENT PLAN

_____
_____
_____
_____
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_____
_____

Initial of Supervisor:

_____ **If at any time the Standards of Conduct and/or the Texas Child Care Regulation, Minimum Standards and Guidelines for Child Care Licensing are violated this may lead to a recommendation of separation from employment.**

_____ **At this time I would like to advise you that your performance has prompted an adverse action, therefore, you have seven (7) calendar days to appeal to the Policy Council.**

Executive Director	Date	Chief H.R. Officer	Date
Employee Signature	Date	Supervisor Signature	Date
Witness Signature	Date		

Note: WITNESS SIGNATURE IS REQUIRED AT THE EMPLOYEE'S REFUSAL TO SIGN DOCUMENT.

EMPLOYEE'S SIGNATURE IS THE ACKNOWLEDGEMENT OF THE IMPROVEMENT PLAN DOCUMENT.

Improvement Plan Monitoring Form

Improvement Plan Performance

Name XXXXX I.D. #000000

Plan in effect: ___ 30 days ___ 60 days ✓ 90 days Effective Date of IP: _____ to _____

Required Action (s): See Improvement Plan

Performance Notes	Monthly Rating
Performance Period: (first 30 days) Performance Evaluation Date: VIOLATION: Civil Service Commission Rule: 5.18 (b.) Threatening, intimidating, coercing or interfering with fellow employees or other persons during working hours. OBSERVATION: VIOLATION: Civil Service Commission Rule: 5.18 (c.) Creating a negative work atmosphere during working hours. OBSERVATION:	____ **No Improvement** Continues to violate rules, policies, and/or procedures cited on the plan ____ **Satisfactory** Meets the requirements of the plan. ____ **Above Satisfactory** Performs above and beyond the requirements of the plan. Employee Signature Date Supervisor Signature Date

1

Improvement Plan Performance

Name XXXXX I.D. #000000

Plan in effect: ___ 30 days ___ 60 days ✓ 90 days Effective Date of IP: _____ to _____

Required Action (s): See Improvement Plan

Performance Notes	Monthly Rating
Performance Period: (second 30 days) Performance Evaluation Date: **VIOLATION:** Civil Service Commission Rule: 5.18 (b.) Threatening, intimidating, coercing or interfering with fellow employees or other persons during working hours. **OBSERVATION:** **VIOLATION:** Civil Service Commission Rule: 5.18 (c.) Creating a negative work atmosphere during working hours. **OBSERVATION:**	____ **No Improvement** Continues to violate rules, policies, and/or procedures cited on the plan. ____ **Satisfactory** Meets the requirements of the plan. ____ **Above Satisfactory** Performs above and beyond the requirements of the plan. Employee Signature Date Supervisor Signature Date

Improvement Plan Performance

Name XXXXX I.D. #000000

Plan in effect: ___ 30 days ___ 60 days ✓ 90 days Effective Date of IP: _____ to _____

Required Action (s): See Improvement Plan

Performance Notes	Monthly Rating
Performance Period: (third 30 days) Performance Evaluation Date: **VIOLATION:** Civil Service Commission Rule: 5.18 (b.) Threatening, intimidating, coercing or interfering with fellow employees or other persons during working hours. **OBSERVATION:** **VIOLATION:** Civil Service Commission Rule: 5.18 (c.) Creating a negative work atmosphere during working hours. **OBSERVATION:**	____ **No Improvement** Continues to violate rules, policies, and/or procedures cited on the plan. ____ **Satisfactory** Meets the requirements of the plan. ____ **Above Satisfactory** Performs above and beyond the requirements of the plan. Employee Signature Date Supervisor Signature Date

3

System/Service Area: Human Resources	Subject: Drug Testing
Related Regulation(s): HSPPS 1302.90	
Related Forms: Drug Testing Forms	Related Reports: Active Employee Report
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed
Person(s)

Responsible: HR Department

Procedure:

HCHSP employs safety-sensitive workers who are subject to drug and alcohol testing. Tests may be required under the following circumstances; however, testing is mandatory for all individuals in sections (a) and (b):

a. Post-offer, pre-employment screening to a safety-sensitive position.

b. Post-employment transfer, promotion and/or reassignment to safety- sensitive position.

c. When the Department Head has reason to believe that an Employee on HIDALGO COUNTY property is using or under the influence of prohibited drugs, alcohol and substances, or that there has been a violation of the Drug and Alcohol Policy;

d. When an Employee is found in possession of suspected illegal or prohibited drugs and substances, or when any of these drugs and substances are found in an area controlled or used exclusively by said Employee or another person.

e. When an Employee returns to active employment in a safety-sensitive position after a leave of absence of forty-five (45) days or more.

f. Following an on-the-job injury requiring treatment from a physician, or, following a serious or potentially serious accident or incident, including near misses, in which safety precautions were violated, unsafe instructions or orders were given, vehicles/equipment/property was damaged, or unusually careless acts were performed. All persons involved and within the immediate vicinity of the incident may have their urine and/or blood tested. If it is impossible or impractical, because of the physical condition of the individual(s) involved in the accident, to give a urine and/or blood sample, and if in subsequent medical treatment of the person(s) blood will be drawn, then blood will be analyzed for drugs, alcohol and other prohibited substances; or

g. Random (Periodic and unannounced). Only HIDALGO COUNTY employees who are required to possess a CDL to perform their job duty and/or every employee working in a job classified as a safety-sensitive position will be subject to random testing. Random testing, other than to meet current specific job site requirements, will not commence until twenty-one (21) days following

the date of the Drug and Alcohol Policy; however, applicants for employment shall be subject to testing as of the date of the Drug and Alcohol Policy. Property search, inspection, urine and/or blood drug screening provisions herein will be performed with concern for the personal privacy of each Employee or other person, and will also apply to contract labor, when feasible.

The HCHSP HR Department submits a listing of all active employees to Lab Services inc. every month for random selection. Employees that are selected for a random drug test are called that morning and instructed to report to the Head Start Administration Office.

All persons shall have the opportunity, prior to testing and at the testing facility, to list all prescription and non-prescription drugs they have used in the last thirty (30) days and to explain the circumstances surrounding the use of such drugs. All records containing medical information will be maintained in accordance with applicable law.

Refer to the **Drug and Alcohol Policy** for information on the consequences for violating policies.

System/Service Area: Human Resources	Subject: Employee Separations
Related Regulation(s): HSPPS 1302.90	
Related Forms: Notice of Employee Separations	Related Reports: Terminated Employee Report
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed
Person(s)

Responsible: HR Department

Procedure:

”Employee separation” or “separation of employment” refers to the process of managing the end of the employment cycle. There are many different types of separations which include both voluntary and involuntary.

Upon separation of employment, employees must complete an Exit Interview questionnaire (see form below) with the HR department. Information collected in an exit interview can give a company a unique perspective on its performance and employee satisfaction. People who leave may be brutally honest about their experiences without fear of immediate repercussions. In addition, it’s likely they have recently been job hunting and interviewing and can offer some useful intelligence on how the company compares with other employers.

Exit Interview Form



Hidalgo County Head Start Program
P.O. Box 0117, Edinburg, Texas 78540-0117 (956)383-0706

Exit Interview

Employee's Name:_____ Position:_____
Hire Date:_____ Location:_____
Date of Resignation: _____ Supervisor: _____
Person Conducting the Interview: _____
Name Title
Contact with Supervisor by Interviewer: _____
Name Date
Cleared by Supervisor: Yes _____ No _____

Date of Interview:_____

Items to be turned in:
Pre-Service Binder: Yes_____ No _____
Id Badge and/or Food Handlers Badge (circle)
Radio, keys to bus, gas card (circle)

Questionnaire

(1.) The reason(s) that you are leaving your position is (are): [Note all that apply to the employee's situation. Number them in order of importance 1= most important, etc.]

a. _____Moving out of the area
b. _____Difficulty with work and family scheduling
c. _____Limited career advancement opportunities
d. _____Inadequate Pay
e. _____Inadequate benefits
f. _____Unhappy with job duties
g. _____Unhappy with working conditions
h. _____ Unhappy with supervision
i. _____ Family responsibilities
j. _____ Pursuing new opportunities
k. _____A job offer you can't refuse
l. _____other: _____

(2.) Please explain your reasons for leaving as noted above:

_____

_____

_____

(3.) What could we have done differently that could have caused you to stay with us?

_____

_____

_____

(4.) In general, how would you describe your working relationship with your **co-workers**? Was it pleasant or unpleasant? Please explain:

_____

_____

_____

(5.) In general, how would you describe your working relationship with your **supervisor**? Was it pleasant or unpleasant? Please explain:

_____

_____

_____

(6.) Do you believe that your particular job here was important and significant in the overall operation of the organization? Please explain:

_____

_____

_____

(7.) To what extend did others at the organization treat your job as important and significant?

_____

_____

_____

(8.) Would you like to donate Sick Leave Days (maximum 10 days) to the Sick Leave Pool?

_____

_____

Employee Distribution Request

During the Exit Interview, employees also complete the pension Distribution Request Form (see form below). The address on the First and Last page must match.

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program
P.O. Box 0117
Edinburg, TX 78540

956-383-0706 Phone

Dear Participant:

You are entitled to a distribution from the Hidalgo County Affiliated Departments Retirement Plan - Head Start Program. Although you may not have been actually contributing to the Plan, your employer *may* have made contributions for all eligible employees who met qualifying criteria.

Please note the following when looking at your options:

- Carefully read the Special Tax Notice enclosed before making your election.
- If the vested value of your account is less than $5,000, the Hidalgo County Affiliated Departments Retirement Plan - Head Start Program reserves the right to distribute your vested balance to an individual IRA automatically. ***PLEASE NOTE:*** *Any fees associated with the distribution/rollover of your account will be charged to your retirement plan.*
- If the value of your account is greater than $5,000, you *must* complete these forms prior to any payments.
- A distribution processing fee will be deducted from your account balance at the time of account liquidation.
- If you are married and your benefit is $5,000 or greater, you *must* obtain spousal consent. Please complete the enclosed Spousal Consent Form.
- In order to process your request all pages (where applicable) requesting information or signature must be returned fully completed and signed as indicated.

If your vested account balance is less than $5,000.00, and your forms are not returned by _____, then your account balance will be rolled over to an individual IRA at your expense. Your Employee Benefits representative is available to answer any questions you may have about your distribution options under the plan. Please be sure to carefully read all of the enclosed materials before making any decisions.

Sincerely,

Plan Representative

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program

DISTRIBUTION REQUEST

Participant Name	Soc. Sec. Num.	Date of Birth
Mailing Address	Hours Worked in Year of Termination:	Date of Hire
City, State and Zip	**Reason (circle)** Termination Retirement Disability Death	Last Day of Employment

Date of last payroll for which activity will be reflected: _____

Marital Status (Required, check one):

☐Single ☐Married (Spouse must sign if balance great than $5,000)
☐Spouse's whereabouts unknown ☐Divorced ☐Widowed

Spousal Consent. I hereby consent to the foregoing election by my spouse. Further, I acknowledge that (1) the effect of my consent to this election may be to forfeit benefits I would be entitled to receive upon my spouse's death; (2) my spouse's request for a withdrawal is not valid unless I consent to it; and (3) my consent is irrevocable unless my spouse decides not to take this withdrawal.

_____ _____
Signature of Spouse Date

_____ _____
Witness by Plan Representative or Notary Public Date My commission expires:

_____ _____
Participant Signature *Date*

_____ _____
Plan Representative *Date*

RETURN THIS SECTION

1

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program

PARTICIPANT DISTRIBUTION NOTICE

PARTICIPANT: _____

SOCIAL SECURITY NUMBER: _____

DATE: _____

You are entitled to distribution under the Hidalgo County Affiliated Departments Retirement Plan - Head Start Program ("Plan"). We have enclosed a distribution package with this notice. This notice explains your election rights under the Plan. The following information is important to these election rights.

(1) **Distribution date.** Your proposed distribution date is UPON TERMINATION OF EMPLOYMENT. The proposed distribution date is the earliest date the Plan permits you to commence distribution of your Vested Account Balance or the date which you elected to commence distribution under a prior election to delay distribution.

(2) **Account balance.** Value of total Account Balance [(a) + (b)]: $_____

(a) Vested portion: $_____

(b) Nonvested portion: $_____

The values are from the latest valuation of your Account. There may be a later valuation before your actual distribution.

(3) **Minimum Notice Period.** ***For at least 30 days after you receive this notice,*** you have the right to consider your decision whether to consent to a distribution of your Vested Account Balance and whether to elect a direct rollover of any portion of your eligible rollover distribution. If you sign and return the attached Participant Distribution Election form to the plan administrator less than 30 days after you receive this notice, the plan administrator's receipt of your signed form is *your affirmative waiver* of any unexpired portion of the minimum 30-day period and your affirmative election of a distribution or a direct rollover.

(4) **Distribution charge.** The plan administrator will charge your account directly for the reasonable expenses associated with processing your distribution.

1. **Other forms included with this notice.** We have provided you the following forms:

Participant Distribution Election. Use this form to elect payment of your benefits. See the explanation of your benefit options in paragraph 2.

Special Tax Notice Regarding Plan Payment. This notice explains your right to elect a direct rollover of your Vested Account Balance to another plan or to an IRA. This notice also explains the income tax withholding rules if you elect to receive a direct payment from the Plan.

Postponement of Distribution Election. If you do not wish to receive payment or elect a direct rollover at this time, complete this form instead of the Participant Distribution Election form. You cannot use this form if you have reached the latest time under the Plan for commencing distribution. See paragraph 3.

2. Benefit payment options. The Plan permits you to elect distribution in the following forms:

(a) Direct rollover.

(b) Lump sum payment.

You also may elect one form of payment for one part of your Vested Account Balance and another form of payment for another part of your Vested Account Balance. For example, you may elect direct rollover for part of your Vested Account Balance and a lump sum payment or installments for the other part. See the "Special Tax Notice Regarding Plan Payment" for rules on splitting your distribution. By splitting your payments, you will be charged a distribution fee for each payment made.

If you are less than 100% vested in your Account Balance, and you elect distribution before you have incurred five consecutive breaks in service, you must elect a lump sum payment or direct rollover of your Vested Account Balance, known under the Plan as a "cash-out distribution." A cash-out distribution results in the forfeiture of the nonvested portion of your Account Balance. Your election of a cash-out distribution is a consent to this forfeiture. If you return to employment with the Employer before your fifth consecutive break in service, the Plan provides you a 5-year period during which you may repay the entire amount of your cash-out distribution and restore your forfeited nonvested Account Balance.

3. Postponement of Distribution. You do not have to commence distribution if you have not attained normal retirement age under the Plan (or age 62, if later). If you do not wish to commence distribution at this time, you must complete the Election to Postpone Distribution of Benefits. This form allows you to elect a delayed distribution date. You will receive a notice from the Plan shortly before that delayed distribution date explaining your distribution rights. Under a postponement election, your Vested Account Balance will be subject to adjustment for investment earnings, gains or losses. Because of the investment performance of the trust fund (or of your individual account investment if you direct your own investments), the amount the Trustee ultimately pays you at your postponed distribution date could be more or less than the value of your Vested Account Balance described in this notice. *If you fail to complete and return the Participant Distribution Election form or if you fail to specify a later distribution date in the Postponement of Distribution Election form, the Plan Administrator will treat your failure as an election to defer your distribution until the later of age 62 or normal retirement age. However, unless the plan imposes a restriction on the timing of your distribution, you may revoke your election to defer distribution and receive a distribution in accordance with the Plan.*

If you elect to receive your Plan distribution rather than postpone the distribution, you will be subject to immediate federal, state (if applicable), and the 10% premature distribution taxation (unless you are 59½ or qualify for an exception) and you will lose the opportunity to accumulate earnings on your retirement account on a tax-deferred basis (tax-free for Roth contributions) for retirement unless you roll over the distribution to an IRA or other retirement plan. This means that by taking the distribution now, you could end up with a much lower retirement income than if you leave the assets in the plan to build (tax-deferred or tax-free) for your retirement. This could be the result even if you invest (instead of spend) the amount of your distribution that you have left after payment of taxes.

4. Financial Effect of Distribution Options. A direct rollover means the Plan pays the distribution amount directly to another plan or to an IRA. See Special Tax Notice Regarding Your Plan Payment, included with your package. A lump sum payment means you receive a single payment of the distribution amount.

5. Further information. If you have any question regarding the information provided in this notice or any form included with your distribution package, please contact the plan administrator of the Plan.

6. Plan administration and investment fees. Assuming that you do not elect to take distribution of your Account and pay immediate tax on the distribution (see 3. above), you may elect to leave your Account in the Plan until a later date or roll over your account to another retirement plan vehicle (including an IRA). In determining the economic consequences of your choice, you should compare the administration costs and the investment options (including fees) you will have if your Account remains in the Plan to those options you may have outside the Plan. The Plan may have available a special class of investments with a fee structure that does not apply outside the Plan. The following information will help you in making the determination:

(a) Administration fees/expenses.

- ✓ The Employer currently pays for the Plan's administration fees/expenses for current and former Employees. This means that currently no separate fee will be taken from your Account in order to pay for the costs associated with maintaining your Account in the plan.

Note: Regardless of the above, for any Plan Year, the Employer may choose to have the Plan (rather than the Employer) pay the administration fees/expenses. If the Plan pays these amounts, the Plan will charge your Account for its share of the fees/expenses.

(b) Plan investments and investment fees.

- ✓ Individual accounts. If you choose to leave your account balance in the Plan, then your account will remain as your individual account and will be credited and charged with gains and losses in the same manner as before. You will still have full control of your investment selections.

- ✓ No special investment or fee arrangement. The Plan does not offer any investment options that are not available outside the Plan for the same fee.

PARTICIPANT DISTRIBUTION ELECTION

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program ("Plan")

PARTICIPANT: _____

SOCIAL SECURITY NUMBER: _____

1. Election. After reading the **Participant Distribution Notice** and the **Special Tax Notice Regarding Plan Payments**, I, the undersigned Participant, make the following distribution election: *(Choose (a) or (b))*

Note: If your Vested Account Balance includes Roth deferrals (and earnings), the rollover of the Roth deferrals (and earnings) must be to a Roth IRA or to a plan that permits Roth deferrals, and you should complete section 4.b. below for the rollover Roth IRA, Roth 401(k) plan or Roth 403(b) plan.

☐ (a) A direct rollover of my entire Vested Account Balance to the IRA or to the plan designated in Section 4.

☐ (b) A lump sum payment of my entire Vested Account Balance, less any income tax withholding.

2. Subsequent allocations. If subsequent to the distribution, but no more than 180 days from the date the Plan Administrator provided you with the Participant Distribution Notice, the Plan Administrator determines you are eligible for an additional allocation of earnings, forfeitures or employer contributions, the Plan Administrator will treat this consent to the distribution as applicable to the subsequent allocation and will make a subsequent distribution of such amounts in accordance with this election.

3. Information for Direct Rollover. [*Do not complete unless you check 1.(a)*]

I represent the IRA or plan designated below is a proper recipient plan for a direct rollover.

Check should be made payable to: _____

IRA or Plan Account #: _____

Address to send direct rollover: _____

_____

4. Waiver of minimum notice period. I consent to an immediate distribution of my Vested Account Balance. I affirmatively waive any unexpired portion of the minimum 30-day notice period during which I may consent to a distribution from the Plan.

5. Distribution charge. The plan administrator will charge your account directly for the reasonable expenses associated with processing your distribution.

6. Execution. Dated this _____ day of _____, _____.

_____ _____

Participant's Signature Date

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program

NOTICE OF WITHHOLDING ON DISTRIBUTION

FEDERAL INCOME TAX WITHHOLDING ELECTION:

As a Participant, Former Participant or Beneficiary in the above named Plan, I have received notification and understand the Federal Income Tax withholding options I may elect.

Instructions: Please check only one Election.

( ) I want *only* the required 20% Federal Income Tax withheld from my distribution.

( ) I want *more* than the required 20% of Federal Income Tax withheld from my distribution.
Please withhold _____% instead of the required 20% Federal Income Tax.

( ) My Distribution will be rolled over.

I understand that I am liable for payment of Federal Income Tax on the taxable portion of my benefit payments. I am also aware that I may be subject to tax penalties under the estimated tax payment rules if my payments of estimated tax and withholding, if any, are not adequate.

_____ _____

Participant's Signature Date

RETURN THIS SECTION

6

POSTPONEMENT OF DISTRIBUTION ELECTION

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program ("Plan")

PARTICIPANT: _____

SOCIAL SECURITY NUMBER: _____

In accordance with the Plan, I elect to postpone distribution of benefits. I have received an explanation of my distribution election rights under the Plan, the financial effect of my election and my right to postpone distribution from the Plan. Considering these options, I have elected to postpone distribution until the following distribution date:

☐ (a) _____

☐ (b) _____ following the close of the plan year in which:

- ☐ (1) I attain normal retirement age under the Plan.
- ☐ (2) _____.

☐ (c) April 1 following the close of the calendar year in which I attain age 70½.

☐ (d) April 1 following the later of the close of the calendar year in which I attain age 70½ or separate from service.[1]

[Note: For purposes of the blank space after (a) or after (b), insert the distribution date you are electing. The Plan only permits you to elect the following distribution dates:

Any time after termination of employment.]

I understand I may reconsider this election by submitting a new postponement of distribution form to you. Not earlier than 90 days before nor later than 30 days before my postponed distribution date, I will receive the necessary notice and election forms to choose the type of distribution I wish to receive from the Plan.

Dated this _____ day of _____, _____.

_____ _____

Participant's Signature Date

RETURN THIS SECTION (if applicable)

_____

SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS[1]

(*Alternative to IRS Safe Harbor Notice - For Participant*)

Hidalgo County Affiliated Departments Retirement Plan - Head Start Program ("Plan")

This notice explains how you can continue to defer federal income tax on your retirement plan savings in the Plan and contains important information you will need before you decide how to receive your Plan benefits. All references to "the Code" are references to the Internal Revenue Code of 1986, as amended. This notice summarizes only the federal (not state or local) tax rules which apply to your distribution. Because these rules are complex and contain many conditions and exceptions which we do not discuss in this notice, you may need to consult with a professional tax advisor before you receive your distribution from the Plan.

A. TYPES OF PLAN DISTRIBUTIONS

Eligibility for rollover. The Code classifies distributions into two types: (1) distributions you may roll over ("eligible rollover distributions") and (2) distributions you may not roll over. See "Distributions not eligible for rollover" below. You also may receive a distribution under which part of the distribution is an eligible rollover distribution and part is not eligible for rollover. A rollover is a payment by you or the Plan Administrator of all or part of your benefit to another plan or IRA that allows you to continue to postpone taxation of that benefit until it is paid to you (except for a rollover from a pre-tax account to a Roth IRA, described in the last paragraph of Section B below). The Plan Administrator will assist you in identifying which portion of your distribution is an eligible rollover distribution and which portion is not eligible for rollover.

Plans that may accept a rollover. You may roll over an eligible rollover distribution (other than Roth 401(k) plan deferrals and earnings) either to a Roth IRA (provided for distributions before January 1, 2010, your adjusted gross income for the taxable year of the distribution does not exceed $100,000 and you are not married filing a separate income tax return), to a traditional IRA or to an eligible employer plan that accepts rollovers. An "eligible employer plan" includes a plan qualified under Code §401(a), including a 401(k) plan, profit sharing plan, defined benefit plan, stock bonus plan (including an ESOP) or money purchase plan; a §403(a) annuity plan; a 403(b) plan; and an eligible §457(b) plan maintained by a governmental employer (governmental 457 plan). Special rules apply to the rollover of after-tax contributions and of Roth 401(k) deferrals. See "After-tax contributions and Roth 401(k) plan deferrals" below. YOU MAY NOT ROLL OVER ANY DISTRIBUTION TO A SIMPLE IRA OR A COVERDELL EDUCATION SAVINGS ACCOUNT (FORMERLY KNOWN AS AN EDUCATIONAL IRA).

Deciding where to roll over a distribution. An eligible employer plan is not legally required to accept a rollover. Before you decide to roll over your payment to another employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. Even if a plan accepts rollovers, it might not accept rollovers of certain types of distributions, such as after-tax amounts. If this is the case, and your distribution includes after-tax amounts, you may wish instead to roll your distribution over to an IRA or to split your rollover amount between the employer plan in which you will participate and an IRA. You also should find out about any documents you must complete before a receiving plan or IRA sponsor will accept a rollover. If an employer plan accepts your rollover, the plan may restrict subsequent distributions of the rollover amount or may require your spouse's consent for any subsequent distribution. A subsequent distribution from the plan that accepts your rollover also may be subject to different tax treatment than distributions from this Plan. Check with the administrator of the plan that is to receive your rollover regarding subsequent distributions and taxation of the amount you will roll over, prior to making the rollover.

Distributions not eligible for rollover. An eligible rollover distribution means any distribution to you of all or any portion of your account balance under the Plan except: (1) a distribution which is part of a series of substantially equal periodic payments; (2) a required minimum distribution; (3) a hardship distribution; (4) an ESOP dividend; (5) a corrective distribution; or (6) a loan treated as a distribution.

Substantially equal periodic payments. You may not roll over a distribution if it is part of a series of substantially equal payments made at least once a year and which will last for: (1) your lifetime (or your life expectancy), (2) your lifetime and your beneficiary's lifetime (or life expectancies), or (3) a period of 10 years or more.

Required minimum distributions. Beginning in the year in which occurs the later of your retirement or your attainment of age 70½, the Code may require the Plan to make "required minimum distributions" to you. You may not roll over the required minimum distributions. Special rules apply if you own more than 5% of the Employer.

Hardship distributions. A hardship distribution is not eligible for rollover.

ESOP dividends. Cash dividends paid to you on employer stock held in an employee stock ownership plan cannot be rolled over.

Corrective distributions. A distribution from the plan to correct a failed nondiscrimination test or because legal limits on certain contributions were exceeded cannot be rolled over.

Loans treated as taxable "deemed" distributions. The amount of a plan loan that becomes a taxable deemed distribution because of a default cannot be rolled over. However, a loan offset amount is eligible for rollover, as discussed in Part C. below. Ask the Plan Administrator if distribution of your loan qualifies for rollover treatment.

After-tax Contributions and Roth 401(k) plan deferrals.[2]

After-tax/rollover into an IRA. You may roll over your after-tax contributions to an IRA (including, for distributions after December 31, 2009, a Roth IRA) either directly or indirectly. For distributions before January 1, 2010, you may roll over your after-tax contributions to a Roth IRA, provided your adjusted gross income for the taxable year of the distribution does not exceed $100,000 and you are not married filing a separate income tax return. The Plan Administrator will assist you in identifying how much of your payment is the taxable portion and how much is the after-tax portion. If you roll over after-tax contributions to an IRA, it is your responsibility to keep track of, and report to the IRS on the applicable forms, the amount of these after-tax contributions. This will enable you to determine the nontaxable amount of any future distributions from the IRA. Once you roll over your after-tax contributions to an IRA, you may NOT later roll over those amounts to an employer plan, but may roll over your after-tax contributions to another IRA.

After-tax/rollover into an employer plan. You may DIRECTLY roll over after-tax contributions from the Plan to another qualified plan (including a defined benefit plan) or to a 403(b) plan if the other plan will accept the rollover and provides separate accounting for amounts rolled over, including separate accounting for the after-tax employee contributions and earnings on those contributions. You may NOT roll over after-tax contributions from the Plan to a §403(a) annuity plan, or to a governmental 457 plan. If you want to roll over your after-tax contributions to an employer plan that accepts these rollovers, you cannot have the after-tax contributions paid to you first. You must instruct the Plan Administrator to make a direct rollover on your behalf. Also, you may not first roll over after-tax contributions to an IRA and then roll over that amount into an employer plan.

Roth 401(k) plan deferrals. You may roll over an eligible rollover distribution that consists of Roth deferrals and earnings (whether or not it is a "qualified" Roth distribution) either: (1) by a direct rollover to another Roth 401(k) plan, or to a Roth 403(b) plan, provided the Roth 401(k) plan or the Roth 403(b) plan will accept the rollover; or (2) by a direct or 60-day rollover to a Roth IRA. Alternatively, you can roll over the taxable portion of a non-qualified Roth distribution by a 60-day rollover to a Roth 401(k) plan or to a 403(b) plan. See Section C. "Taxation of Roth deferrals" and "60-day rollover option" below.

30-Day Notice Period/Waiver. After receiving this notice, you have at least 30 days to consider whether to receive your distribution or have the distribution directly rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your distribution then will be processed in accordance with your election as soon as practical after the Plan Administrator receives your election.

B. DIRECT ROLLOVER

Direct rollover process. You may elect a direct rollover of all or any portion of an eligible rollover distribution. If you elect a direct rollover, the Plan Administrator will pay the eligible rollover distribution directly to your IRA or to another eligible employer plan (or, in the case of a distribution of Roth deferrals, to a Roth IRA, a Roth 401(k) plan, or a Roth 403(b) plan) which you have designated. Alternatively, for the cash portion of your distribution, if any, the Plan Administrator may give you a check negotiable by the trustee or custodian of the recipient eligible employer plan or IRA. To complete the direct rollover, you must deliver the check to that trustee/custodian. A direct rollover amount is not subject to taxation at the time of the rollover, unless the direct rollover is from a pre-tax account to a Roth IRA. Except for a direct rollover of a pre-tax amount to a Roth IRA, the taxable portion of your direct rollover will be taxed later when you take it out of the IRA or the eligible employer plan. Depending on the type of plan, the later distribution may be subject to *different tax treatment* than it would be if you received a taxable distribution from this Plan. If you elect a direct rollover, your election form must include identifying information about the recipient IRA or plan.

Treatment of periodic distributions. If your Plan distribution is a series of payments over a period of less than ten years, each payment is an eligible rollover distribution. Your election to make a direct rollover will apply to all payments unless you advise the Plan Administrator of a change in your election. The Plan might not let you choose a direct rollover if your distributions for the year are less than $200. The $200 limit may apply separately to Roth distributions and pre-tax distributions.

Splitting a distribution/small distributions. If your distribution exceeds $500, you may elect a direct rollover of only a part of your distribution, provided the portion directly rolled over is at least $500. If your distribution is $500 or less, you must elect either a direct rollover of the entire amount or payment of the entire amount.

Change in tax treatment resulting from a direct rollover. The tax treatment of any payment from the eligible employer plan or IRA receiving your direct rollover might be different than if you received your benefit in a taxable distribution directly from the Plan. For example, if you were born before January 1, 1936, you might be entitled to ten-year averaging or capital gain treatment, as explained below. However, if you roll over your benefit to a 403(b) plan, a governmental 457 plan, or an IRA, your benefit no longer will be eligible for that special treatment. See the sections below entitled "10% penalty tax if you are under age 59½" and "Special tax treatment if you were born before 1936."

Taxation of direct rollover of pre-tax distribution to Roth IRA. If you directly roll over a pre-tax distribution to a Roth IRA, the taxable portion of the distribution is subject to taxation for the taxable year in which the distribution occurs (except that a special taxation rule applies to distributions during 2010 that you roll over to a Roth IRA, under which the distribution can be subject to taxation ratably during 2011 and 2012). For distributions before January 1, 2010, you may not roll over a distribution from a pre-tax account to a Roth IRA if your adjusted gross income for the taxable year exceeds $100,000. However, the adjusted gross income limit on direct rollovers from a pre-tax account to a Roth IRA does not apply to distributions after December 31, 2009.

C. DISTRIBUTIONS YOU RECEIVE

Taxation of eligible rollover distributions. The taxable portion of an eligible rollover distribution which you elect to receive is taxable to you in the year you receive it unless, within 60 days following receipt, you roll over the distribution to an IRA or to another eligible employer plan.

Taxation of Roth deferrals.[3] If your distribution includes Roth (after-tax) 401(k) plan deferrals, the taxation of the Roth deferrals depends on whether or not the distribution is a qualified distribution. For a distribution of Roth deferrals to be a qualified distribution, you must have satisfied two requirements: (1) the distribution must occur on or after the date you attain age 59½, on or after the date of your death, or on account of your being disabled; and (2) the distribution must occur after the end of the 5th calendar year beginning with the first calendar year for which you made Roth deferrals to the Roth 401(k) plan. If the distribution of Roth deferrals is a qualified distribution, then neither the deferrals nor the earnings distributed on the deferrals will be taxable to you. If the distribution is not a qualified distribution, then the portion of the distribution representing your Roth deferrals will not be taxable to you, but the portion of the distribution representing earnings on the Roth deferrals will be taxable to you in the year you receive the distribution, unless you elect a direct rollover as described in Section B above, or within 60 days following receipt, you roll over the distribution to a Roth IRA, or you roll over the earnings on the Roth deferrals to a qualified plan or to a 403(b) plan, as explained under "60-day rollover option" below.

Withholding on eligible rollover distributions. The taxable portion of your eligible rollover distribution is subject to 20% federal income tax withholding. You may not waive this withholding. For example, if you elect to receive a taxable eligible rollover distribution of $5,000, the Plan will pay you only $4,000 and will send to the IRS $1,000 as income tax withholding. You will receive a Form 1099-R from the Plan reporting the full $5,000 as a distribution from the Plan. The $1,000 withholding amount applies against any federal income tax you may owe for the year. The direct rollover is the *only* means of avoiding this 20% withholding. Note that taxes and penalties with regard to the distribution may exceed the 20% withheld.

60-day rollover option. The direct rollover explained in Section B above is not the only way to make a rollover. If you receive payment of an eligible rollover distribution, you still may roll over all or any portion of the distribution to an IRA (including a Roth IRA, subject to the limitations described in Section A) or to another eligible employer plan that accepts rollovers, except to the extent the distribution consists of Roth deferrals and earnings on the Roth deferrals. You may roll over the Roth deferrals and earnings on the Roth deferrals to a Roth IRA, or you may roll over only the taxable earnings (if any) on the Roth deferrals (but not the Roth deferrals) to a Roth 401(k) plan or to a 403(b) plan. If you decide to roll over the distribution, *you must make the rollover within 60 days of your receipt of the payment.* The portion of your distribution which you elect to roll over generally is not subject to taxation until

you receive distributions from the IRA or eligible employer plan. However, see "Taxation of direct rollover of pre-tax distribution to Roth IRA," above.

You may roll over 100% of your eligible rollover distribution even though the Plan Administrator has withheld 20% of the distribution for income tax withholding. If you elect to roll over 100% of the distribution, you must obtain *other money* within the 60-day period to contribute to the IRA or eligible employer plan to replace the 20% withheld. If you elect to roll over only the 80% which you receive, the 20% withheld will be subject to taxation.

Example. Assume the taxable portion of your eligible rollover distribution is $5,000, and you do not elect a direct rollover. The Plan pays you $4,000, withholding $1,000 for income taxes. However, assume within 60 days after receiving the $4,000 payment, you decide to roll over the entire $5,000 distribution. To make the rollover, you will roll over the $4,000 you received from the Plan and you will contribute $1,000 from other sources (your savings, a loan, etc.). In this case, you will not have any tax liability with respect to the Plan distribution. The Plan will report a $5,000 distribution for the year and you will report a $5,000 rollover. When you file your income tax return, you may receive a refund of the $1,000 withheld. If you roll over only the $4,000 paid from the Plan, the $1,000 you do not roll over is taxable. In addition, the $1,000 you do not roll over may be subject to a 10% penalty tax. See "10 penalty tax if you are under age 59½" below. When you file your income tax return, you still may receive an income tax refund, but the refund likely will be smaller because $1,000 of the distribution is taxable.

Withholding on distributions not eligible for rollover. The 20% withholding described above does not apply to any taxable portion of your distribution that is *not* an eligible rollover distribution. You may elect whether to have federal income tax withholding apply to that portion. If you do not wish to have any income taxes withheld on that portion of your distribution, of if you wish to have an amount other than 10% withheld, you will need to sign and date IRS Form W-4P, checking the box opposite line 1. The Plan Administrator will provide you Form W-4P if your distribution includes an amount that does not constitute an eligible rollover distribution. If you do *not* return the Form W-4P to the Plan Administrator prior to the distribution, the Plan Administrator will treat the failure to return the form as an *affirmative election* to have 10% withholding apply.

10% penalty tax if you are under age 59½. If you receive a distribution from the Plan before you reach age 59½ and you do not roll over the distribution, the taxable portion of your distribution is subject to a 10% penalty tax in addition to any federal income taxes unless an exception applies. For example, the 10% penalty tax does not apply if you separate from service with the Employer during or after the calendar year in which you attain age 55, and then receive a distribution. See IRS Form 5329 for more information on the 10% penalty tax.

If you directly roll over a pre-tax distribution to a Roth IRA, the 10% penalty will not apply to the taxable portion of the distribution. However, if a taxable amount you rolled over into a Roth IRA from a pre-tax account is distributed within five years, the 10% penalty will apply to the distribution as if the distribution were includible in gross income.

The 10% penalty tax will not apply to distributions from a governmental 457 plan, except to the extent the distribution (including earnings) is attributable to an amount you rolled over *to* that plan from another type of eligible employer plan or IRA. Any amount rolled over *from* a governmental 457 plan to another type of eligible employer plan or to a traditional IRA will become subject to the additional 10% tax if it is distributed to you before you reach age 59½, unless one of the exceptions applies.

Special tax treatment if you were born before 1936. If your distribution is a "lump sum distribution," and you were born before 1936, you may elect special treatment, but only if you do not roll over any part of the lump sum distribution. If you roll over only a portion of your distribution to an IRA, a governmental 457 plan, or a 403(b) plan, this special tax treatment is not available for the rest of the payment. A lump sum distribution is a distribution, within one calendar year, of your entire vested account balance (including any nontaxable portion of your distribution) under the Plan (and certain similar plans maintained by the Employer). If you are not a self-employed individual, the distribution must occur after you attain age 59½ or after you have separated from service with the Employer. For a self-employed individual, a lump sum distribution must occur after the self-employed individual attains age 59½ or becomes disabled.

Ten-year averaging. If you receive a lump sum distribution and you were born before 1936, you can make a one-time election to figure the tax on the lump sum distribution under "10-year averaging" using 1986 tax rates. Ten-year averaging often reduces the tax you owe.

Capital gain treatment. If you receive a lump sum distribution, you were born before 1936 *and* you were a participant in the Plan before 1974, you may elect to have the part of your lump sum distribution attributable to your pre-1974 participation taxed as long-term capital gain at a rate of 20%.

Special tax treatment election and limitations. You must have completed at least five years of active participation in the Plan for special tax treatment to apply to the lump sum distribution election. You may elect special tax treatment (ten-year averaging or capital gain treatment) by filing IRS Form 4972 with your income tax return. The instructions to Form 4972 provide further details regarding the reporting of your lump sum distribution and describe the rules for determining whether a distribution qualifies as a lump sum distribution. As a general rule, you may not elect special tax treatment for a lump sum distribution if you elected ten-year (or previously available five-year) averaging with respect to a prior lump sum distribution you received after December 31, 1986, or after you had attained age 59½. You may not elect this special tax treatment if you rolled amounts into this Plan from a 403(b) plan, from a governmental 457 plan or from an IRA not originally attributable to a qualified employer plan. You also may not elect special tax treatment if you previously rolled over another distribution from the Plan. Finally, you may not elect special tax treatment if you roll over your distribution to an IRA, a governmental 457 plan or a 403(b) plan, and then take a distribution from the IRA, plan or annuity.

Repayment of participant loans. If you have an outstanding participant loan when you separate from service with the Employer, the Employer may reduce ("offset") your account balance by the outstanding loan balance. The loan offset is a distribution and is taxable to you unless you roll over the amount of the offset by the due date of your tax return, including extension. Withholding does not apply if the loan offset is your only distribution. If you receive a distribution of cash or property in addition to the offset, withholding will apply to the entire distribution, but the withholding amount will not exceed the amount of cash or property (other than employer securities) you receive in addition to the offset. You may not roll over the amount of a defaulted plan loan that is a taxable *deemed* distribution.

Government publications. IRS Publication 575 and IRS Publication 590 provide additional information about the tax treatment of plan distributions and rollovers. These publications are available from your local IRS office, on the IRS's Internet Website at www.irs.gov, or by calling 1-800-TAX-FORMS.

Employer Securities.[4] The Code provides a special rule for a distribution which includes Employer securities (*i.e.*, stock of the Employer). In order to take advantage of this special rule: (1) the distribution must qualify as a lump sum distribution; or (2) the Employer stock must be attributable to after-tax employee contributions. Under this special rule, you have the option of not paying the tax on the "net unrealized appreciation" of the stock until you sell the stock. Net unrealized appreciation generally is the increase in the value of the Employer stock while the Plan held the stock. For example, if the Employer contributed Employer stock to your account when the stock was worth $500 but the stock is worth $800 when you receive it, you could elect not to pay the tax on the $300 increase in value until you later sold the stock.

Election against special rule. You may elect not to have the special rule apply to net unrealized appreciation. If you elect not to apply the special rule, your net unrealized appreciation is taxable in the year of distribution, unless you roll over the stock. You may roll over the stock to an IRA or to another eligible employer plan in a direct rollover or a 60-day rollover. Generally, you no longer will be able to use the special rule for net unrealized appreciation if you roll the stock over to an IRA or to another eligible employer plan.

Withholding requirements. If you receive only Employer stock in a distribution that is eligible for rollover, withholding will not apply to the distribution. If you receive cash or property other than Employer stock, as well as Employer stock, in a distribution that is eligible for rollover, the plan will base the 20% withholding amount on the entire taxable amount paid to you (including the value of the Employer stock determined by excluding the net unrealized appreciation). However, the amount withheld will not exceed the cash or property (excluding Employer stock) paid to you.

Income averaging. If you receive Employer stock in a distribution which qualifies as a lump sum distribution, the income averaging election also may apply. See IRS Form 4972 for additional information on these rules.

* * * * * * * * * * * * * * *

1 To use this notice for a 403(b) plan, the practitioner should reverse the references to "401(k)" and "403(b)," should delete the paragraphs in Section C under the heading "Special tax treatment if you were born before 1936" and "Employer securities," and should delete the words: "and 'Special tax treatment if you were born before 1936'" from the last sentence of Section B. In addition, the practitioner should delete the paragraph in Section B entitled "Change in tax treatment resulting from a direct rollover."

2 The practitioner may eliminate this section if the plan does not permit after-tax contributions or Roth 401(k) deferrals. The practitioner also should modify this section if the plan permits either after-tax contributions or Roth 401(k) deferrals, but not both.

3 The practitioner may eliminate this paragraph if the plan does not permit Roth 401(k) deferrals.

4 The practitioner may eliminate this section if the Plan does not include Employer securities.

NOTICE OF EMPLOYEE TERMINATION

NAME OF PLAN: Hidalgo County Affiliated Departments Retirement Plan - Head Start Program

Full Name of Employee _____

Social Security Number _____

Permanent Mailing Address _____
Street

_____
City State Zip

Phone Number _____

Birth Date _____

Hire Date _____

Termination Date _____

Reason for Termination:

____ Retirement ____ Death ____ Disability ____ Other (quit, fired, laid off)

Hours * _____ Compensation ** $ _____ Last Month & Year in which Contributions will be Reported _____

* ***Hours*** = *Hours worked during the plan year including any hours paid for vacation, holidays, illness, disability, layoff, jury duty, military duty, and leave of absence.*

** ***Compensation*** = *Compensation paid during the plan year.*

_____ _____
Date Employer's Signature

RETURN BY MAIL OR FAX TO:

The Pension Company
Attn: Daily Department
FAX: (972) 404-1300

Notice of Separation Form

After the employee leaves the program, the HR department is required to submit the Notice of Separation form (see form below) to TALX (Equifax The Work Number) Employer Services.

TALX Form Submission Procedures

1. Receive Personnel Change of Status Action Form (PA).
2. Review resignation letter for reason of separation.
3. Prepare the NOTICE OF EMPLOYEE SEPARATION form for each employee who resigns.
4. Print the NOTICE OF EMPLOYEE SEPARATION form, review and initial.
5. Scan (Notice of Employee Separation form, PA, letter of resignation, and any other attachments) and save as a PDF file as “Notice of Employee Separation”.
6. Fax transmittal cover sheet to TALX Employer Services Fax number: 1-866-848-0100
    a. Fax the Notice of Employee Separation form, PA, and letter of resignation only
7. Attach the PDF file to the employee file under the “attachment tab” in MIP.
8. Place the original forms in the employee file folder.

NOTICE OF EMPLOYEE SEPARATION

URGENT
Mail Immediately
Upon Separation of Any Employee

The following employee was separated TODAY:

(Name)

(Social Security Number)

(Job Title and Description)

TALX Employer Services
P.O. Box 1160
Columbus, OH 43216

DIRECT FAX: 1(866)848-0100

First day worked: _____/_____/_____
Last day worked: _____/_____/_____

Rate of Pay: Starting $_____
Rate of Pay: Ending $ _____

Wages Reported to State of TEXAS

REASON FOR SEPARATION
(Check one and explain under remarks)

01 - Lack of Work

- ☐ 0100 No other information
- ☐ 0101 Reduction in force
- ☐ 0102 Job eliminated
- ☐ 0103 Reorganization
- ☐ 0104 Completed Assignment did not call avail.
- ☐ 0105 Completed Assignment called in available
- ☐ 0106 End of temporary employment
- ☐ 0107 End of seasonal employment
- ☐ 0108 Project completed
- ☐ 0109 Casual
- ☐ 0111 Partially unemployed - reduced hours
- ☐ 0113 On call
- ☐ 0116 Temporary
- ☐ 0120 Plant closed

02-Not Separated

- ☐ 0200 Not separated
- ☐ 0204 Disciplinary layoff
- ☐ 0211 Change in other employment
- ☐ 0214 Inclement weather

03 - Quit

- ☐ 0300 Reason Unknown
- ☐ 0301 Abandoned job
- ☐ 0302 Walked off job
- ☐ 0303 Did not return from leave
- ☐ 0304 Did not return from layoff
- ☐ 0305 Personal - not job related
- ☐ 0306 School
- ☐ 0307 Marriage
- ☐ 0308 Relocated
- ☐ 0309 Family obligations
- ☐ 0310 Unable to obtain baby-sitter
- ☐ 0311 Transportation
- ☐ 0314 Continued Employment - New Owner
- ☐ 0315 Accept another job
- ☐ 0316 Go into own business
- ☐ 0320 Illness
- ☐ 0321 Maternity
- ☐ 0326 Enter military
- ☐ 0330 Dissatisfaction - work hours
- ☐ 0331 Dissatisfaction - salary
- ☐ 0332 Dissatisfaction - working conditions
- ☐ 0333 Dissatisfaction - performance review
- ☐ 0334 Dissatisfaction - supervisor
- ☐ 0335 Dissatisfaction - company policies
- ☐ 0350 In Lieu of Discharge (Protest)
- ☐ 0351 In Lieu of Discharge (No Protest)

04- Discharge

- ☐ 0400 No other information
- ☐ 0401 Insubordination
- ☐ 0402 Violation of co. rules/policies
- ☐ 0403 Violation of safety rules
- ☐ 0404 Reported under influence alcohol
- ☐ 0405 Reported under influence drugs
- ☐ 0410 Destruction of co. property - willful
- ☐ 0411 Destruction of co. property - carelessness
- ☐ 0412 Fighting on company property
- ☐ 0413 Leaving work station
- ☐ 0415 Falsification of Emp. Application
- ☐ 0416 Dishonesty - falsified co. records
- ☐ 0417 Dishonesty - unauthorized removal of co. property
- ☐ 0418 Dishonesty - monetary theft
- ☐ 0419 Dishonesty - other
- ☐ 0425 Absenteeism - unreported
- ☐ 0426 Absenteeism - excessive and/or unauthorized
- ☐ 0428 Tardiness - frequent
- ☐ 0431 Failed to maintain union status
- ☐ 0432 Excessive garnishments
- ☐ 0436 Quality of work
- ☐ 0437 Quantity of work
- ☐ 0438 Poor performance
- ☐ 0439 Probationary - not qualified for job
- ☐ 0440 Poor judgment - no misconduct
- ☐ 0441 Lack of technical knowledge
- ☐ 0451 Inability to work - illness
- ☐ 0452 Failure to pass physical

07 - Leave of Absence

- ☐ 0700 No other information
- ☐ 0701 Illness
- ☐ 0702 Maternity
- ☐ 0705 Injury - work connected
- ☐ 0706 Injury - not work connected
- ☐ 0710 Military
- ☐ 0711 Family Obligations
- ☐ 0712 Personal
- ☐ 0713 School
- ☐ 0714 Other

05- Vacation

- ☐ 0500 No other information
- ☐ 0501 Scheduled vacation with pay
- ☐ 0502 Shutdown for vacation
- ☐ 0503 Shutdown for vac., eligible for vac. pay
- ☐ 0504 Shutdown for vacation, eligible for partial vacation pay

08 - Retirement

- ☐ 0800 No other information
- ☐ 0801 Voluntary - with pension (contributory)
- ☐ 0802 Voluntary with pension (non contributory)
- ☐ 0803 Voluntary - without pension
- ☐ 0806 Contractual - with pension (contributory)
- ☐ 0807 Contractual-with pension (non contributory)
- ☐ 0808 Contractual - without pension
- ☐ 0811 Involuntary - with pension (contributory)
- ☐ 0812 Involuntary-with pension (non contributory)
- ☐ 0813 Involuntary - without pension
- ☐ 0816 Disability - job related
- ☐ 0817 Disability - not job related

06- Labor Dispute

- ☐ 0600 No other information
- ☐ 0601 Member of striking union
- ☐ 0602 Refused to cross picket line
- ☐ 0603 Strike other union
- ☐ 0604 Company lockout
- ☐ 0605 Unsanctioned strike

90 - Miscellaneous

- ☐ 9000 No information whatsoever
- ☐ 9001 Refusal to work
- ☐ 9002 Change of status
- ☐ 9003 Transfer to new location
- ☐ 9099 Death

REMARKS

REMUNERATION PAID AFTER SEPARATION:

Vacation Pay $ _____
Allocated _____
Severance Pay $ _____
Allocated _____

Pension $ _____
_____ Financed Wholly by Employer
_____ In Part by Employer

Additional Remarks on 2nd Page ☐

COMPANY NAME: Hidalgo County Head Start
ADDRESS: P.O. Box 0117
CITY, STATE, ZIP: Edinburg, Texas 78540
LOCATION: _____
SUBMITTED BY: _____
PHONE: (956) 383-0706
FAX: (956) 380-4180
EMAIL ADDRESS:

System/Service Area: Human Resources	Subject: Employment Verification Letter
Related Regulation(s): HSPPS 1302.90	
Related Forms: Employment Verification Form	Related Reports: MIP Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed
Person(s)

Responsible: HR Department

Procedure:

An employment verification letter is a document that confirms an individual's current or past employment with a specific company. The letter typically includes information such as the individual's job title, dates of employment, and whether they are currently employed or have left the company. It may also include information about the individual's salary or compensation.

Employment verification letters are often used for a variety of purposes, including:

- **Renting an apartment or house:** Many landlords require employment verification as part of the application process to ensure that tenants can afford the rent.
- **Applying for a loan:** Many financial institutions require employment verification as part of the loan application process to ensure that borrowers have a stable income.
- **Applying for a new job:** Some employers may require employment verification as part of the job application process.
- **Obtaining a visa or other government-issued document:** Some countries require employment verification as part of the application process for a visa or other government-issued document.

When requested, the HR department prepares the employment verification letter to include the following components:

1) Contact information of the employer
- Company's official letterhead and logo on the front page and where needed.
- Company's official mailing address, email address, and telephone number.

2) Information about the employee
- Employee's full name, identification particulars, and the first date of employment.
- Optional: Last date of employment if they have already left the company.

3) Employment details
- The type of employment (full-time, part-time).
- Designation at the time of employment (job title)
- Department they were in, as well as their responsibilities.

- Compensation details such as salary, bonuses, and allowances (The HCHSP Finance department provides this information for the HR department).

4) Official company stamp and personnel signature

- Company's official stamp and HR signature at the bottom of the last page to verify the letter as an official document.

The letter is sent via email to the company/agency requesting the information on the current/former employee.

Employment Verification Calls

In general, it is not recommended that employers give out any information about current or former employees to callers seeking information about specific individuals, such as full name, date of birth, SSN, address, pay level, or work schedule, since there is no way for a business to know who the caller really is. The caller could be a prospective new employer genuinely seeking job reference information, or a bank seeking to verify employment for your employee's loan application but could just as easily be a private investigator or a debt collector attempting to harness the business into making their own job easier, or else someone with ill intentions, such as a disgruntled neighbor or relative, or, even worse, a stalker or identity thief. For that reason, it is advisable to adopt as a general practice a three-pronged procedure:

1. Have the person who receives the call route the call to the HR department, i.e., someone who is presumably aware of the importance of safeguarding information about employees;
2. Document the call as to time, date, identity of the caller, and purpose of the call; and
3. In the event that the person handling the matter does not know with certainty who is calling and why, give the caller a standard response such as "I'm sorry - we don't give out information about our current or former employees over the phone, but if you forward to us a written authorization signed by your applicant that allows us to do so, we'll give you any information that the form authorizes us to release."

System/Service Area: Human Resources	Subject: Hiring Process
Related Regulation(s): HSPPS 1302.90	
Related Forms: Interview & Selection Forms	Related Reports: NEOGOV Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

The hiring process, or the recruitment process, includes defining the vacancy, budget allocation, job posting & application, screening, interviewing, background checks & drug testing, job offer, onboarding, and new employee training.

Defining the Vacancy

Under the direction of the Executive Director, the Chief Human Resources Officer identifies the specific needs and requirements within the Head Start Program that necessitate the search for a certain position. This involves a detailed analysis of the tasks, responsibilities, and functions of that position. Some of the best practices when defining the vacancy includes conducting a job analysis, setting expectations, creating a job description, discussing growth prospects, and compensation.

Budget Allocation

Under the direction of the Executive Director, the Assistant Program Director for Fiscal Operations ensures that positions are allocated appropriately within the budget. The Chief Human Resources Officer only fills vacancies that have been approved in the budget. Any new positions need to be presented and approved by the Policy Council prior to advertising.

Job Posting and Application

The HCHSP HR Department utilizes the NEOGOV Recruitment Software to create requisitions for positions, post job advertisement, review applications, screen applicants, and schedule interviews. The HR Department also advertises available positions through various social media platforms and on the HCHSP website.

Any person desiring to be employed by the Head Start Program must complete an application through the Hidalgo County website at https://www.governmentjobs.com/careers/hidalgocountytx.

Screening

Initial screenings through the NEOGOV Recruitment Software help the HR hiring officers manage the volume of applications and focus on the individuals who are highly suitable. It eliminates the risk of a skill or company culture mismatch. It also helps spot any legal compliance issues early on. Performing an effective resume review requires looking for skills, evaluating achievements, identifying career gaps and changes. The HR Department ensures that all relevant qualifications are submitted to ensure the accuracy of the information listed in the application. Any material misrepresentation of fact or failure to report pertinent data on the Application shall be just cause for dismissal. To be eligible for employment with the Head Start Program, a person must be able to show proof of citizenship or legal authority to work in the United States. Such proof must be in the form required by the Immigration Reform Act of 1986, (Form I-9) as amended from time to time. All persons employed by the Head Start Program must have attained the minimum age of eighteen (18) years and must be able to provide proof of age (e.g. driver's license or birth certificate).

Interviewing

Applicants that meet all qualifications are scheduled for a face-to-face interview with the HR Department and the appropriate department director. Face-to-face interaction fosters trust and rapport between interviewer and participant. Nonverbal cues like eye contact, smiles, and nods create a sense of shared understanding and encourage participants to feel comfortable, leading to more open and engaged responses. The hiring team conducts reference checks to verify whether the information the candidate provided is true. Reference checks may include previous employers and colleagues.

Background Check and Drug Testing

Applicants that have successfully completed the interview process and are recommended for employment must undergo and pass a criminal history check prior to the person's employment as required by the Head Start Performance Standards and the Texas Child Care Regulations as a condition of employment. HCHSP employs safety-sensitive workers who are subject to drug and alcohol testing. Testing is mandatory during pre-employment screening for all individuals.

Job Offer

Once the final decision has been made, the selected candidate receives a job offer letter. The offer includes the compensation package (i.e., salary, benefits, etc.) and other important terms of employment.

Onboarding and New Employee Training

After the job offer has been signed, the onboarding process begins. The new employee will be asked to submit all the necessary documents and coordinate the start date with the HR Department. They will also be introduced to the policies, procedures, and culture of the program.

As per Texas Child Care Regulation Minimum Standards, Employees, Caregivers, and Directors must complete 24 clock hours of pre-service training as required by §746.1305 of the division. Eight hours of Pre-Service are required before the caregiver may be counted in the child/caregiver ratio; and 16 hours within 90 days of employment.

Notification of New Hires

During the first day of new employee onboarding, the HR Department enters all required employee information into the Micro Information Products (MIP) Human Resource Management Software. A Personnel Action Form (PA) with required documentation attached is submitted to the Finance Department for payroll processing. After new hires complete the first day of training, the HR Department sends a notice via email to all pertinent departments.

System/Service Area: Human Resources	Subject: Insurance
Related Regulation(s): HSPPS 1302.90	
Related Forms: Insurance Forms	Related Reports: Benefits Connect Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

QUALIFYING EVENTS



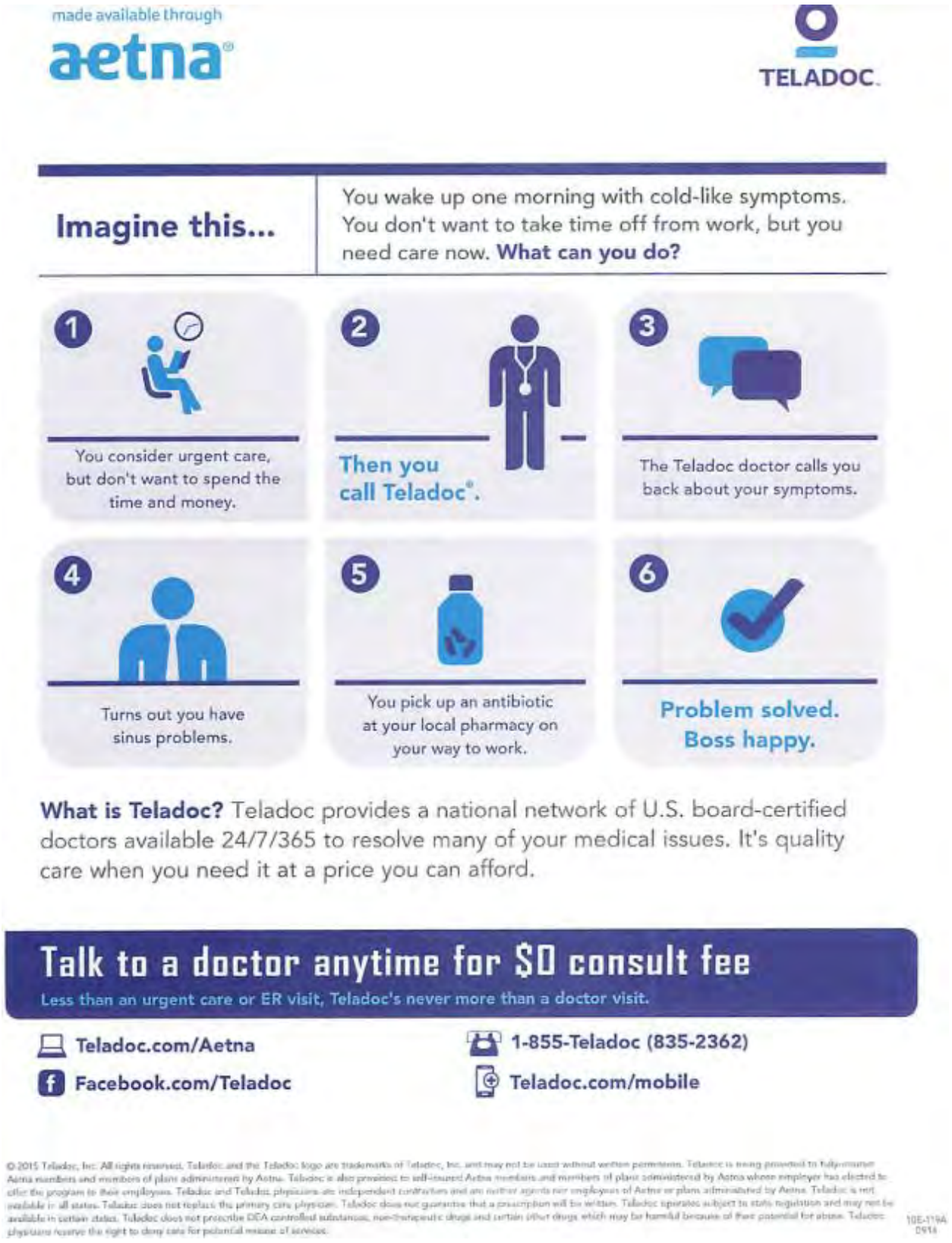
HEALTH INSURANCE

HIDALGO COUNTY - AETNA MEDICAL
PPO PLAN SUMMARY HIGHLIGHTS
JANUARY 1, 2024

BENEFITS	IN-NETWORK	OUT-OF-NETWORK
Calendar Year Deductible - Individual/Family **Per-Admission Deductible** Three Month Deductible carryover applies	$1,000 / $2,700 $350	$2,150/$4,300 $350 Per Day (Max 2 days)
Percentage Payable after deductible satisfied. (This applies to every benefit where only a % is shown).	80% of Allowable Amount	50% of Allowable Amount
Maximum Out of Pocket Individual/Family	$7,600/$15,200 Includes deductible, Co-Pays & Co-Insurances	$11,000/$22,000 Includes deductible, Co-Pays & Co-Insurances
Doctor's Office Visit (per visit) Non-Specialist Primary Care Physician - (PCP) Specialist (excludes office surgery and physical therapy) Dependents ages 0-18, for Non-Specialist visits (PCP) *Valley Baptist Health (VBH) Network of designated providers (refer to list of providers) *South Texas Health (STHS) System of designated providers (refer to list of providers)	$25 Co-Pay, then 100% $40 Co-Pay, then 100% $0 Co-Pay, then 100% $25 Co-Pay Reduction, then 100% $10 Co-Pay Reduction, then 100%	50% of Allowable Amount
Routine Physical Exam/Preventive Care Well-baby care exams & immunizations and over & any other preventative health services as determined by USPSTF	100% of Allowable Amount	50% of Allowable Amount after calendar year deductible
Emergency Room Services Co-Pay waived if admitted Inpatient Hospital expenses will apply	$350 Co-Pay; Deductible waived, then 80%	$350 Co-Pay Deductible waived, then 80%
Inpatient Hospital Services	80% after $350 per admission deductible	50% after $350 per day per admission deductible $250 Penalty for failure to pre-authorize
Outpatient Facility Services	80% after Deductible	Deductible, then 50%
Urgent Care Services (does not include certain diagnostic procedures & surgical services) Certain Diagnostic Procedures-such as bone Scan, Cardiac Stress Test, CT, MRI, Myelogram & PET Scan, surgical services & all other supplies Doctors Hospital at Renaissance Urgent Care	100% Allowable Amount after $40 Co-Pay 80% of Allowable Amount after deductible $10 Co-Pay Reduction, then 100%	50% of Allowable Amount after deductible 50% of Allowable Amount after deductible No Benefit
Lab & X Ray Services	100%, deductible waived	Deductible, then 50%
Physician Maternity Services (Prenatal)	100% of Allowable Amount	Deductible, then 50%
Physical Surgical Services (Inpatient & Outpatient)	80% after Deductible	Deductible, then 50%
Prescription Drugs-Retail (up to 30-90 day supply): Generic Drugs Brand Name Drugs on Formulary Brand Name Drugs not on Formulary **Prior preauthorization on specialty drugs** Generic or Brand Formulary Diabetic supplies (test strips, lancets, syringes, insulin needles)	100% after: $10 Co-Pay $20 Co-Pay $35 Co-Pay $0 Co-Pay, then 100%	 No Benefit No Benefit No Benefit No Benefit
Mail Order (up to 90 day supply per RX. The 90 day supply is only available thru CVS & Saenz Pharmacies): Generic Drugs Brand Name Drugs on Formulary Brand Name Drugs not on Formulary Prior preauthorization on specialty drugs	 $20 Co-Pay $40 Co-Pay $70 Co-Pay	 No Benefit No Benefit No Benefit

*List of PROVIDERS for VBH & STHS are constantly changing. Verify with AETNA to ensure provider is currently on the designated PCP List.

TELADOC



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10E-119A
0916

GROUP BASIC LIFE (PROVIDED BY COUNTY)



BlueCross BlueShield of Texas

Group Benefit Program Summary for

Hidalgo County

Group Term Life

The death of a family member can mean not only dealing with the loss of a loved one, but the loss of financial security as well. With Blue Cross and Blue Shield of Texas' Group Term Life plan, an employee can achieve peace of mind by giving their family the financial security they can depend on.

Eligibility	All Active Full-Time and Part-Time Employees scheduled to work at least 20 hours per week and all elected officials
Group Term Life Benefit: Employee	$30,000
Guarantee Issue Amount - Employee	$30,000
Group Term Life Age Reduction Schedule	No Reduction
Waiver of Premium	Elimination Period: 9 Months; Duration: To age 65
Accelerated Death Benefit (ADB)	Benefit: Up to 80% of the employee's life insurance; Life expectancy: 24 months or less
Portability Feature (Life Coverage)	Included (employee)
Conversion	Included
Beneficiary Resource Service	Includes grief, legal and financial counseling for beneficiaries, funeral planning; and online legal library, including templates to create a legal will and other legal documents.
Travel Resource Services	Helps travelers with the unexpected that may take place while traveling. Services include emergency medical assistance, financial, legal and communication assistance and access to other critical services and resources available via the Internet.

This piece is for illustrative purposes only. The disability and life insurance policies referenced may not be available in all states. All policies are subject to issue limitations, exclusions and other coverage conditions, which may include a waiting period for pre-existing conditions. Only the policy can provide the actual terms of coverage.

Insurance products issued by Dearborn Life Insurance Company, 701 E. 22nd St. Suite 300, Lombard, IL 60148. Blue Cross and Blue Shield of Texas, is the trade name of Dearborn Life Insurance Company, an independent Blue Cross and Blue Shield licensee. BLUE CROSS®, BLUE SHIELD® and the Cross and Shield Symbols are registered service marks of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield Plans.

DENTAL INSURANCE

COUNTY OF HIDALGO

Dental Highlight Sheet

Ameritas

Dental Plan Summary **Policy# 350848**

Plan Benefit	
Type 1	100%
Type 2	80%
Type 3	50%
Deductible	$25/Calendar Year Type 2 & 3 Waived Type 1 3 Family Maximum
Maximum *(per person)*	$1,500 per calendar year
Preventive Plus℠	Included
Allowance	98th U&C
Waiting Period	None

Orthodontia Summary - Adult and Child Coverage

Allowance	U&C
Plan Benefit	50%
Lifetime Maximum *(per person)*	$1,500
Waiting Period	None

Sample Procedure Listing *(Current Dental Terminology © American Dental Association.)*

Type 1	Type 2	Type 3
• Routine Exams (2 per benefit period)	• Restorative Amalgams	• Onlays
• Bitewing X-rays	• Restorative Composites (anterior and posterior teeth)	• Crowns
• Full Mouth/Panoramic X-rays	• Endodontics (nonsurgical)	• Crown Repair
• Cleanings (2 per benefit period)	• Endodontics (surgical)	• Denture Repair
• Fluoride for Children 13 and under	• Periodontics (nonsurgical)	• Implants
• Sealants (age 13 and under)	• Periodontics (surgical)	• Prosthodontics (fixed bridge; removable complete/partial dentures)
• Space Maintainers	• Simple Extractions	
	• Complex Extractions	
	• Anesthesia	

Monthly Rates

Employee Only (EE)	$31.87
EE + Spouse	$54.60
EE + Children	$54.56
EE + Spouse & Children	$92.64

Rates are effective from 01/01/2022-01/01/2025

Ameritas Information

We're Here to Help: This plan was designed specifically for the associates of COUNTY OF HIDALGO. At Ameritas Group, we do more than provide coverage - we make sure there's always a friendly voice to explain your benefits, listen to your concerns, and answer your questions. Our customer relations associates will be pleased to assist you 7 a.m. to midnight (Central Time) Monday through Thursday, and 7 a.m. to 6:30 p.m. on Friday. You can speak to them by calling toll-free: 800-487-5553. For plan information any time, access our automated voice response system or go online to ameritas.com.

Preventive Plus℠

With this plan option, benefits for Type 1/Preventive procedures are not deducted from the plan member's annual maximum benefit. This saves the entire annual maximum for the Type 2/Basic and Type 3/Major procedures that are covered by your plan.

Dental Network Information

To find a provider, visit ameritas.com and select **FIND A PROVIDER,** then **DENTAL**. Enter your criteria to search by location or for a specific dentist or practice. California Residents: When prompted to select your network, choose the Ameritas Network found on your ID Card or contact Customer Connections at 800-487-5553.

VISION INSURANCE



Focus® Plan Summary **Policy# 350848**

	VSP Choice Network + Affiliates	Out of Network
Deductibles		
	$10 Exam	$10 Exam
	$0 Eye Glass Lenses or Frames*	$0 Eye Glass Lenses or Frames
Annual Eye Exam	Covered in full	Up to $45
Lenses (per pair)		
Single Vision	Covered in full	Up to $30
Bifocal	Covered in full	Up to $50
Trifocal	Covered in full	Up to $65
Lenticular	Covered in full	Up to $100
Progressive	See lens options	NA
Contacts		
Fit & Follow Up Exams	Member cost up to $80	No benefit
Elective	Up to $130	Up to $120
Medically Necessary	Covered in full	Up to $210
Frames	$150**	Up to $70
Frequencies (months)		
Exam/Lens/Frame	12/12/12	12/12/12
	Based on date of service	Based on date of service

*Deductible applies to a complete pair of glasses or to frames, whichever is selected. **The Costco allowance will be the wholesale equivalent

Lens Options (member cost)*

	VSP Choice Network + Affiliates (Other than Costco)	Out of Network
Progressive Lenses	Up to provider's contracted fee for Lined Bifocal Lenses. The patient is responsible for the difference between the base lens and the Progressive Lens charge	Up to Lined Bifocal allowance
Std. Polycarbonate	Covered in full for dependent children $35 adults	No benefit
Solid Plastic Dye	$15 (except Pink I & II)	No benefit
Plastic Gradient Dye	$17	No benefit
Photochromatic Lenses (Glass & Plastic)	$31-$32	No benefit
Scratch Resistant Coating	$17-$33	No benefit
Anti-Reflective Coating	$43-$85	No benefit

*Lens Option member costs vary by prescription, option chosen and retail locations.

LASIK Advantage®

LASIK Advantage provides coverage for LASIK and related procedures, including standard LASIK, Custom LASIK, LASIK with Wavefront Technology, CustomVue LASIK, LASIK with IntraLase technology and Photorefractive Keratectomy (PRK). Members earn a lifetime benefit per eye over time. The benefit amount increases over time, with the highest coverage provided at year three or four. Members earn benefits for each eye and may not combine benefits earned for each eye to pay for a covered procedure for a single eye. If a member enrolls after the initial enrollment period, they must wait 12 months from enrollment to be eligible for coverage; after 12 months the member will begin coverage at the year-one benefit. The LASIK Advantage benefit is available to members aged 18 and older. Adult and child coverage is allowed - adult only and child only coverage is not. There is no network tied to this coverage.

Lifetime Benefit Earned	One Time Lifetime Benefit
	$150 per eye

Monthly Rates

Employee Only (EE)	$9.92
EE + Spouse	$17.84
EE + Children	$19.48
EE + Spouse & Children	$29.60

Rates are effective from 03/01/2022 to 01/01/2025

AETNA ACCIDENT PLAN HIGHLIGHTS



Aetna Accident Plan

Be prepared for the unexpected
Accidents are just that — accidents. You can't plan for them. But, you can protect yourself financially as much as possible.

What is the Accident Plan?
The Aetna Accident Plan pays benefits when you get treatment for an accidental injury. The insurance plan pays for a long list of covered minor and serious injuries. You can use the benefits to help pay out-of-pocket medical costs or personal expenses.

How is this different from a major medical plan?
Medical plans help pay providers for services and treatment. But, they don't cover unexpected costs that might come with an accidental injury.

The Aetna Accident Plan pays benefits directly to **you**, giving you extra cash when you need it most. It can help fill in the gaps, making it a great companion to your major medical plan.

How can you use the cash benefits?
It's completely up to you. You can use the money any way you want, like:

- Deductibles or copays
- Mortgage or rent
- Groceries or utility bills

...or anything else you choose.

Easy to use
Online tools make it easy to manage your plan. File a claim in about 90 seconds or less if you have a covered injury or treatment. And, benefits get paid directly to you by check or direct deposit.

The Aetna Accident Plan is underwritten by Aetna Life Insurance Company (Aetna).

aetna™

Aetna.com
57.03.507.1 (02/21)

AETNA CRITICAL ILLNESS HIGHLIGHTS

Aetna Critical Illness Plan

Be prepared for what happens next
Critical illness insurance coverage can keep you focused on your health when it matters most. This extra coverage can help ease some financial worries during a difficult time.

What is the Critical Illness Plan?
The Aetna Critical Illness Plan pays benefits when a doctor diagnoses you with a covered serious illness or condition, like heart attack, stroke, cancer and more*. You can use the benefits to help pay out-of-pocket medical costs or towards personal expenses.

How is this different from a major medical plan?
Medical plans help pay providers for services and treatment. But, they don't cover unexpected costs that can come with a serious illness.

The Aetna Critical Illness Plan pays benefits directly to **you**, giving you extra cash when you need it most. It can help fill in the gaps, making it a great companion to your major medical plan.

How can you use the cash benefits?
It's completely up to you. You can use the money any way you want, like:

- Deductibles or copays
- Mortgage or rent
- Groceries or utility bills

...or for anything else you choose.

Easy to use
Online tools make it easy to manage your plan. File a claim in about 90 seconds or less if you have a diagnosis for a covered illness. And, benefits get paid directly to you by check or direct deposit.

*Refer to your plan documents to see all covered illnesses under the plan.

The Aetna Critical Illness Plan is underwritten by Aetna Life Insurance Company (Aetna).

Aetna.com
57.03.508.1 (02/21)

aetna™

AETNA HOSPITAL INDEMNITY PLAN HIGHLIGHTS

Aetna Hospital Indemnity Plan

Be prepared for what lies ahead
Maybe you're expecting to have a hospital stay — or maybe not. Either way, you can plan ahead to give yourself an extra financial cushion.

What is the Hospital Indemnity Plan?
The insurance plan pays benefits when you have a planned, or unplanned hospital stay for an illness, injury, surgery or having a baby. The plan pays a lump-sum benefit for admission and a daily benefit for a covered hospital stay. You can use the benefits to help pay out-of-pocket medical costs or personal expenses.

How is this different from a major medical plan?
Medical plans help pay providers for services and treatment. But, they don't cover unexpected costs that might come with a stay in the hospital.

The Aetna Hospital Indemnity Plan pays benefits directly to ***you***, giving you extra cash when you need it most. It can help fill in the gaps, making it a great companion to your major medical plan.

How can you use the cash benefits?
It's completely up to you. You can use the money any way you want, like:

- Deductibles or copays
- Mortgage or rent
- Groceries or utility bills

...or for anything else you choose.

Easy to use
Online tools make it easy to manage your plan. File a claim in about 90 seconds or less if you have a covered stay in a hospital. And, benefits get paid directly to you by check or direct deposit.

The Aetna Hospital Indemnity Plan is underwritten by Aetna Life Insurance Company (Aetna).

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Aetna.com
57.03.509.1 (02/21)

GUARDIAN PLAN HIGHLIGHTS – CANCER

GUARDIAN®

County of Hidalgo

Group Number: 00553732

Cancer Benefit Summary

About Your Benefits:

Cancer is a terrible disease, but fortunately, more and more people are beating it through earlier diagnosis and the ever improving treatments available. However, treatment can be costly. Every year, more and more people are being diagnosed with cancer and the number of new cases is expected to rise to 22 million worldwide within the next two decades.[1] That's where Cancer insurance can help. It supplements your medical and disability income insurance and helps protect you and your family from the financial hardship you may face while fighting the disease. Cancer Insurance pays benefits to you based on the treatments you receive related to a covered cancer diagnosis. The benefit payment is paid in addition to your medical insurance plan. Coverage is surprisingly affordable, so enroll today and get covered!

[1]National Cancer Institute at the National Institutes of Health, 2015

UNUM PLAN HIGHLIGHTS - DISABILITY INSURANCE

unum

Select Income Protection Plan Insurance Highlights

Hidalgo County

Policy # 705979

Please read carefully the following description of your Unum Select Income Protection Plan insurance.

Your Plan

Eligibility

You are eligible for disability coverage if you are an active full time or part time employee in the United States working a minimum of 20 hours per week. The date you are eligible for coverage is the later of: the plan effective date; or the first of the month following the effective date of hire.

Guarantee Issue

You may apply for coverage without answering any medical questions or providing evidence of insurability if you apply for coverage within 31 days after your eligibility date. If you apply more than 31 days after your eligibility date, you can apply only during an annual enrollment period, your coverage will be medically underwritten, and your coverage will not begin until Unum determines that you qualify based on information you provide regarding your health history.

Please see your Plan Administrator for your eligibility date.

Benefit Amount

You may purchase a monthly benefit in $100 units, starting at a minimum of $200, up to 66 2/3% of your monthly earnings rounded to the nearest $100, but not to exceed a monthly maximum benefit of $6,000. Please see your Plan Administrator for the definition of monthly earnings.

The total benefit payable to you on a monthly basis (including all benefits provided under this plan) will not exceed 100% of your monthly earnings unless the excess amount is payable as a Cost of Living Adjustment. However, if you are participating in Unum's Rehabilitation and Return to Work Assistance program, the total benefit payable to you on a monthly basis (including all benefits provided under this plan) will not exceed 110% of your monthly earnings (unless the excess amount is payable as a Cost of Living Adjustment).

Elimination Period

The Elimination Period is the length of time of continuous disability, due to sickness or injury, which must be satisfied before you are eligible to receive benefits.

You may choose an Elimination Period (injury/sickness) of 7/7*, 14/14*, 30/30*, 60/60 or 90/90 days.

*If, because of your disability, you are hospital confined as an inpatient, benefits begin on the first day of inpatient confinement. Inpatient means that you are confined to a hospital room due to your sickness or injury for 23 or more consecutive hours.

WHOLE LIFE INSURANCE

Hidalgo County

ManhattanLife.
Standing By You. Since 1850.

Whole Life



Protection for your Family

A Whole Life Plan

While you may have a basic Term Life plan during your working years, it may not be enough to provide the level of coverage your family needs in the later years, even to age 99. Whole Life can help. It provides coverage through retirement with premiums and benefits that don't change with age. Whole Life can also build cash value, that you can have access to, for things such as mortgage costs, a child's education expenses, retirement income and more. Plus, Whole Life is lifelong coverage (as long as premiums are paid) that you can take with you, even when you retire or a go to new company. It's an excellent complement to a term life plan.

A ManhattanLife Whole Life Plan pays a benefit when you are no longer here to provide for your loved ones.

Look for more information during open enrollment.

Ask yourself

- If I died tomorrow, how would the loss of my income affect my family?
- Would I leave my family in debt or financial risk?
- Could my family afford to stay in our home?
- Would my family have enough money to manage the costs of daily living and cover my final expenses?

The plan provides

- Premiums due until age 99
- Benefit amount of $5,000 - $125,000

Whole Life plans also offer these features

- Facility Care Acceleration
- Terminal Illness Acceleration
- Accidental Death & Dismemberment coverage for employee

Plan features

- Employee Coverage: Up to $125,000
- Spouse Coverage to $15,000
- Child(ren) coverage to $10,000*

**Premiums payable to age 65*

Underwritten by ManhattanLife Assurance Company of America

www.manhattanlife.com
1-855-448-6982

UNIVERSAL LIFE INSURANCE

FINANCIAL PROTECTION FOR TODAY AND TOMORROW, STARTS AT WORK.

You decide how much coverage is appropriate for you, and who you would like to cover. Employee, spouse, children are eligible. For less than a cup of coffee, a premium of $3.16 a week, a 35-year-old employee can purchase $30,000 of life insurance coverage, through Texas Republic Life's, TrueFlex Universal life product. *(See form: TRLIC-TF-NT52LO)*



EMPLOYEES CAN EASILY QUALIFY

TrueFlex is guaranteed issue up to $50,000 in coverage and for more coverage only answer 3 questions (at right) covering the last six months: **NO MEDICAL EXAM!**

TRUEFLEX IS EASY TO ENROLL IN

TrueFlex is easy to enroll in, right at your place of employment. No one coming to your home.

TRUEFLEX IS EASY TO FUND

TrueFlex is easy to fund by payroll deduction.

TRUEFLEX IS EASY TO PORT

TrueFlex policies are easy to port, you keep the same premium, your payment simply changes from a payroll deduction to a bank draft. No requalifying, no conversions and no decreasing face amounts.

TRUEFLEX IS EASY TO KEEP AND MAINTAIN

TrueFlex is easy to keep, *(See form: TRLIC-WFUL1)* you have permanent life insurance coverage to age 121 as long as you pay the required premiums. Texas Republic Life has a service desk to address any questions you may have, or policy services that you may need.

GUARANTEED ISSUE UP TO $50,000

QUALIFICATION QUESTIONS FROM $50,001 - $150,000

During the last six months, has the proposed insured:

1. Been actively at work on a full-time basis, performing usual duties?
2. Been absent from work due to illness or medical treatment for a period of more than five consecutive working days?
3. Been disabled or received tests, treatment or care of any kind in a hospital or nursing home or received chemotherapy, hormonal therapy for cancer, radiation therapy, dialysis treatment, or treatment for alcohol or drug abuse?

SEMI-MONTHLY PREMIUM RATE
LIFE ONLY · NON-TOBACCO

Age	Face Amount		
	$25,000	$50,000	$75,000
25	$4.38	$7.63	$10.88
35	$5.90	$10.67	$15.44
45	$11.58	$22.04	$32.50

13215 Bee Cave Pkwy, Ste A120, Austin, TX 78738 | 512.330.0099 | www.texasrepublicife.com

TRLIC-TF-EE-SMLO

TERM LIFE INSURANCE



PLAN FEATURES

- Employees may choose from two options available, **10 year or 30 year**.
- Guaranteed-issue amounts are available.
- Employees do not have to take a physical to be eligible for coverage
- A Basic Accidental Death, Loss of Sight and Dismemberment Benefit is built into the plan. **An additional 10%** of the Death Benefit is payable for covered losses.
- The Accidental Death, Loss of Sight and Dismemberment Benefit **Rider is included with the plan**, and pays an **additional benefit** for covered losses.
- A Waiver of Premium for Total Disability Benefit is built into the plan (for employee only) and waives all plan premiums if the insured is totally disabled for more than six consecutive months.
- An Accelerated Benefit for Terminal Illness is built into the plan and will pay 50% of the Death
  Benefit if an insured is diagnosed with a terminal illness.
- Premiums are paid by convenient payroll deduction.
- This plan is portable, which means your employees can take the coverage with them (with certain stipulations).

Guaranteed-Issue

10 Year Term

All Eligible Employees: up to $100,000 for Employees and up to $50,000 for Spouses and $10,000 per child with no participation requirement in the Term Life plan.

30 Year Term

All Eligible Employees: up to $50,000 for Employees and up to $25,000 for Spouses and $10,000 per child with no participation requirement in the Term Life plan.

IINDIVIDUAL ELIGIBILITY

Issue Ages

10-Year Term
Employee: 18–70 Spouse:
18–70
Children: 15 days–25 years
30-Year Term
Employee: 18–55
Spouse: 18–55
Children: 15 days– 25 years

Not a complete benefit listing please see contract

Worldwide Headquarters • 1932 Wynnton Road • Columbus, GA 31999

LEGAL SHIELD



LegalShield

Legal Protection

LegalShield provides the legal protection you and your family need and deserve

"Great customer service. I'm very pleased with LegalShield. I recommend them to anyone and everyone any chance I get."
M.C. - LegalShield Member

Direct Access to a Dedicated Provider Law Firm
You will receive unlimited legal consultation and advice on personal legal matters. 100% of matters are covered in-network and your provider firm is even available for emergency situations.

Fast Response
An attorney will respond to your legal matter within four business hours or less.

Document Review And Preparation
An attorney can help you review and prepare common legal documents for Wills, Trusts, and more.

Court Representation
You will receive representation for legal matters such as traffic tickets and even house closings.

Letters And Phone Calls
Letters and phone calls can be made on your behalf to resolve legal matters such as warranty disputes or a dispute with a creditor.

Speeding Ticket Assistance
Your provider law firm will review your speeding ticket and even attend court on your behalf if required. You can easily upload your ticket using the LegalShield mobile app.

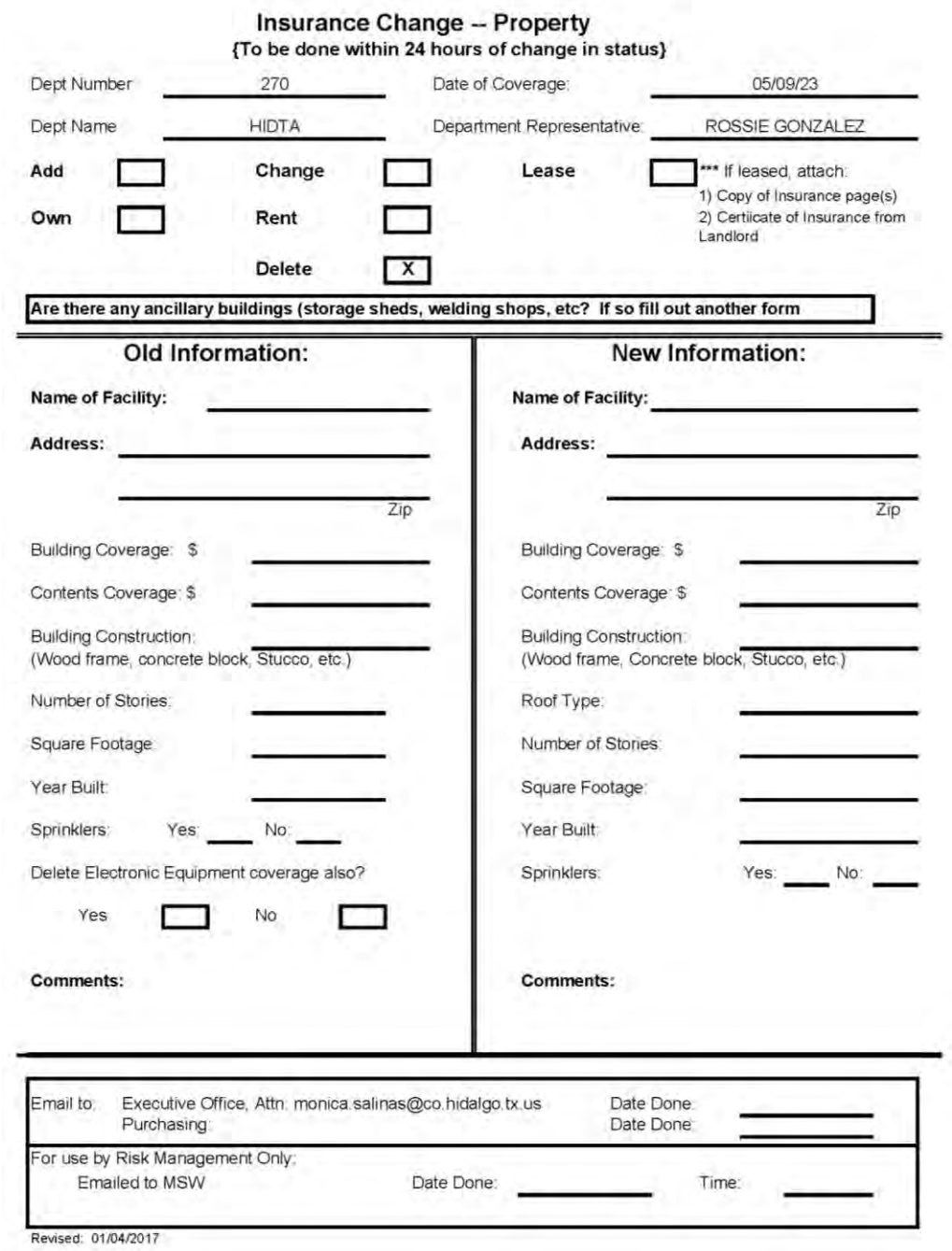
Mobile App
The LegalShield mobile app allows you to call your provider law firm directly and makes it easy to upload and prepare documents for fast legal review.

AFFORDABLE LEGAL PROTECTION
$20.25
PER MONTH

FOR MORE INFORMATION, VISIT
benefits.legalshield.com/hidalgocounty

BUILDING AND CONTENTS INSURANCE

When the program acquires or sells a building a form of insurance needs to be filled out and submitted to Executive Office for them to add or delete either specific properties or contents, this information needs to be up to date because at the beginning of the year they request for us to verify the information in an Excel spreadsheet that is provided by them around the month of January.



Insurance Change -- Property

{To be done within 24 hours of change in status}

Dept Number: 270 Date of Coverage: 05/09/23

Dept Name: HIDTA Department Representative: ROSSIE GONZALEZ

Add ☐ **Change** ☐ **Lease** ☐ *** If leased, attach:
1) Copy of Insurance page(s)
2) Certificate of Insurance from Landlord

Own ☐ **Rent** ☐

Delete ☒

Are there any ancillary buildings (storage sheds, welding shops, etc? If so fill out another form

Old Information:	**New Information:**
Name of Facility:	**Name of Facility:**
Address:	**Address:**
Zip	Zip
Building Coverage: $	Building Coverage: $
Contents Coverage: $	Contents Coverage: $
Building Construction: (Wood frame, concrete block, Stucco, etc.)	Building Construction: (Wood frame, Concrete block, Stucco, etc.)
Number of Stories:	Roof Type:
Square Footage:	Number of Stories:
Year Built:	Square Footage:
Sprinklers: Yes: ___ No: ___	Year Built:
Delete Electronic Equipment coverage also?	Sprinklers: Yes: ___ No: ___
Yes ☐ No ☐	
Comments:	**Comments:**

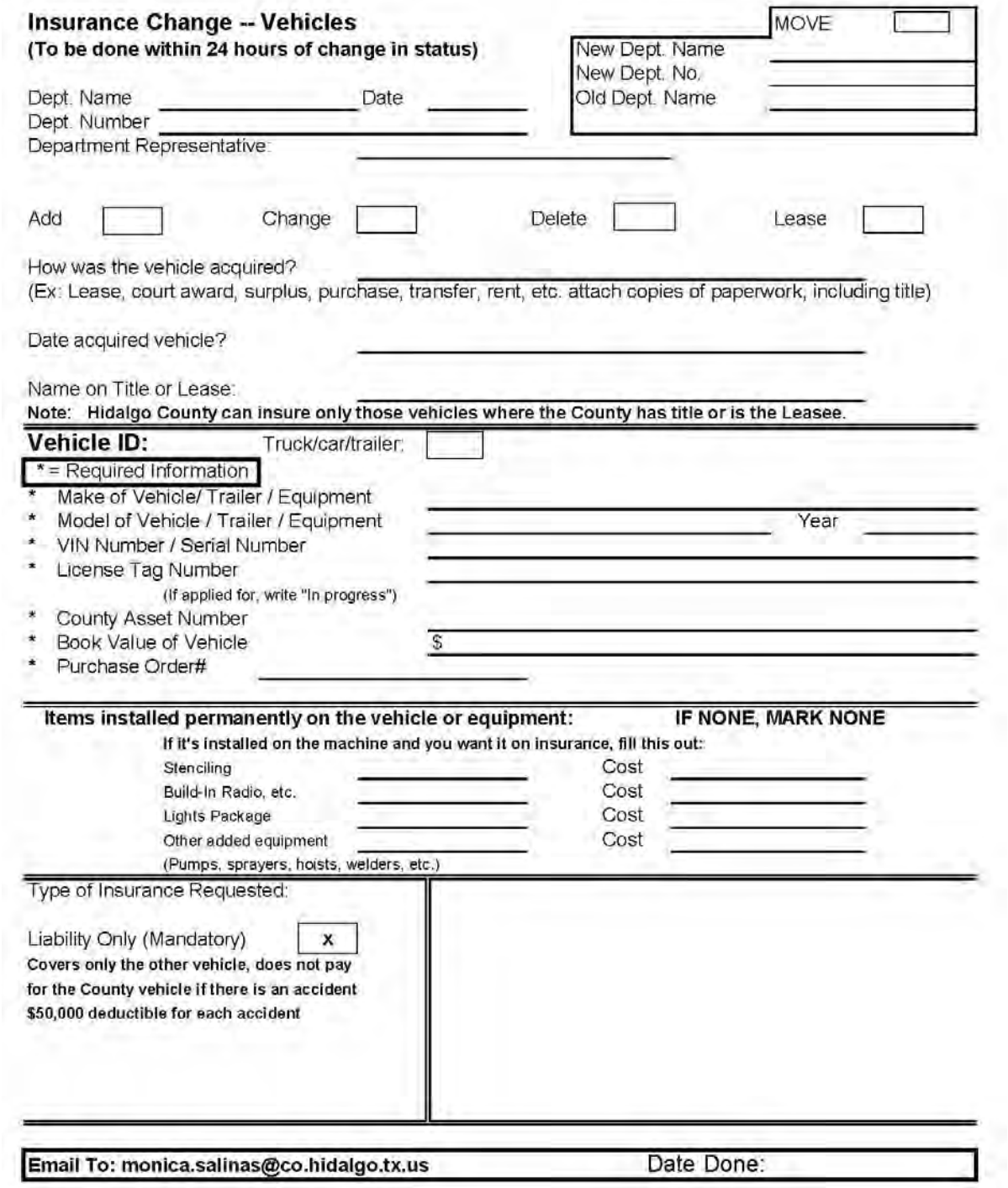
Email to: Executive Office, Attn: monica.salinas@co.hidalgo.tx.us Date Done:
Purchasing: Date Done:

For use by Risk Management Only:
Emailed to MSW Date Done: Time:

Revised: 01/04/2017

VEHICLE INSURANCE

When the program acquires or sells a vehicle a form of insurance needs to be filled out and submitted to Executive Office for them to add or delete changes, this information needs to be up to date because at the beginning of the year they request for us to verify the information in an Excel spreadsheet that is provided by them around the month of January.



Insurance Change -- Vehicles
(To be done within 24 hours of change in status)

MOVE ☐
New Dept. Name
New Dept. No.
Old Dept. Name

Dept. Name _____ Date _____
Dept. Number _____
Department Representative: _____

Add ☐ Change ☐ Delete ☐ Lease ☐

How was the vehicle acquired? _____
(Ex: Lease, court award, surplus, purchase, transfer, rent, etc. attach copies of paperwork, including title)

Date acquired vehicle? _____

Name on Title or Lease: _____
Note: Hidalgo County can insure only those vehicles where the County has title or is the Leasee.

Vehicle ID: Truck/car/trailer: ☐

* = Required Information

* Make of Vehicle/ Trailer / Equipment _____
* Model of Vehicle / Trailer / Equipment _____ Year _____
* VIN Number / Serial Number _____
* License Tag Number _____
(If applied for, write "In progress")
* County Asset Number _____
* Book Value of Vehicle $ _____
* Purchase Order# _____

Items installed permanently on the vehicle or equipment: **IF NONE, MARK NONE**
If it's installed on the machine and you want it on insurance, fill this out:

Stenciling _____ Cost _____
Build-In Radio, etc. _____ Cost _____
Lights Package _____ Cost _____
Other added equipment _____ Cost _____
(Pumps, sprayers, hoists, welders, etc.)

Type of Insurance Requested:

Liability Only (Mandatory) [x]
Covers only the other vehicle, does not pay for the County vehicle if there is an accident
$50,000 deductible for each accident

Email To: monica.salinas@co.hidalgo.tx.us Date Done:

HEAVY EQUIPMENT INSURANCE

When the program acquires or sells heavy equipment a form of insurance needs to be filled out and submitted to Executive Office for them to add or delete changes, this information needs to be up to date because at the beginning of the year they request for us to verify the information in an Excel spreadsheet that is provided by them around the month of January.

Insurance Change -- Heavy Equipment
(To be done within 24 hours of change in status)

MOVE ☐
New Dept. Name
New Dept. No.
Old Dept. Name

Dept Name _____ Date _____
Dept Number _____
Department Representative: _____
Phone Number: _____

Add ☐ Change ☐ Delete ☐

Where acquired vehicle? _____
Court award, surplus, purchase, transfer, rent, etc. attach copies of paperwork, including title

Date acquired vehicle? _____

Name on Title or Lease: _____
Note: Hidalgo County can insure only those vehicles where the County has title or is the leasee.

Vehicle ID:

* = Required Information
* Make of Vehicle/ Trailer / Equipment _____
* Model of Vehicle / Trailer / Equipment _____ Year _____
* VIN Number / Serial Number _____
License Tag Number _____
(If applied for, write "In progress")
County Asset Number (if you have it) _____
* Book Value of Vehicle $ _____
* Purchase Order # _____

Items installed permanently on the vehicle or equipment: **IF NONE, MARK NONE**
If it's installed on the machine and you want it on insurance, fill this out:

Stenciling		Cost	$
Build-In Radio, etc.		Cost	$
Lights Package		Cost	$
Other added equipment (Pumps, sprayers, hoists, welders, etc.)		Cost	$

Type of Insurance Requested:

Liability Only (Mandatory) X
Covers the other vehicle only

Physical Damage (Property Damage) X
Covers the County Vehicle if ther is an accident

Email To: monica.salinas@co.hidalgo.tx.us **Date Done:**
Purchasing - Capital Assets - 318-2629 Date Done:

System/Service Area: Human Resources	Subject: Media (Marketing and Branding)
Related Regulation(s): HSPPS 1302.90	
Related Forms: Ads, Newsletter, Webpage	Related Reports: Center Listing, Staff Listing
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

Marketing

Marketing Guidelines

Marketing involves shaping perceptions and emotions around HCHSP's brand. It increases enrollment, engages the community, differentiates itself from competitors, and creates a positive program. Your marketing designs must work as an extension of our HCHSP identity. Every piece of content you publish must carry the mark of our brand.

Marketing Design

Marketing design is a branch of graphic design that focuses on creating visual content and assets for marketing and advertising. Marketing design produces visually appealing assets that align with Head Start brand identity and create an emotional connection with target audiences, ensuring marketing campaigns and materials are effective.

Marketing Design Includes:

- Email Content
- LED Digital Graphic Design
- Social Media Info and Graphic Design
- Print Graphic Design
- Website Graphics
- TheScholasticNetwork (TSN) Graphic Design
- Video

Graphic Design

Graphic design is creating visual content to convey or enhance a message for the Hidalgo County Head Start Program. All HCHSP Admin and campuses must include the design elements outlined below:

- Use of HCHSP logo
- Use of district colors (when applicable)

Graphic Designs include:

- Flyers
- Posters
- Booklets
- Posters
- Brochures
- Certificates
- Social Media graphics
- Signage

Social Media

Hidalgo County Head Start Program social media platforms help distribute information, promote the program's goals, and market our campuses. Please submit social media content to **media@hchsp.org** for posting.

All content published on our social media platforms should follow the general guidelines:

- All social media content should adhere to relevant federal, state, and local laws, rules and regulations, and policies.
- Content should follow HCHSP branding guidelines (logos and colors) when applicable.
- Communications Coordinator operates the following social media profiles:
    - Facebook
    - Instagram
    - X (Formerly Twitter)

Content submissions for social media publications, must use the correct ad sizes and specifications.

FACEBOOK	
Square	1200 x 1200
Portrait	630 x 1200
Landscape	1200 x 630
Stories	1080 x 1920
INSTAGRAM	
Square	1080 x 1080
Portrait	1080 x 1350
Landscape	1080 x 566
Stories	1080 x 1920
X (FORMERLY TWITTER)	
Profile Photos	400 x 400
Header Photo	1500 x 500
In-Stream Photos	1600 x 900
Card	120 x 120 minimum

Holiday Designs

Incorporate HCHSP colors and logos to maintain the brand identity.

Branding

Branding Guidelines

Branding is the process of promoting HCHSP to our staff, parents, and community. It communicates a vision for and gives meaning to our program. It embodies our name, logo mission, and value of our services.

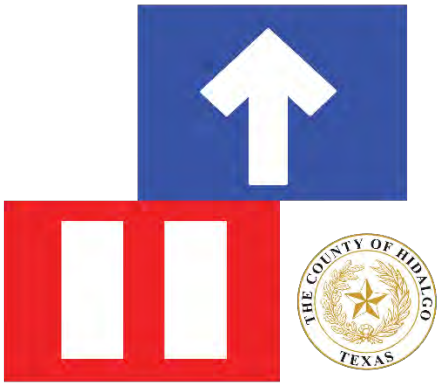
HCHSP Colors

The official district colors complement the logo and one another. Blue (#3954a5), Red (ed2226) and White (#ffffff). Black (#000000) may be used as an accent color.



Official HCHSP Logos

The HCHSP logo is the primary symbol of the program, and it is our most recognized asset.



Logo Guidelines:

- Do not modify the colors, content, or graphic elements of the logo. You can use grayscale for certain exceptions. Please reach out to us for approval.
- Maintain the logo's proportions. The scale/size of the logo may be adjusted to fit the needs of the layout; do not stretch or distort it.
- Don’t alter, rotate, or modify the logo.
- Don’t animate the logo.
- Do not use outdated versions of the logo.

Hidalgo County Head Start Program

Do’s:

- Be consistent with language describing HCHSP.
- Use approved photos of students, teachers, and parents.
- Make sure students are FERPA-cleared before posting their photos.
- Ensure that the photos reflect the diversity of HCHSP.
- Make sure photos are high quality.

Don'ts:

- Use acronyms of educational jargon.
- Make errors in grammar or spelling.
- Make disparaging remarks about students, staff, or campuses.
- Select inadequate-quality photos for use.

Communications At-a-Glance

Daily

- Check TSN screens to make sure they are up and running.
- Check social media
- Check website
- Check digital outdoor sign at Administration office.
- Check digital sign at Donna campus.

Weekly

TSN – Create graphics as needed for events, announcements, and holidays. Upload them or schedule them for a later date.

Monthly

Create the monthly calendar holidays for each campus and email to the Campus Directors at least 1 ½-2 weeks in advance.

Print

- Create organizational chart as per Human Resources
- Invitations
- Posters
- Flyers
- Door Hangers
- Fall and Spring Newsletter (will also be emailed and uploaded on website)
    1. Take photos for layout
    2. Contact Departments for their summary
    3. Design and create newsletter in either English or both languages
    4. Upload newsletter on website or set it for print

Social Media

Create and maintain postings on all social outlets.

1. Facebook - media@hchsp.org
2. X - media@hchsp.org
3. Instagram - media @hchsp.org

FACEBOOK	
Square	1200 x 1200
Portrait	630 x 1200
Landscape	1200 x 630
Stories	1080 x 1920
INSTAGRAM	
Square	1080 x 1080
Portrait	1080 x 1350
Landscape	1080 x 566
Stories	1080 x 1920
X (FORMERLY TWITTER)	
Profile Photos	400 x 400
Header Photo	1500 x 500
In-Stream Photos	1600 x 900
Card	120 x 120 minimum

Website

- Create video for top banner 1850x850 px
- Create graphic banners for events (2nd banner)
- Create news stories and upload them to Recent News section 325x398 px
- Upload events on website calendar
- Update all pages of website as needed with:
    1. Documents/PDFS
    2. Photos
    3. Links
    4. Flyers
    5. News Stories

Scholastic Network

Create announcements 1478x842 px for upcoming events and holidays.

- Create content using Adobe Photoshop or Canva
- Upload new content and remove old posts

Impact

Create content for front outdoor sign 300x150 px

- Use few words, keep it simple
- Keep graphics at a minimum

PV Client Software (Donna Sign)

Create announcements 288x108 px for upcoming events and holidays.

- Create content using Adobe Photoshop or Canva
- Upload new content and remove old posts

Videos

- Create video for top banner on website (px)
- Create video in house for various projects – Christmas, etc…
- Create Video of all PowerPoints for General Assembly
- Work with Maverick Media (Gilbert Saenz) for the following:
    - TV Commercials – write script
    - Acquire and schedule talent for commercial shoot
        - Policy Board member
        - Students
        - Parents
        - Staff
    - Acquire location for your commercial
    - Be sure to have Media Consent for talent (students, parents, staff)
    - Organize interviews for TV channel outlets – write out questions for your talent
    - Signage on billboards – create graphic
    - Produce Radio Commercials – write the script for :30 commercial

Photography

Take photos at campuses or events for media purposes.

- Take photos of students and staff
- Take photos at the following events:
    - General Assembly
    - HCHSP beginning of year training sessions
    - Parent Leadership Conference
    - Governance Conference
    - Parent Fair
    - Christmas Events (toy drive, parties, etc…)
    - Department Events
    - Men's/Wellness Conference
    - Nutrition Awareness
    - Week of the Child Event
    - Partnership Assembly
    - Volunteer Assembly
    - Staff Assembly
    - Policy Council meetings as required
    - In-house as required

Software

- Adobe Photoshop
- Adobe Illustrator
- Adobe Premier
- Canva
- Camtasia
- Heyzine

System/Service Area: Human Resources	Subject: Organizational Chart
Related Regulation(s): HSPPS 1302.90	
Related Forms: Job Descriptions	Related Reports: Budget Report, Staff Listing
PC Approval:	PC Revision:
Board Approval:	Board Revision:

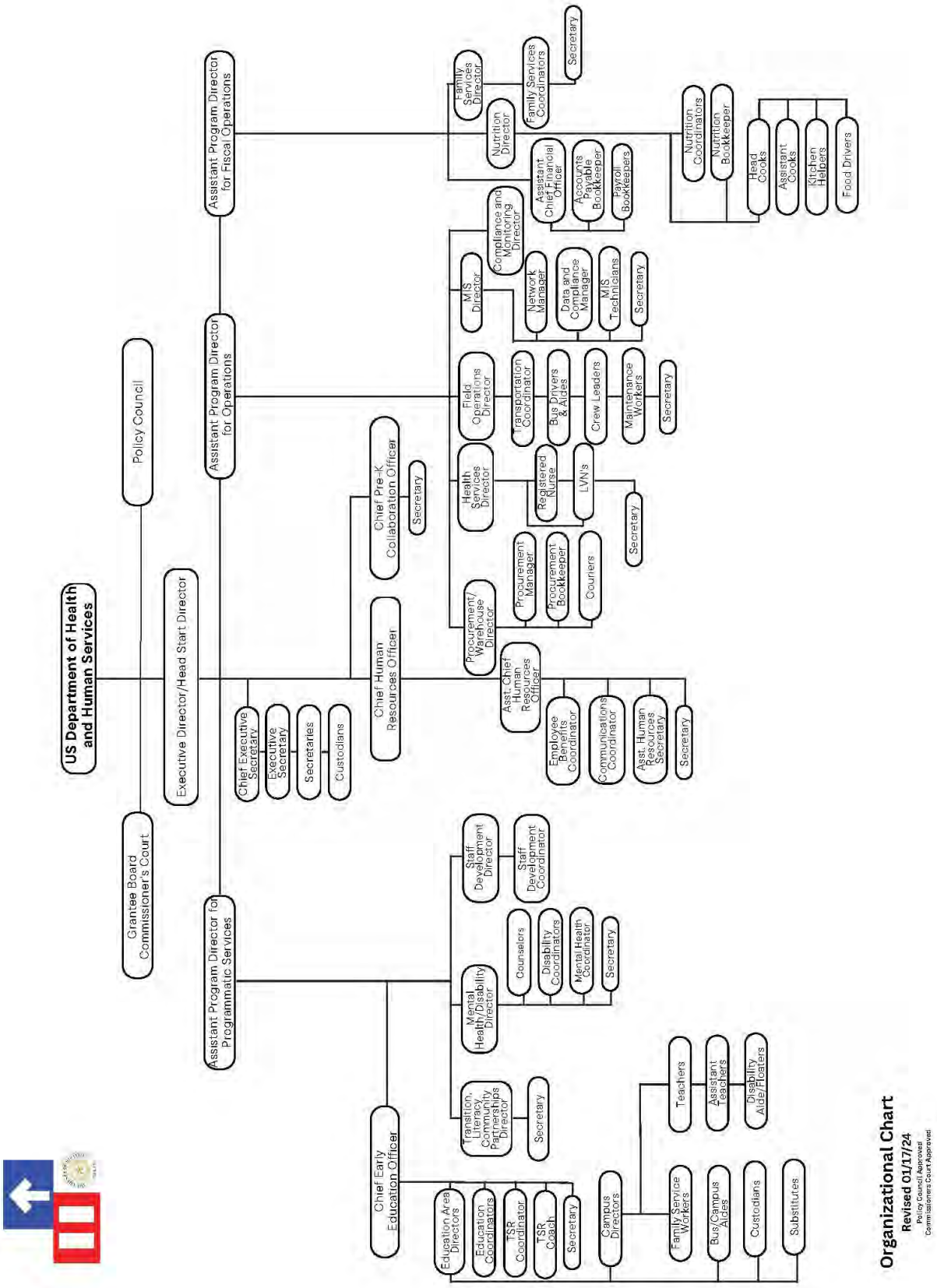
Policy: HR Policies and Procedures

Time Frame: As Needed
Person(s)

Responsible: HR Department

Procedure:

The Organizational Chart below shows a diagram that graphically represents the Hidalgo County Head Start Program's structure, highlighting the different jobs, departments, and responsibilities that connect the program's employees to each other and to the management team. The chart is subject to be updated as business necessities occur. Any updates will need to be approved by the Policy Council.


US Department of Health and Human Services
Policy Council
Grantee Board Commissioner's Court
Executive Director/Head Start Director
Chief Executive Secretary
Executive Secretary
Secretaries
Custodians
Chief Pre-K Collaboration Officer
Secretary
Chief Human Resources Officer
Assistant Program Director for Programmatic Services
Assistant Program Director for Operations
Assistant Program Director for Fiscal Operations
Chief Early Education Officer
Education Area Directors
Education Coordinators
TSR Coordinator
TSR Coach
Secretary
Campus Directors
Family Service Workers
Bus/Campus Aides
Custodians
Substitutes
Teachers
Assistant Teachers
Disability Aide/Floaters
Transition, Literacy, Community Partnerships Director
Secretary
Mental Health/Disability Director
Counselors
Disability Coordinators
Mental Health Coordinator
Secretary
Staff Development Director
Staff Development Coordinator
Asst. Chief Human Resources Officer
Employee Benefits Coordinator
Communications Coordinator
Asst. Human Resources Secretary
Secretary
Procurement/ Warehouse Director
Procurement Manager
Procurement Bookkeeper
Couriers
Secretary
Health Services Director
Registered Nurse
LVNs
Secretary
Field Operations Director
Transportation Coordinator
Bus Drivers & Aides
Crew Leaders
Maintenance Workers
Secretary
MIS Director
Network Manager
Data and Compliance Manager
MIS Technicians
Secretary
Compliance and Monitoring Director
Family Services Director
Family Services Coordinators
Secretary
Nutrition Director
Nutrition Coordinators
Nutrition Bookkeeper
Head Cooks
Assistant Cooks
Kitchen Helpers
Food Drivers
Assistant Chief Financial Officer
Accounts Payable Bookkeeper
Payroll Bookkeepers
Organizational Chart
Revised 01/17/24
Policy Council Approved
Commissioners Court Approved

System/Service Area: Human Resources	Subject: Performance Appraisals
Related Regulation(s): HSPPS 1302.90	
Related Forms: Performance Evaluations	Related Reports: MIP Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department, Department Directors, Campus Directors

Procedure:

A performance evaluation, or appraisal, is an evaluation of an employee's achievements and contributions to the Head Start Program over a set period. It looks at the individual's growth, accomplishments, and skills. Head Start supervisors document the performance of their employees to determine bonuses or termination. Performance appraisals help the program evaluate how well employees perform their job duties and where employees can improve to more closely align with the overall mission. Holding frequent job reviews allows for open dialogue about expectations and work goals. When conducted successfully, a performance appraisal can lead to a more motivated and dedicated workforce.

The following information lists the details for Performance Appraisals in **Chapter VIII** of the **HCHSP Personnel Policy Manual**.

The Head Start Program conducts annual performance appraisals and individualized professional development plans to all Regular, Full Time Employees. The performance appraisal will be used to identify job tasks/responsibilities and in setting standards/objectives for employees.

The information from the performance appraisal process is used to improve an employee's performance, direct performance, and identify individual development needs. The supervisor gives the employee feedback on performance and develops improvement/enhancement plans. A performance appraisal is used to:

a. help an individual employee improve performance;
b. strengthen supervisor-employee relationships;
c. recognize employee accomplishments and good work;
d. guide personnel actions such as pay increases, merit performance bonuses, promotions, demotions and terminations;
e. identify job requirements and standards and keep employees and supervisors aware of them;
f. make and keep employees aware of their supervisor's judgments on their work performance; and
g. identify training needs.

The degree of employee understanding, and acceptance of the performance appraisal system often determines the degree of the system's success. The Head Start Department Director/Supervisor will make as simple and understanding as possible any instructional material prepared for employees and should see that employees receive and read the material. The Department Director/Supervisor is primarily responsible for each employee's understanding of the performance appraisal system. Employees should have, at least, the following information:

a. explanation of the importance and value of the performance appraisal system to both employees and management;
b. description of the essentials of the performance appraisal system; and
c. explanation of the meaning of the different rating levels and of the differences between them.

Merit performance bonus increases may occur based on results of the annual performance appraisal if grant budget availability of funds permits to promote employee retention and increase productivity.

A supervisor may submit the annual performance appraisal with the recommendation for the merit increase. A special performance appraisal is usually done when the employee’s performance deserves special recognition.

Listed below are the two types of Annual Performance Appraisal forms. The first form is **the Annual Exempt Employee Performance Appraisal**. The second form is **the Annual Non-Exempt Employee Performance Appraisal**. The forms are distributed annually to all supervisors by the Human Resources Department in the month of April and are due in the month of May.

Annual Performance Appraisal – Exempt Employees

Program Year _____

HIDALGO COUNTY HEAD START PROGRAM
ANNUAL EXEMPT EMPLOYEE PERFORMANCE APPRAISAL

EMPLOYEE'S NAME _____ **JOB TITLE** _____ **DEPARTMENT** _____

INSTRUCTIONS TO RATER: Each employee's ability and competence in his/her present position or for promotion may be appraised with a reasonable degree of accuracy and uniformity through this rating report. The rating requires the appraisal of an employee in terms of ACTUAL PERFORMANCE. It is essential, therefore, that snap judgment be replaced by careful analysis. Please follow these instructions carefully.

1. Complete in triplicate – one copy for employee, one for supervisor, and one for personnel file.
2. Use your own independent judgment.
3. Disregard your general impression of the employee and concentrate on one factor at a time.
4. Study carefully the definition given for each factor and the specification for each degree.
5. When rating an employee call to mind instances that are typical of his/her work and way of acting. Do not be influenced by unusual cases which are not typical.
6. Make your rating with the utmost care and thought: Be sure that it represents a fair opinion. DO NOT ALLOW PERSONAL FEELINGS TO GOVERN YOUR RATING.
7. After you have rated the employee on all factors, write under the heading "General Comments" any additional information about the employee which you feel had not been covered by the rating report, but which is essential to a fair appraisal.
8. Read all the specifics for Factor No. 1. After you have determined which specifications most nearly fit the employee, place an "X" in that square. Repeat for each factor.
9. When completed, discuss the rating with your reviewer and obtain his/her signature.
10. Discuss the "Rating" with the employee involved, seeking ways to improve the areas which might need improving.

Factor Quantity The amount of work the employee performs.	A-1 ☐ A-2 ☐ Output frequently below the required amount.	A-3 ☐ A-4 ☐ Employee turns in the required amount of work, but seldom more.	A-5 ☐ A-6 ☐ Employee usually does more than is expected.	A-7 ☐ A-8 ☐ Output is consistently high.
Factor Quality How well an employee does in meeting the quality standards for the job.	B-1 ☐ B-2 ☐ Employee's work only gets by. Often makes mistakes.	B-3 ☐ B-4 ☐ Work is usually passable. I must sometimes tell him/her to do a better job.	B-5 ☐ B-6 ☐ Usually does a good job. Seldom makes errors.	B-7 ☐ B-8 ☐ Consistently does an excellent job. Errors are rare.
Factor Job Experience/Knowledge The background knowledge or degree of skills one has for a particular job.	C-1 ☐ C-2 ☐ Is deficient in basic knowledge and job skills.	C-3 ☐ C-4 ☐ Has satisfactory knowledge and skill for routine phases of job.	C-5 ☐ C-6 ☐ Has a good knowledge and skill in all phases of job.	C-7 ☐ C-8 ☐ Has exceptional understanding and skill in all phases of job.
Factor Cooperation One's ability to work in harmony with other people toward a common goal.	D-1 ☐ D-2 ☐ Resents direction causes friction in the department.	D-3 ☐ D-4 ☐ Causes no friction but makes few group contributions.	D-5 ☐ D-6 ☐ Works well with others.	D-7 ☐ D-8 ☐ Goes all out to cooperate with co-workers and management.
Factor Judgment The ability to make reasonable decisions.	E-1 ☐ E-2 ☐ Conclusions are often faulty.	E-3 ☐ E-4 ☐ Often makes decisions without considering all alternatives.	E-5 ☐ E-6 ☐ Action generally based on good reasoning.	E-7 ☐ E-8 ☐ Outstanding ability to reach sound and logical conclusions.

Factor Adaptability Extent to which employee is able to perform variety of assignments within scope of job duties and special assignments.	F-1 ☐ F-2 ☐ Has difficulty adapting to new conditions.	F-3 ☐ F-4 ☐ Reluctant to adjust to new circumstances.	F-5 ☐ F-6 ☐ Usually adjusts but sometimes slowly.	F-7 ☐ F-8 ☐ Can accommodate quickly to any situation.
Factor Job Attitude Amount of interest & enthusiasm shown in work. Willingness to accept new or additional tasks.	G-1 ☐ G-2 ☐ Shows little or no interest.	G-3 ☐ G-4 ☐ Passive acceptance rarely shows enthusiasm.	G-5 ☐ G-6 ☐ Shows interest, but enthusiasm sometimes wanes.	G-7 ☐ G-8 ☐ Shows intense interest in all activities.
Factor Organizing Ability Effectiveness is planning and performing.	H-1 ☐ H-2 ☐ Poor organizer. Relies on others to bring problems to his/her attention.	H-3 ☐ H-4 ☐ Fairly capable of organizing, but only taken into consideration the immediate future.	H-5 ☐ H-6 ☐ Is able to organize in anticipated future conditions and takes action to solve problems.	H-7 ☐ H-8 ☐ Highly capable of perceiving and arranging fundamentals in logical order. Seldom overlooks anything.
Factor Dependability Extent to which employee can be counted on to carry out instructions, be on the job, and fulfill responsibility.	I-1 ☐ I-2 ☐ Cannot be depended upon. Avoids responsibilities.	I-3 ☐ I-4 ☐ Unwilling to accept additional responsibilities without protest.	I-5 ☐ I-6 ☐ Willing to accept additional responsibilities.	I-7 ☐ I-8 ☐ Seeks additional responsibilities.

GENERAL COMMENTS: _____

PERFORMANCE OBJECTIVES: A meeting with the employee was held on _____ to discuss this evaluation. A plan of action was established outlining ways to overcome the deficiencies.

RECOMMENDATIONS: _____

GOALS AND IMPROVEMENTS: _____

PROGRAMS: _____

RATER SIGNATURE: _____ TITLE: _____ DATE: _____

REVIEWER SIGNATURE: _____ TITLE: _____ DATE: _____

EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.
☐ I wish to discuss this with the Reviewer.

COMMENTS: _____

_____

EMPLOYEE SIGNATURE: _____ DATE: _____

Annual Performance Appraisal – Non-Exempt Employees

Program Year _____

HIDALGO COUNTY HEAD START PROGRAM
ANNUAL NON-EXEMPT EMPLOYEE PERFORMANCE APPRAISAL

_____ _____ _____
EMPLOYEE'S NAME JOB TITLE EMPLOYMENT SITE

FACTOR RATINGS: The following general definitions apply to each factor rated below; values have been assigned within each factor to diminish the subjectivity of the rater and provide an overall score on the employee. To select the most proper value, the rater should answer the following question: Sometimes, Most of the Time. For Sometimes, choose the 1st. number; for Most of the Time, choose the 2nd number.

GOOD: The employee's performance with respect to a factor meets the job requirements as the job is defined at the time of rating. THIS IS THE BASIC STANDARD FOR RATING ANY FACTOR BELOW.

FAIR: The employee's performance with respect to a factor is below the requirements for the job and must improve to be satisfactory.

VERY GOOD: The employee's performance with respect to a factor is beyond the ordinary requirements for good performance for the job.

POOR: The employee's performance with respect to a factor is deficient enough to justify release from present job unless improvement is made.

EXCELLENT: The employee's performance with respect to a factor is excellent, approaching the best possible for the job.

RATE ON FACTORS BELOW	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT
1. QUANTITY OF WORK: Volume of work regularly produced. Speed and consistency of output. Projects & assignments completed on time.	1 2	3 4	5 6	7 8	9 10
2. QUALITY OF WORK: Extent to which work produced meets quality requirements of accuracy, thoroughness, and effectiveness.	1 2	3 4	5 6	7 8	9 10
3. DEPENDABILITY: Extent to which employee can be counted on to carry out instructions, be on the job, and fulfill responsibilities.	1 2	3 4	5 6	7 8	9 10
4. JOB ATTITUDE: Amount of interest and enthusiasm shown in work. Willingness to accept new or additional tasks.	1 2	3 4	5 6	7 8	9 10
5. ADAPTABILITY: Extent to which employee is able to perform variety of assignments within scope of job duties & special assignments.	1 2	3 4	5 6	7 8	9 10
6. JOB KNOWLEDGE: Extent of job information and understanding possessed by employee.	1 2	3 4	5 6	7 8	9 10

RATE ON FACTORS BELOW	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT
7. JUDGEMENT: Extent to which decisions and actions are based on sound reasoning and weighing of outcomes.	1 2	3 4	5 6	7 8	9 10
8. INITIATIVE: Extent to which employee is a "self-starter" in attaining objective of job.	1 2	3 4	5 6	7 8	9 10
9. ORGANIZING ABILITY: Effectiveness in planning and performing.	1 2	3 4	5 6	7 8	9 10
10. EFFECTIVENESS IN DEALING WITH PEOPLE: Extent to which employee cooperates with, and effectively influences other employees and people he/she contacts.	1 2	3 4	5 6	7 8	9 10
11. OVERALL EVALUATION OF EMPLOYEE:	1 2	3 4	5 6	7 8	9 10

1. Has employee shown any outstanding accomplishments or abilities in performing his/her work? What are they? (Must complete if employee is to be considered for promotion).

2. Is employee doing work which fits his/her abilities? If not, what should he/she be doing? (Must be completed for employees with overall score of 60 or less).

3. Specify improvements the employee needs to make. Five deadlines (dates).

4. What is employee doing at present to improve himself/herself, such as attending school, studying at home, etc.? (Must be completed if employee is to be considered for promotion).

5. If employee qualifies for promotion on basis of overall rating score, what position do you recommend? Does employee satisfy other requirements for new position?

6. Analyses of rated scores:

10-20	Overall performance is inadequate to retain present job. Should be placed on 90-day probation and re-evaluated, at which time significant improvement must be shown-new score should be in fair range (41-70). Except for "cost of living" increase, should not be considered for raise or promotion.
21-40	Overall performance is adequate, just not totally acceptable; must improve in areas found deficient by time of subsequent evaluation. Extent for "cost of living" increases, should not be considered for raise or promotion.
41-60	Overall performance is acceptable and satisfies job requirements; should improve in any areas found deficient. Merits consideration for raise.
61-80	Overall performance is superior and exceeds basic job requirements.
81-100	Overall performance is extraordinary and exceeds job requirements. Merits consideration for raise and promotion; should be considered for a more challenging position.

Signature and Title of Rater _____ Date _____

Signature of Employee _____ Date _____

Employee Comments: _____

Performance Appraisals for Probationary Employees

The supervisor for each Head Start Program employee must identify job tasks/responsibilities and set standards/objectives for each new or promoted employee under his or her supervision in order to measure such employee's job performance. During the Probationary Period, the supervisor and the employee periodically discuss the employee's progress toward meeting job tasks/responsibilities and performance standards/objectives. At the end of each month of the probationary appraisal period, the supervisor appraises the employee's job performance based on performance of job tasks/responsibilities and attainment of performance standards/objectives by using the **Monthly Performance Appraisal – Probationary Employees Form** below. The forms are distributed to all supervisors by the Human Resources Department when a new hire is assigned to their campus/department and are due monthly.

The performance appraisal for a Probationary Employee who is recommended by the supervisor for dismissal must be completed and submitted to the Head Start Human Resources Department prior to 10 workdays before the probationary period ends. The Head Start Human Resource Department is responsible for obtaining all necessary approvals in a timely manner prior to the expiration of the Probationary Period.

Monthly Performance Appraisal – Probationary Employees Form

_____ of _____

HIDALGO COUNTY HEAD START PROGRAM
MONTHLY PERFORMANCE APPRAISAL FOR PROBATIONARY EMPLOYEES

Employee		Campus Supervisor
Name:	ID:	Name:
Job Title:		Campus:

REPORTING PERIOD	
FROM:	TO:

INSTRUCTIONS:

Rate employees on a scale from 1 through 4, the numerals to indicate the following:

1. **Entry or Developing Skills Level: New or as if new; in process of developing skills**
2. **Need Improvement: Necessary skills not developed.**
3. **Satisfactory: Possesses and uses basic skill consistently**
4. **Above Average: Has progressed beyond basic skill level**

Work Habits	1	2	3	4	Needs Counseling (C) OR Training (T)
Is punctual					
Attends regularly					
Notifies when late or absent					
Takes appropriate time for meals/breaks					
Respects rules					
Keeps work area neat and clean					

JOB PERFORMANCE

Understands Well					
Performs tasks well					
Performs tasks on time					
Completes tasks started					
Understands verbal instructions					
Follows verbal instructions					
Understands written instructions					
Follows written instructions					

JOB PERFORMANCE - CONTINUED	1	2	3	4	Needs Counseling (C) OR Training (T)
Asks questions as necessary					
Works independently					
Reviews Head Start Performance Standards					
Reviews Minimum Standards					
Prepares lesson plans					
Prepares materials for lesson plans on a timely manner					
Documents well in child folders					
Conducts home visits as required					
Shows concern for children					
Is patient with the children					
Sits with children to converse during meals, snacks					
Supervises children well during playground activities					
Uses nap time productively					
Uses after 2:30 time productively					
Exercises good judgment					

PERSONAL QUALITIES

Respects authority of supervisor					
Respects property					
Works well with others					
Is honest					
Is Courteous					
Is acceptable in appearance					
Has interest in work					
Assumes leadership					
Takes initiative					
Accepts criticism					
Assumes responsibility					
Communicates well with parents					
Communicates well with children					

PROGRESS IN TRAINING (Please respond as completely and specifically as possible)

1. Skills learned this month: _____

_____

2. Employee needs improvement in: _____

_____

3. Employee performs well at: _____

_____

4. Are employee's skills at level expected, given current amount of training and instruction? ____ Yes ____ No

If not, why not? _____

_____

5. Is there a need for supplemental instruction (in Head Start Components, Minimum Standards, Writing, etc) to enable employee to perform effectively on the job? _____ Yes _____ No

If so, explain: _____

_____

6. List specific steps taken this month to help employee improve performance

_____

_____

7. Specify plans for next month to help employee improve performance:

_____

_____

ADDITIONAL COMMENTS: _____

_____

_____

PROBATIONARY EMPLOYEE'S CERTIFICATION	SUPERVISOR'S CERTIFICATION
I certify that I have reviewed this evaluation and that (check one) **Agree** **Disagree with its content**	**I certify that the above information is true and complete.**
Nature of Disagreement, If any	**Supervisor's Signature**
Employee's Signature **Date**	**Date**

AFFIRMATION OF REVIEW AND RESPONSE BY PROGRAM ADMINISTRATOR

SIGNATURE: DATE:	ACTION TAKEN, IF ANY.

System/Service Area: Human Resources	Subject: Personnel Action Form
Related Regulation(s): HSPPS 1302.90	
Related Forms: PA Forms	**Related Reports: MIP Reports**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

The Personnel Action Form (PA) is used each time there is an action that should be recorded in the individual's personnel file or that requires payroll action. The PA is used as a transmittal form for approval of the personnel action. The PA should include Employee ID, Employee Name, Effective Date, Type of Change (to and from), Remarks, Signatures, and all available attachments.

The Human Resources Department submits PA forms to the Finance Department as needed and as soon as possible to ensure changes are reflected in a timely manner. HR also makes the necessary changes in the Micro Information Products (MIP) Human Resource Management Software.

Personnel Action Form



Hidalgo County Head Start Program

Personnel Change of Status Action Form

Employee ID:

Name:

Effective Date of Change/Action:

Type of Change:

Remarks:

From:

Job Title:

Department:

Location:

Annual Salary:

Stipend:

Level of Education:

To:

Job Title:

Department:

Location:

Annual Salary:

Stipend:

Level of Education:

Chief Human Resources Officer: _____ Date: _____

Executive/Assistant Director: _____ Date: _____

System/Service Area: Human Resources	Subject: Personnel Folder
Related Regulation(s): HSPPS 1302.90	
Related Forms: Table of Contents, Checklist	Related Reports: MIP Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

Human Resources professionals in a Head Start Program need to maintain compliance with grant requirements for recordkeeping and reporting. The organization of personnel files helps the HR Department effectively store the program's official records regarding an employee's employment history. It's important to have a procedure that adheres to both the program's policies and legal regulations. Employees in the HR department need to know how to organize personnel files because they often manage these documents on a day-to-day basis. They typically ensure the files remain confidential by storing them in private, highly secure locations and overseeing the activities of people who receive access. Currently, the HCHSP HR Department keeps both physical and electronic personnel files. All physical personnel files are contained in a secure and locked location. All electronic files are contained in the MIP software with limited access to certain users.

Below is the structure currently used for physical personnel files:

Yellow Folder: Confidential General Personnel File		
Personnel Records Sign in Sheet	Table of Contents	Performance Appraisals
Employment Application	Criminal History Check	Personnel Action Forms (PA's)
Resume, Certifications	Reference Letters	CPR & First Aid Certification
Diplomas, Degrees, Transcripts	HR Policy Acknowledgement	New Employee Checklist
Job Description,	Affidavit for Employment	Other forms as needed
Red Folder: Confidential Disciplinary Action File (if applicable)		
Conference Notes	Disciplinary Action Forms	Improvement Plans
Training Assistance Forms	Employee Statements	Progress Notes
Brown Folder: Confidential I-9 File		
Driver License	Requests for Information	Employee Vital Information
Social Security Card	Tuberculosis Test Results	Health Appraisal
Form I-9 Employment Eligibility	Tuberculosis Questionnaire	Change of Name/Address Form
Blue Folder: Confidential Insurance/Benefit File		
Family Medical Leave Act Forms	Requests for Extended Leave	Retirement Plan Forms
Tracking Record for FMLA	Sick Leave Pool	Workers Compensation
Medical Documentation	Benefits Policies and Checklist	Employee Incident Reports
Correspondence/Certified Mail	Insurance Enrollment Forms	Other forms as needed

System/Service Area: Human Resources	Subject: Personnel Policies
Related Regulation(s): HSPPS 1302.90	
Related Forms: Personnel Policy Manual	Related Reports: MIP Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

Head Start Program Performance Standards 1302.90 Personnel policies.

(a) Establishing personnel policies and procedures. A program must establish written personnel policies and procedures that are approved by the governing body and policy council or policy committee and that are available to all staff.

(b) Background checks and selection procedures. (1) Before a person is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:

(i) State or tribal criminal history records, including fingerprint checks; or,

(ii) Federal Bureau of Investigation criminal history records, including fingerprint checks.

(2) A program has 90 days after an employee is hired to complete the background check process by obtaining:

(i) Whichever check listed in paragraph (b)(1) of this section was not obtained prior to the date of hire; and,

(ii) Child abuse and neglect state registry check, if available.

(3) A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1) or tribal disqualifications factors to determine whether the prospective employee can be hired or the current employee must be terminated.

(4) A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (3) of this section is complete.

(5) A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety.

(6) A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.

(c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:

(i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;

(ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:

(A) Use corporal punishment;

(B) Use isolation to discipline a child;

(C) Bind or tie a child to restrict movement or tape a child's mouth;

(D) Use or withhold food as a punishment or reward;

(E) Use toilet learning/training methods that punish, demean, or humiliate a child;

(F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;

(G) Physically abuse a child;

(H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,

(I) Use physical activity or outdoor time as a punishment or reward;

(iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;

(iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and,

(v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

(2) Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.

(d) Communication with dual language learners and their families. (1) A program must ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the program and are able to serve and effectively communicate, either directly or through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency.

(2) If a majority of children in a class or home-based program speak the same language, at least one class staff member or home visitor must speak such language.

Policy Training and Acknowledgement

The HR Department presents all Head Start policies and procedures to all staff, volunteers, and contracted staff upon hire and annually thereafter.

The following policies and procedures must be acknowledged by all staff:

- Absence Control
- Acceptable Use Policy
- Acknowledgment of Head Start Policies, Rules, and Amendments
- Acknowledgment of Job Description
- Affidavits
- Authorization to Release Records
- Badge Policy
- Biometric Timeclock Policy
- Cellular Phone Policy
- Child Care Center Personnel Information Record
- Child Maltreatment
- Civil Rights Act
- Code of Ethics
- Confidentiality
- Discipline and Guidance
- Dress Code
- Driver License Agreement
- Employee Standards of Conduct
- Employee Vital Information

- Family and Medical Leave Act (FMLA)
- Form I-9
- Health Appraisal
- Hidalgo County Acceptable Use
- Hidalgo County Drug and Alcohol
- Hidalgo County Ethics
- Hidalgo County Sexual Harassment
- Hidalgo County Tobacco Use
- HIPPA
- Lactation Policy
- New Orientation Checklist
- Organizational Chart
- Personal Leave
- Professional Development Plan and Survey
- Public Information Access Notification
- Release of Children
- Reporting Child Health and Safety Incidents
- Responsibility of Fees
- Risk Management Safety Program
- Sanitation and Infection Control
- Sick Leave
- Social Media Policy
- Supervision of Children
- Time Keeping Requirements
- Vaccine Preventable Disease

System/Service Area: Human Resources	Subject: Personnel Status Report
Related Regulation(s): HSPPS 1302.90	
Related Forms: Personnel Status Report	Related Reports: Staff Active & Vacancy Report
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: Monthly

Person(s) Responsible: HR Department

Procedure:

The Chief Human Resources Officer provides the Personnel Status Report to all members of the Policy Council on a monthly basis for the regularly scheduled meetings. The report lists applicants that have been interviewed and recommended for current vacancies. The positions to be filled are properly advertised as per Head Start regulations and procedures.

The Personnel Status Report includes:

- New Hires
  - This section includes the applicants name, position, number advertised, area, and annual salary.
- Resignations
  - This section includes the name of the employee, position, hire date, resignation date, reason, and area.
- Terminations
  - If there is an employee who is being recommended for termination, this section will include the employee's ID number, name, position, location, and case situation. It also includes a disclaimer that notes: *AS PER Chapter 551 of the Texas Government Code ALL CONFIDENTIAL INFORMATION DISCUSSED IN EXECUTIVE SESSION MAY NOT BE SHARED WITH ANY INDIVIDUAL PRIOR TO OR AFTER THE MEETING.*
  - Prior to the recommendation for termination, the HR Department mails a certified letter from the Executive Director to the employee with the notice of termination.
  - During the meeting, the HR Department provides all supporting documentation such as a chronology of events, acknowledgements of program policy, forms of communication with the employee, disciplinary action forms, and notices.
- Vacancies Report
  - This section includes the position title, quantity number, area, vacancy date, and notes.

After approval, all new hires that are required to be approved by the Policy Council are contacted by the Chief Human Resources Officer for notification.

System/Service Area: Human Resources	Subject: Probationary Period
Related Regulation(s): HSPPS 1302.90	
Related Forms: Evaluations, Disciplinary Actions	Related Reports: MIP Reports, Red Folder
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

A Probationary Employee is an employee who has not completed his or her applicable Probationary Period with the Head Start Program. A Probationary Employee, however, does not include an employee who is placed on disciplinary probation. Probationary Period means: (i) a six (6) month period of actual work following the date a person becomes employed or reemployed by the Head Start Program; or (ii) a three (3) month period of actual work following the date a Head Start employee is promoted as provided by these Rules. A Probationary Employee's approved absence from the job during the Probationary Period which exceeds five (5) working days in the aggregate, shall automatically extend the Probationary Period by the total period of time such Probationary Employee was absent from the job. In such event, the Probationary Period for such employee does not expire until the Probationary Employee has completed six (6) months or three (3) months, as applicable, of actual work in the position; however, under no circumstances will: (i) a six (6) month probationary period ever extend beyond nine (9) months following the date a person becomes employed or reemployed by the Head Start Program; or (ii) a three (3) month probationary period ever extended beyond four and one-half (4 1/2) months following the date a Head Start employee is promoted. The Probationary Period does not include time served as a Temporary Employee. During the Probationary Period, the person serves at the discretion of the Head Start Executive Director and may be separated "at will" from employment at any time prior to completion of such Probationary Period; subject, however, to the requirements of Section 3.31 of the Personnel Policy Manual with respect to promoted employees serving a Probationary Period. If a person is dismissed during the Probationary Period, no cause need be cited and no access to the grievance procedure is permitted, unless such claim is that the Head Start Program did not follow the procedures provided in Section 3.31 of the rules.

<u>Promotions</u>

A promotion is defined as an employee's movement within a department or between departments, from one position into another position, which new position results in the employee moving from a lower salary grade to a higher salary grade, or until salary grades are established, results in an increase in salary for such employee, or which new position which is budgeted at a salary higher than the employee's existing position. Employee promotions must be based on the Head Start Program's compliance with the Policy Council's policy on advertising Vacancies set forth in the Personnel Policy Manual.

An employee who is promoted is placed on a three (3) month Probationary Period from the effective date of the promotion. During the Probationary Period, the promoted employee must satisfactorily demonstrate his or her ability to perform the duties required. Failure of the employee to satisfactorily complete the three (3) month Probationary Period will result in demotion to the employee's old position and salary, with the Head Start Executive Director's approval, provided such position is available, or transfer to another suitable Vacancy, or termination in the event no suitable positions are open.

Disciplinary Suspension Without Pay

The Head Start Executive Director follows the process outlined in Section 4.23, Process for Adverse Personnel Actions, prior to placing an employee on disciplinary suspension without pay; however, subject to Section 4.06 hereof, the Head Start Executive Director may recommend disciplinary suspension without pay of a Probationary Employee for any non-discriminatory reason at any time during the Probationary Period without following the process for Adverse Personnel Actions.

Involuntary Demotion

The Head Start Executive Director follows the process outlined in Section 4.23 of the Personnel Policy Manual, Process for Adverse Personnel Actions, prior to placing an employee on involuntary demotion; however, subject to Section 4.06 of the manual, the Head Start Executive Director may recommend involuntary demotion of a Probationary Employee for any non-discriminatory reason at any time during the Probationary Period without following the process for Adverse Personnel Actions.

Administration of Leave and Benefit Programs

All new or re-hired Regular, Full-time Employees are not eligible to use their accumulated Personal Leave or Sick Leave until their Probationary Period has expired. All Regular, Full-time Employees who are placed on a three-month Probationary Period due to a promotion, remain eligible to use their accumulated Personal Leave and/or Sick Leave during their Probationary Period.

Probationary Employees on Summer Leave who complete their Probationary Period during their Summer Leave cycle are eligible to be paid for the remainder of their Summer Leave cycle.

Performance Appraisals for Probationary Employees

The supervisor for each Head Start Program employee must identify job tasks/responsibilities and set standards/objectives for each new or promoted employee under his or her supervision in order to measure such employee's job performance. During the Probationary Period, the supervisor and the employee periodically discuss the employee's progress toward meeting job tasks/responsibilities and performance standards/objectives. At the end of each month of the probationary appraisal period, the supervisor appraises the employee's job performance based on performance of job tasks/responsibilities and attainment of performance standards/objectives.

The performance appraisal for a Probationary Employee who is recommended by the supervisor for dismissal must be completed and submitted to the Head Start Human Resources Department prior to 10 workdays before the probationary period ends. The Head Start Human Resource Department is responsible for obtaining all necessary approvals in a timely manner prior to the expiration of the Probationary Period.

System/Service Area: Human Resources	Subject: Program Information Report (PIR)
Related Regulation(s): HSPPS 1302.90	
Related Forms: Personnel Data, Classroom Data	**Related Reports: MIP, GoEngage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HR Policies and Procedures

Time Frame: Annual

Person(s) Responsible: HR Department

Procedure:

The Office of Head Start (OHS) Program Information Report (PIR) provides comprehensive data on the services, staff, children, and families served by Head Start programs nationwide. All grantees and delegates are required to submit PIR for Head Start programs. Hidalgo County Head Start Program will collect and review PIR information necessary for PIR submission to the Office of Head Start.

The HR Department will complete and submit PIR information to the Management Information Systems (MIS) Department by the requested deadline. The MIS Department will complete and verify all data on the OHS Head Start Enterprise System. Once all information is verified error free and has been reviewed by the executive personnel, the MIS Department will submit the information to the Office of Head Start and obtain all necessary electronic copies.

The HR Department gathers data for the following information:

- Program Staff Information and Qualifications
    - This includes Head Start Staff, Contracted Staff, Substitutes, Consultants, and Volunteers.
- Staff Totals
- Volunteer Totals
- Education and Child Development Staff Information
- Salary Data
- Staff Demographic Data
- Staff Turnover Totals
- Intensive Coaching Totals

System/Service Area: Human Resources	Subject: Program Information Summary (PIS)
Related Regulation(s): HSPPS 1302.90	
Related Forms: PIS Form	**Related Reports: MIP Reports, Budget Reports**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HR Policies and Procedures

Time Frame: Monthly

Person(s) Responsible: Chief Human Resources Officer

Procedure:

The Chief Human Resources Officer provides the Program Information Summary (PIS) Report to the Executive Director on a monthly basis to include at the monthly Policy Council Meeting. The report lists program data for all Head Start departments. The Human Resources section of this report includes the total number of funded employee slots for HCHSP positions, the total number of funded employee slots for the Texas Department of Agriculture (TDA) positions, the total number of vacancies at the campuses, and the total number of vacancies at the administration office.

System/Service Area:	Subject: Promotions
Related Regulation(s): HSPPS 1302.90, HCHSP Personnel Policy Manual	
Related Forms: Performance Evaluations	Related Reports: MIP Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

Each new employee and each employee filling a vacancy by promotion will be classified as a probationary employee unless otherwise specified at the time of the appointment to the position.

A promotion is defined as an employee's movement within a department or between departments, from one position into another position, which new position results in the employee moving from a lower salary grade to a higher salary grade, or until salary grades are established, results in an increase in salary for such employee, or which new position which is budgeted at a salary higher than the employee's existing position.

Employee promotions must be based on the Head Start Program's compliance with the Policy Council's policy on advertising vacancies set forth in the Personnel Policy Manual.

An employee who is promoted is placed on a three (3) month Probationary Period from the effective date of the promotion. During the Probationary Period, the promoted employee must satisfactorily demonstrate his or her ability to perform the duties required. Failure of the employee to satisfactorily complete the three (3) month Probationary Period will result in demotion to the employee's old position and salary, with the Head Start Executive Director's approval, provided such position is available, or transfer to another suitable vacancy, or termination in the event no suitable positions are open.

All Regular, Full-time Employees who are placed on a three-month Probationary Period due to a promotion, remain eligible to use their accumulated Personal Leave and/or Sick Leave during their Probationary Period.

The information from the performance appraisal process is used to improve an employee's performance, direct performance, and identify individual development needs. The supervisor gives the employee feedback on performance and develops improvement/enhancement plans. A performance appraisal is used to guide personnel actions such as pay increases, merit performance bonuses, and promotions.

System/Service Area: Human Resources	Subject: Risk Management Safety Practices
Related Regulation(s): HSPPS 1302.90, CCR Chapter 746	
Related Forms: Incident Forms	Related Reports: Incident Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

EMPLOYEE TRAINING

New Hires

New hires are required to get a training on Risk Management, the Safety Division at The County of Hidalgo provides the guidelines for the topics and the Employee Benefit Coordinator goes over the training

Annual

All Hidalgo County Head Start employees are required to attend annual training and get training on Risk Management, Safety Division at Hidalgo County provides us with the proper training for our staff.

DRIVER LICENSE

NEW HIRES

When Hidalgo County Head Start Program hires a new employee, the Employee Benefits Coordinator is responsible for submitting a copy of their current Drivers License to the Safety Division as soon as possible for them to be added to their insurance system and allow them to drive in County premises.]

1. Make copy/scan Drivers License; for CDL drivers copy of the front and the back is needed.
2. Complete “Add Form” with the new hire Driver License information.
3. Create log with a list of all the new hires
4. Email log, copies of Drivers License and “Add Form” to the Safety Division at Hidalgo County.

HIDALGO COUNTY
DRIVERS ADD - DELETE - CHANGE FORM

Dept. Name **Hidalgo County Head Start Progam** Date _____

Dept. Number **505** Phone # **956-383-0706**

Dept. Representative Signature _____

Add Driver _____ Delete Driver _____

Change Renewal Expiration Date _____ CDL License _____

Name of Driver _____
Last First Middle

Driver's License Number -- **TEXAS ONLY** _____

Date of Birth _____ Expiration Date _____

Comments _____

Fax To: Safety Division at (956) 318-2658 Date _____

For use by the Safety Division only:

Faxed to Montalvo Ins. Agency Date _____

Initial _____

Below make a clear copy of Driver's License.

RENEWALS

The County of Hidalgo does not allow active employees to drive around premises with an expired Drivers License, Safety Division is responsible to keep updated records of active employees Drivers License

1. Employee Benefits Coordinator should run a query in MIP to get the expiration dates of active employees Drivers License.
2. Employee Benefits Coordinator sends an email notification with a list of employees that need to renew their Drivers License soon.
3. Employee Benefits Coordinator must receive a CLEAR copy of the renewed Driver License.
4. “Change Form” must be completed with the new information in the employee's DL.
5. Create log with a list of all the employees that renewed their DL
6. Log, copy of DL and “Change Form” should be emailed to the Safety Division

HIDALGO COUNTY
DRIVERS ADD - DELETE - CHANGE FORM

Dept. Name **Hidalgo County Head Start Progam** Date _____

Dept. Number **505** Phone # **956-383-0706**

Dept. Representative Signature _____

Add Driver _____ Delete Driver _____

Change Renewal Expiration Date _____ CDL License _____

Name of Driver _____
Last First Middle

Driver's License Number -- **TEXAS ONLY** _____

Date of Birth _____ Expiration Date _____

Comments _____

Fax To: Safety Division at (956) 318-2658 Date _____

For use by the Safety Division only:

Faxed to Montalvo Ins. Agency Date _____

Initial _____

Below make a clear copy of Driver's License.

TERMINATIONS

The County of Hidalgo needs to remove terminated Head Start employees from insurance policy
1. Employee Benefits Coordinator will fill out "Delete Form" with employees pertaining information
2. Log with a list of all terminated employees need to be created.
3. Log and all "Delete Forms" need to be emailed to Safety Division

HIDALGO COUNTY
DRIVERS ADD - DELETE - CHANGE FORM

Dept. Name **Hidalgo County Head Start Progam** Date _____

Dept. Number **505** Phone # **956-383-0706**

Dept. Representative Signature _____

Add Driver _____ Delete Driver _____

Change Renewal Expiration Date _____ CDL License _____

Name of Driver _____
Last First Middle

Driver's License Number -- **TEXAS ONLY** _____

Date of Birth _____ Expiration Date _____

Comments _____

Fax To: Safety Division at (956) 318-2658 Date _____

For use by the Safety Division only:

Faxed to Montalvo Ins. Agency Date _____

Initial _____

Below make a clear copy of Driver's License.

FLEET ACCIDENTS

When a fleet accident occurs with one of our units, the police department pertaining to the area of the accident needs to be contacted immediately along with a Safety Officer from Hidalgo County, once a police officer arrives to get the police report done; the Safety Officer will take pictures of the vehicle for insurance purposes and then the driver to get a drug test, if employee is hurt he/she needs to notify the Employee Benefits Coordinator to fill out an Employee Incident Report and forward it to the Worker's Compensation Division at Hidalgo County; employee CANNOT drive any unit until HR Chief Officer receives the drug test results from the laboratory.

CHILD INCIDENTS

1. Campus Director or Personnel from the Center will report the child accident/incident to the Health Department, Education Department, and Human Resources
2. Notice of Accident/Incident Report and Parent Notice of Illness/Injury reports need to be completed at the Center and then submitted to HR.
3. HR scans and submits the information to the Safety Department at the County.
4. At this time, Rosie Luna, Secretary will receive and acknowledge the case.
5. No further action is necessary unless the parents do not have Medicaid and need to file with the CATLIN insurance. At that time, the Catlin Insurance Company form and the K-12 Accident Only Claim Form will be sent to the center for completion. Once the information is received back in the HR Department, the information is submitted to the County for record.]

Hidalgo County Head Start Program
Notice of Accident/Incident Report

Caregiver in Charge of Child:	Operation Name:	Operation ID #:	Time Parent Notified _____ □am □pm
Child's Name:	Date of Birth:	Licensing notified? (if required) □Yes □No Date & Time: Person's name:	
Child's Address:	Date of Accident/Incident:	Time of Accident/Incident: □am □pm	
Place of Incident:			
Parent's Name:	Parent's Telephone:	Date Parent Notified:	

Did the child see his/her doctor? □Yes □No If so, fill out information below:	Was First Aid Provided? □Yes □No What was done?	Was medical attention required? □Yes □No	Was EMS called? □Yes □No Time called: □am □pm Time responded: □am □pm
Child's Doctor:	Doctor's Address:	Doctor's Phone #:	Doctor called: □yes (time:) □no
Doctor's Instructions:		Date/Time Consulted: □am □pm	

Details of Incident That Caused Injury or Placed Child at Risk:

Describe injury or risk in which child was placed:
Where and how did the incident/injury occur?
Staff who witnessed the incident/injury:
Other staff who were present at the time of the incident/injury:

Comments:

_____

_____

Parent/Guardian Signature: _____ Date: ____/____/____

Staff Signature:_____Position/Title:_____ Date: ____/____/____

Esta forma ha sido traducida en Español.

Firma de Padre/Tutor Legal:_____ **Fecha:** ____/____/____

Original – Child's Folder | Yellow Copy – Parent | Pink Copy – Health

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May 2018

Hidalgo County Head Start Program
Notice of Accident/Incident Report

Center License #: _____

Center: _____ Center Manager: _____

General Information			
Child's Full Name:			Date of Birth:
Caregiver in Charge:		Date Parent Notified:	Time Parent Notified: ☐ AM ☐ PM
Parent/Guardian Name:		Parent Contact Phone #: (_____)	
Date of Accident/Incident:	Location of Accident/Incident:		Time of Accident/Incident: ☐ AM ☐ PM
Licensing Notified (If Required): ☐ Yes ☐ No	Date Licensing Notified:	Time Licensing Notified: _____ ☐ AM ☐ PM	Licensing Contacted By (Staff Name/Title):
Name of Licensing Employee Contacted:			Case #:
Was medical attention required? ☐ Yes ☐ No Date_____ Time: _____ ☐ AM ☐ PM		Was First Aid Provided? ☐ Yes ☐ No What was done?	
Was EMS called? ☐ Yes ☐ No Time called: _____ ☐ AM ☐ PM Response Time: _____ ☐ AM ☐ PM Was the Child Transported? ☐ Yes ☐ No		Was the child's doctor called? ☐ Yes-Time called: _____ ☐ AM ☐ PM ☐ No Doctor Recommendation:	
Child's Doctor:		Doctor's Telephone #: (_____)	
Did the child see his/her doctor? ☐ Yes ☐ No		Diagnosis:	

Accident/Incident Details - Describe injury or risk to child

Type of Injury:
☐ Abrasion ☐ Convulsion ☐ Laceration
☐ Bruise/Bump ☐ Dislocation ☐ Puncture
☐ Burn ☐ Head Injury ☐ Shock
☐ Cut ☐ Fracture ☐ Sprain
☐ Other: _____

Part of Body Injured:
☐ Abdomen ☐ Chest ☐ Elbow * ☐ Forehead ☐ Mouth
☐ Ankle ☐ Cheek ☐ Face ☐ Hand * ☐ Nose
☐ Arm ☐ Ear * ☐ Finger ☐ Head ☐ Tongue
☐ Back ☐ Eye ☐ Foot ☐ Lip * ☐ Tooth/Teeth
☐ Other: _____
*Left, Right, Top, Bottom, Both: _____

How did the accident/incident occur?

Staff present who witnessed the accident/incident/injury:	Additional Staff present at the time of accident/incident/injury:

Additional Comments/Notes: _____

Parent/Guardian Signature: _____ Date: ___/___/___ Time: _____ ☐ AM ☐ PM
☐ **Esta forma ha sido traducida en Español** _____
(firma de padre/Tutor Legal)

Staff Signature: _____ Title: _____ Date: ___/___/___ Time: _____ ☐ AM ☐ PM

Original – Child's Folder Yellow Copy – Parent Pink Copy – Health

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June 2021

Hidalgo County Head Start Program
Parent Notice of Illness/Injury

Dear Parent:

Your child, _____, became ill or was injured at the center today.

He/She has the following symptoms: _____

We first noticed these symptoms on (Time/Date): _____

While at school, he/she ate and/or drank the following: _____

We spoke to the following person: _____

Please bring a doctor's excuse from a **U.S. licensed physician** indicating when your child may be allowed to return to class.

Parent/Guardian Signature: _____ Date: ____/____/____

Staff Signature: _____ Date: ____/____/____

Notificación al Padre de Enfermedad/Accidente

Estimado Padre:

Su niño(a), _____, se enfermó o accidentó hoy en la escuela.

Él/Ella tiene los siguientes síntomas: _____

Cuando primero notamos estos síntomas (Hora/Fecha): _____

En la escuela comió o tomó lo siguiente: _____

Hablamos con la siguiente persona: _____

Por favor de traer una excusa médica escrita por un **médico con licencia de Estados Unidos** que indique cuando puede regresar a la escuela su niño(a).

Firma de Padre/Tutor Legal: _____ Fecha: ____/____/____

Firma del Empleado: _____ Fecha: ____/____/____

Doctor's Excuse / Excusa Médica

Child's Name/Nombre del (a) Niño(a): _____

Date able to return to school / Fecha cuando puede regresar a la escuela: ____/____/____

Doctor's Order/Indicación Médica: _____

Diagnosis: _____ Medication/s: _____

Restrictions/Restricciones: _____

Physician's Signature/Firma del Doctor: _____ Date: _____

Physician's Printed Name/Nombre del Doctor (Letra molde): _____

Physician's Address & Phone #: _____

Original: Child's Folder
Yellow: Parent

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June 2022

ANNUAL EMPLOYEE AUDIT (YEARLY – JANUARY)

The Hidalgo County Safety Division conducts an annual review of all the drivers in the program to make sure that our records match with theirs, the request is sent in the month of January to be turned in mid February

1. Safety Division Officer will send formal notification to HR Chief Officer and Employee Benefits Coordinator.]
2. Employee Benefits Coordinator needs to run a query with all terminated and active employees to compare to the pdf file sent by County.
3. Employee Benefits Coordinator must compare and audit both files, if any discrepancies are found, Safety Division needs to be notified and submit pertaining to forms to correct them.
4. NOTE: This Audit is long and extensive, it is highly recommended to start reviewing files as soon as possible.

ANNUAL EMPLOYEE AUDIT – CDL (YEARLY – AUGUST)

The Hidalgo County Safety Division needs to ensure that our CDL drivers have a current drivers license, to ensure this and keep their records updated they send an annual notification to compare their files with ours.

1. Safety Division will send request during the month of August.
2. Employee Benefits Coordinator needs to run a query in MIP specifically including the job description to filter by Bus Drivers.
3. Employee Benefit Coordinator must send a list with the most current Bus Drivers and ensure that their Driver License is current.
4. If discrepancies are found, HR Department needs to notify the Bus Driver to renew Driver License as soon as possible.
5. Pertaining renewal forms need to be submitted, along with proof of DL renewal and a current list of Bus Drivers to the Safety Division.

System/Service Area:	Subject: Salary Analysis/Wage Comparability
Related Regulation(s): HSPPS 1302.90	
Related Forms: Wage Forms	Related Reports: Wage Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

Procedure:

A wage and fringe benefits comparability survey is an analysis of an employee compensation system in comparison to similar organizations that offer similar services and demographics. To establish and maintain high-quality program operations and services, Head Start programs must attract and retain qualified personnel. Employee compensation is an important component of any program's ability to maintain a skilled and motivated workforce.

Head Start Programs should:

- Understand federal regulations related to employee compensation.
- Measure current data associated with prevailing wages and benefits within the service area against current program wages and benefits.
- Analyze the impact of the current wage structure against program staff recruitment, retention, and quality of service.
- Improve efforts to attract and retain qualified program staff.
- Develop and implement a process to measure the impact of wage and benefit on overall program quality.

Wage and fringe benefits comparability surveys are required to ensure that salaries do not exceed comparability, but more importantly, to enable Head Start programs and their grantee and delegate agencies to design compensation policies and practices that are fair, equitable, and enable them to attract and retain qualified personnel. Employee compensation should be guided by three factors: comparability, equity, and affordability. Head Start and Early Head Start agencies are responsible to ensure that, as much as possible, their employees are compensated at levels comparable to others in the communities they serve who bring similar qualifications to similar positions. Additionally, local programs should design compensation strategies that are internally equitable. In other words, program employees with similar levels of responsibility, education, and experience are paid similarly without discrimination based on forms of identity including race, gender, age, disability, or sexual orientation. Each grantee and delegate agency must develop compensation systems that are within the means of the agency — that is, wage, salary and benefits plans must be affordable. Every agency should be able to design a wage and salary administration plan that is equitable and affordable. Whether or not wages, salaries, and benefits are comparable to those offered in the broader community is a function of funding level, priorities, and other resources.

System/Service Area: Human Resources	Subject: Staff Health and Wellness
Related Regulation(s): HSPPS 1302.93	
Related Forms: Wellness Newsletter	**Related Reports: Wellness Calendar of Events**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department, Mental Health Department

Procedure:

Staff Health

(a) A program must ensure each staff member has an initial health examination and a periodic re-examination as recommended by their health care provider in accordance with state, tribal, or local requirements, that include screeners or tests for communicable diseases, as appropriate. The program must ensure staff do not, because of communicable diseases, pose a significant risk to the health or safety of others in the program that cannot be eliminated or reduced by reasonable accommodation, in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.

Staff Health Appraisal

The staff Health Appraisal Form is distributed to employees on their date of hire and a reminder is sent when their renewal date is due.

Health Appraisal Notice

Hidalgo County Head Start Program
P.O. Box 0117
Edinburg, Texas 78540-0117
Tel.: (956) 383-0706

STAFF HEALTH APPRAISAL

To: Hidalgo County Head Start Staff

From: Marissa Reyes, Chief Human Resources Officer

Re: Health Appraisal

Date:

CC:

1st Notice

Please be advised that **The Federal Performance Guidelines Standard 1302.93 (a)** requires Head Start employees have an initial health examination within thirty (30) days of employment and a periodic re-examination *(every three (3) years **in exception to Bus Drivers, which is required every 2 years*** **on your anniversary date as recommended by our health provider.**

The Federal Performance Guidelines Standard 1302.93 (a) requires Head Start employees to have an initial health examination and a periodic re-examination as recommended by our health provider.

The Hidalgo County Civil Service Commission Rules under Chapter V Employee Standards of Conduct Rule 513 (ii) states that:

Failure to satisfactorily complete, obtain or maintain any required physical and/or psychological fitness for duty (Adopted December 13, 1995) may result in disciplinary action, including dismissal.

This memo serves as your first notice. Your health appraisal is due on or before 30 days from hire date.

You are allowed to take two (2) hours or less of company time to attend the appointment for the Health Appraisal and you are allowed two (2) hours or less of company time to attend the reading of your TB, no more than four (4) hours combined will be allowed and will be given **ONLY** if you complete on or before the deadline indicated on this notice.

Should you have any questions please contact the Human Resources Department at (956) 383-0706.

Health Appraisal Form

HIDALGO COUNTY HEAD START PROGRAM
STAFF HEALTH APPRAISAL

THIS SECTION TO BE COMPLETED BY THE EMPLOYEE			
Name of Individual Examined:		**SSN:**	
Purpose of Examinations ☐ Initial Employment ☐ Annual Re-examination	Type of Activity in Day Care (Check all applicable) ☐ Caring for Children ☐ Desk Work ☐ Driver of Vehicle ☐ Food Preparation ☐ Facility Maintenance		
THIS SECTION TO BE COMPLETED BY HEALTH PROFESSIONAL WHO DOES HEALTH APPRAISING			
PART I: As shown by physical examination, does the individual have:		YES	NO
1. At least 20/40 combined vision, corrected by glasses, if needed?			
2. Normal Hearing?			
3. Normal Blood Pressure?			
4. Normal Cardiovascular System?			
5. Normal Respiratory System?			
6. Normal Skin?			
7. Normal Neuro-Musculoskeletal System?			
8. Normal Endocrine System?			
EXPLAIN ALL "NO" RESPONSES TO REVERSE OF FORM.			
PART II: Is the individual free from communicable tuberculosis as shown by:		YES	NO
9. Negative skin test results within the past two years?			
10. Positive skin test followed by one negative x-ray and an asymptomatic history at this health appraisal?			
EXPLAIN ALL "NO" RESPONSES TO REVERSE OF FORM, GIVING PLAN FOR FOLLOW-UP			
PART III: Does this individual have any of the following medical problems?		YES	NO
11. History of myocardial infraction, angina pectoris, coronary insufficiency?			
12. History of epilepsy?			
13. Diabetics?			
14. Thyroid or other metabolic disorders?			
15. Inadequate immune status (Td, measles, mumps, rubella)?			
16. Need for more frequent health visits or sick days than average for age?			
17. Current drug or alcohol dependency?			
18. Disabling emotional disorders?			
19. Other special medical problems or chronic diseases which require restriction of activity, medication or which might affect his/her work role? If so, specify on reverse form			
EXPLAIN ALL "YES" RESPONSES TO REVERSE OF FORM, GIVING PLAN FOR FOLLOW-UP IF ANY			
20. Does this individual have any special medical problems which might interfere with the health of the children or which might prohibit the individual from providing adequate care for the children? If yes, explain on reverse of form			
Name and Address of Licensed Physician		**Telephone Number**	
Signature of Physician		**Date of Examination**	

Original Copy: Personnel
Yellow Copy: Employee

Staff Wellness

(b) A program must make mental health and wellness information available to staff regarding health issues that may affect their job performance, and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.

Purpose:

The Hidalgo County Employee Wellness Program was developed with the purpose of improving the quality of life of county employees by promoting healthy lifestyles and aiding employees to maximize benefits afforded through the County's medical insurance, and simultaneously reduce the medical cost claims for preventable conditions.

Vision Statement:

The Wellness Program's vision is to foster a safe work environment where the culture of wellness and prevention are dominate. Moreover, to continuously support Hidalgo County employees to maintain healthy habits and make healthy lifestyle decisions.

Core Values:

The Hidalgo County Wellness Program is guided through our five core values that are embraced daily to create an optimal environment for you and your wellness journey.

1. Respect
2. Inclusivity
3. Success
4. Diversity
5. Creativity

System/Service Area: Human Resources	Subject: Training and Development
Related Regulation(s): HSPPS 1302.90, CCR Chapter 746	
Related Forms: Training Materials	Related Reports: Training Queries
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department, Staff Development Department

Procedure:

The following are a list of requirements for all Head Start and District personnel that are part of the Head Start collaboration:

Required Training:	
Pre-Service Training: HR Policies	These required trainings include: the HCHSP Mandated Policies and Procedures, Acknowledgement of Affidavits for licensing, and the Risk Management Safety Program. This training is approximately 2 hours and may be provided virtually for District Staff. Records & certificates of training hours must be kept at campus.
Pre-Service Training: Compliance Department	These required trainings include: An introduction to the Minimum Standards, the Emergency Preparedness Plan, Prevention of Child Maltreatment, and the Parent Handbook. This training must be a minimum of 6 hours in duration and is provided virtually for District Staff. Records & certificates of training hours must be kept at campus.

Additional Trainings:	
Adult and Pediatric CPR and First Aid Training	This training is required to be completed within 90 days of hire and before having unsupervised access to a child in care. The Head Start CPR and First Aid Instructor will provide a hands-on training at the campus. CPR cards must be kept at the campus.
Pre-Service Training: Department Services	These trainings are required to be completed within 90 days of hire. The trainings are pre-recorded videos by the HCHSP departments. The videos are provided to the Campus Director by the Staff Development Director.
Annual Training (24 clock hours)	These trainings are required to be completed within 12 months. These trainings are provided by the HCHSP departments and may be in-person or virtual. The Staff Development Director will make these trainings available. Records & certificates of training hours must be kept at campus.
Transportation Training	This training is required within 90 days of hire but prior to transporting children, and annually thereafter. This training must be a minimum of 2 hours in duration and is available through pre-recorded videos provided to the Campus Director by the Staff Development Director.

INDIVIDUALIZED PROFESSIONAL DEVELOPMENT PLAN

Through ongoing professional development, Head Start staff enhances their skills and the competencies needed to effectively fulfill their roles and deliver high-quality services. The Head Start program develops and implements a program-wide, systemic approach to staff training and professional development. Head Start also creates individual professional plans with each employee, assisting employees to explore potential career goals and the steps needed to achieve them. The IPDP is used to:

- Increased earning potential
- Networking opportunities
- A boost in confidence
- Enhanced competency, capacity, and service delivery for children and families
- Timely attainment of required credential degrees or certifications

Process: The IPDP process includes:

- STEP 1: Complete the IPDP Profile.
    - The IPDP Profile helps staff reflect on their skills, knowledge, interests, and abilities. The completed form provides valuable information for an individualized professional development action plan. The IPDP Profile must be completed by all current Head Start employees, contracted instructional staff, and new employees upon hire or prior to the first day of instruction.
- STEP 2: Create IPDP Action Plan.
    - The IPDP Action Plan is developed by the staff and the supervisor or a human resource professional. It captures career goals and outlines the steps, resources, and time frames expected to achieve desired career goals. The form includes a mid-point review date for revising the plan. The IPDP Action Plan provides space for one goal. Use one Action Plan for each career goal and make additional copies of the form as needed. The Action Plan must be completed within thirty (30) days of hire or within thirty (30) days from the first day of instruction.
- STEP 3: Document progress.
    - The IPDP Action Plan, Follow-up Notes, and Status Updates helps staff capture meetings and identify personal barriers, coaching opportunities, related resources, and additional considerations as needed. The IPDP Action Plan Follow-up will be conducted mid-year (January) and evaluated at the end of the school year (May).

System/Service Area:	Subject: Transfers/Reassignments
Related Regulation(s): HSPPS 1302.90	
Related Forms: Transfer/Reassignment Forms	Related Reports: MIP Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: Human Resources Department

Procedure:

Lateral Transfers

A lateral transfer is defined as an employee's movement within a department or between departments, from one position into another position, which new position has the same salary grade as the person's previous position, or until salary grades are established, is not budgeted for a higher salary than the employee's existing position. An employee transferring laterally shall not receive a salary increase or decrease. Lateral transfers may or may not involve a change in job responsibilities.

Employees may not transfer between departments without prior approval from both the Head Start Executive Director and Chief Human Resources Officer.

A lateral transfer of an employee within a department or from one department to another within the same job classification is of benefit to both the Head Start Program and the employee in order to improve productivity or morale.

Requests for lateral transfers must be submitted to the Chief Human Resources Officer for a determination that the proposed transfer complies with the provisions of the Personnel Policy Manual. If such a determination is made, a lateral transfer may be made without advertising the vacancy into which the employee is transferred.

Reclassification

The Head Start Executive Director may submit reclassification requests to the Policy Council at any time during the year. Position reclassifications may be required when fundamental changes in the position duties have occurred over a period of time and are the result of required business changes, organizational restructuring or changes in a program or department mission. Reclassifications will only occur when a position's job responsibilities have changed significantly in level and/or scope over an extended period of time compared to the duties and responsibilities listed on the position job description. A reclassification request may or may not result in a change in salary grade and until salary grades are established, a change in salary.

A written reclassification request must be submitted to the Policy Council with a copy of the current job description and a copy of the proposed job description.

***Note*:** The Head Start Executive Director may assign other (additional) duties to any employee in addition to those listed in a job description without requiring a reclassification. The job description is intended to provide a general job description with examples of work and duties to be performed and these may change according to the changing needs of the Head Start Program. A reclassification may be warranted when fundamental changes in the position duties occur over time as defined above.

Employees who occupy a job classification at the time of a reclassification, will be subject to meeting the minimum qualifications of the new job classification in order to remain incumbent in said job.

Positions occupied at time of a reclassification need not be advertised, so long as the incumbent meets the minimum qualifications of the new job classification and provided all procedures provided for reclassifications have been met. An incumbent in a reclassified position is not subject to a new probationary period. Positions that are vacant at the time of a reclassification request must be advertised as provided in the Personnel Policy Manual.

Notification

The Human Resources Department will create a Personnel Action Form (PA) for all transfers in which the salary increases and will send notification to all pertaining departments.

System/Service Area:	Subject: Unemployment Claims/Hearings
Related Regulation(s): HSPPS 1302.90	
Related Forms: Unemployment Forms	Related Reports: MIP Reports
PC Approval:	PC Revision:
Board Approval:	Board Revision:

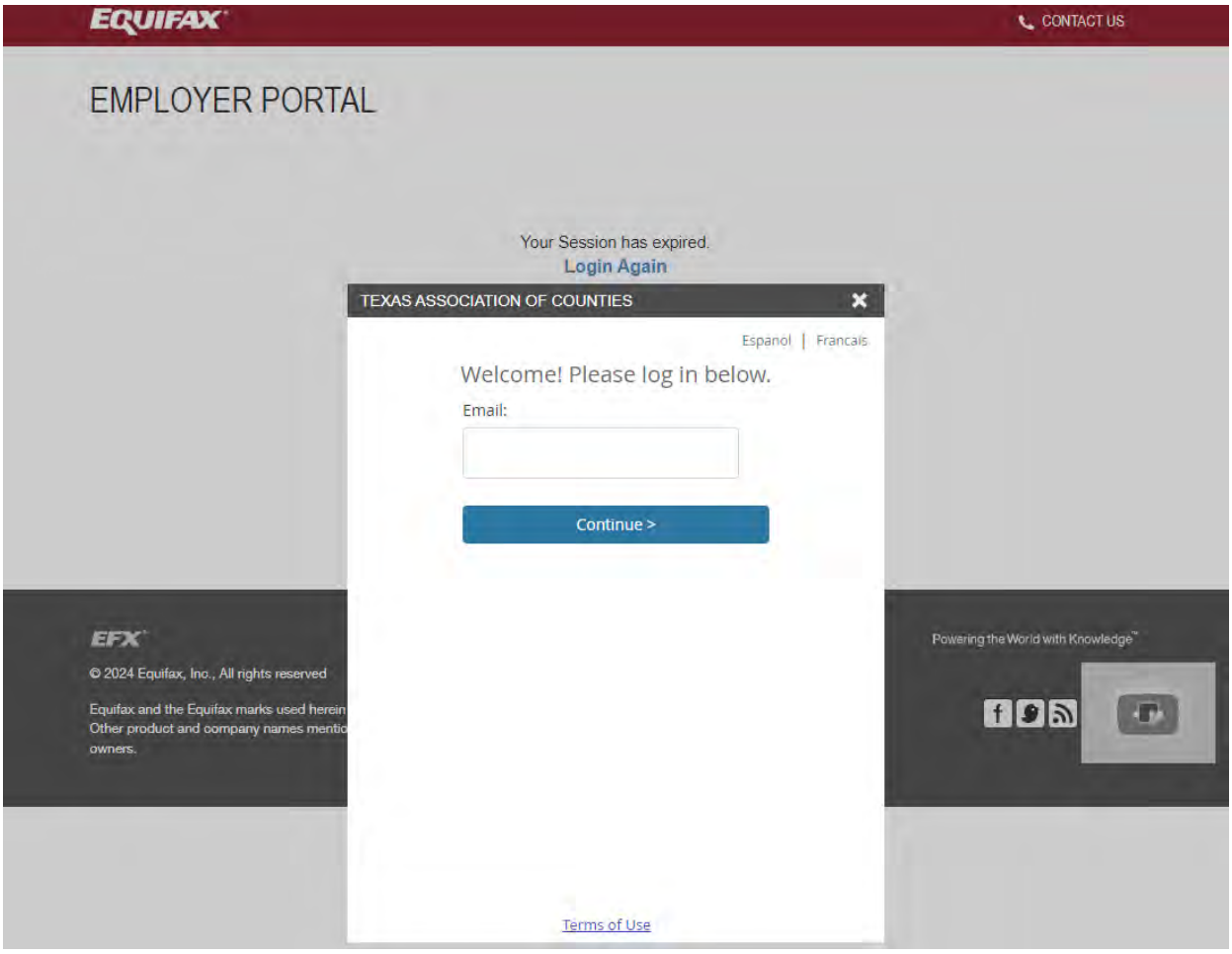
Policy: HR Policies and Procedures

Time Frame: As needed

Person(s) Responsible: HR Department

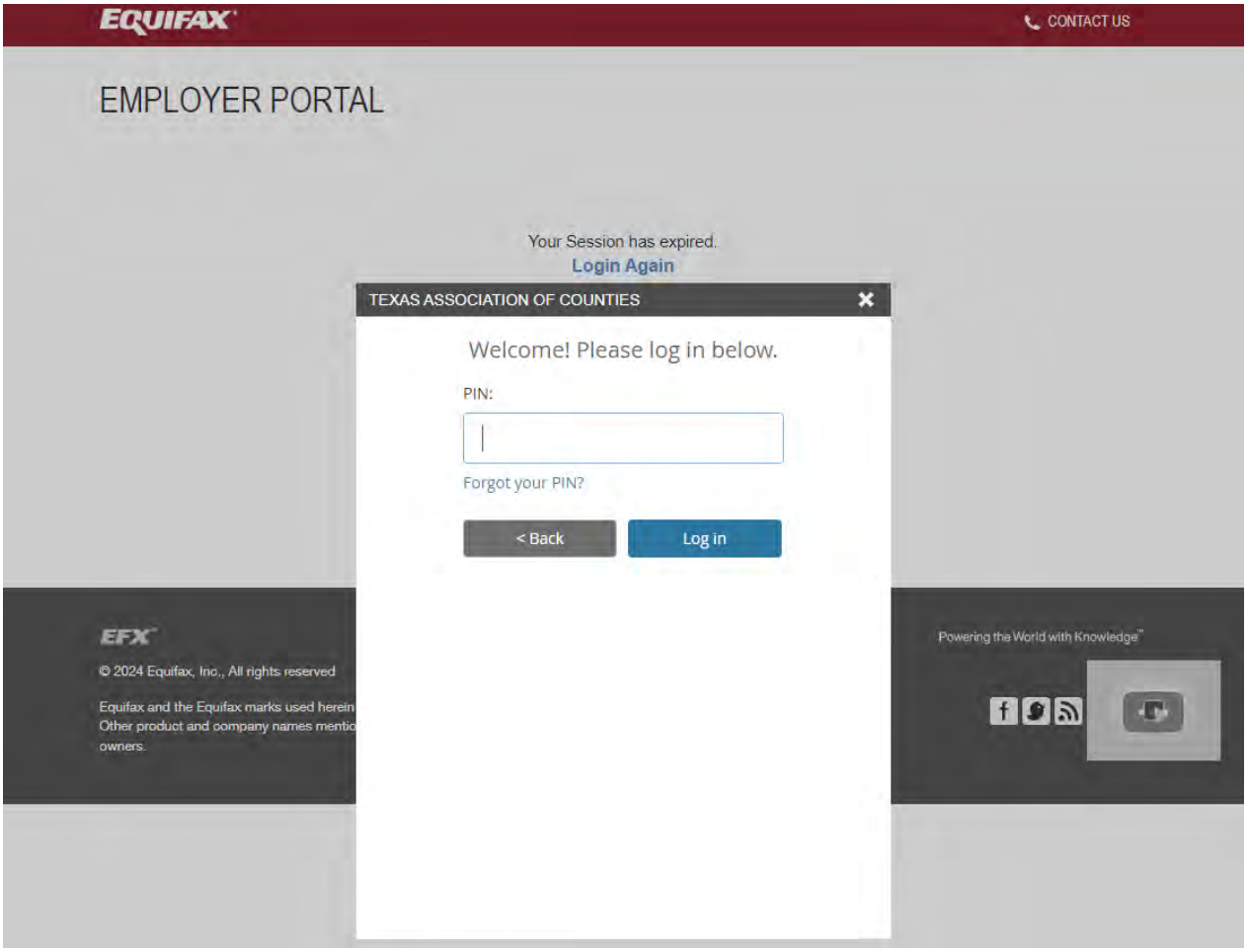
Procedure:

Step 1: To complete an unemployment claim or hearing, log on to the following webpage: https://secureucm.talx.com/WebManager/PreAuth/Logon/EmployerList?employerName=42508



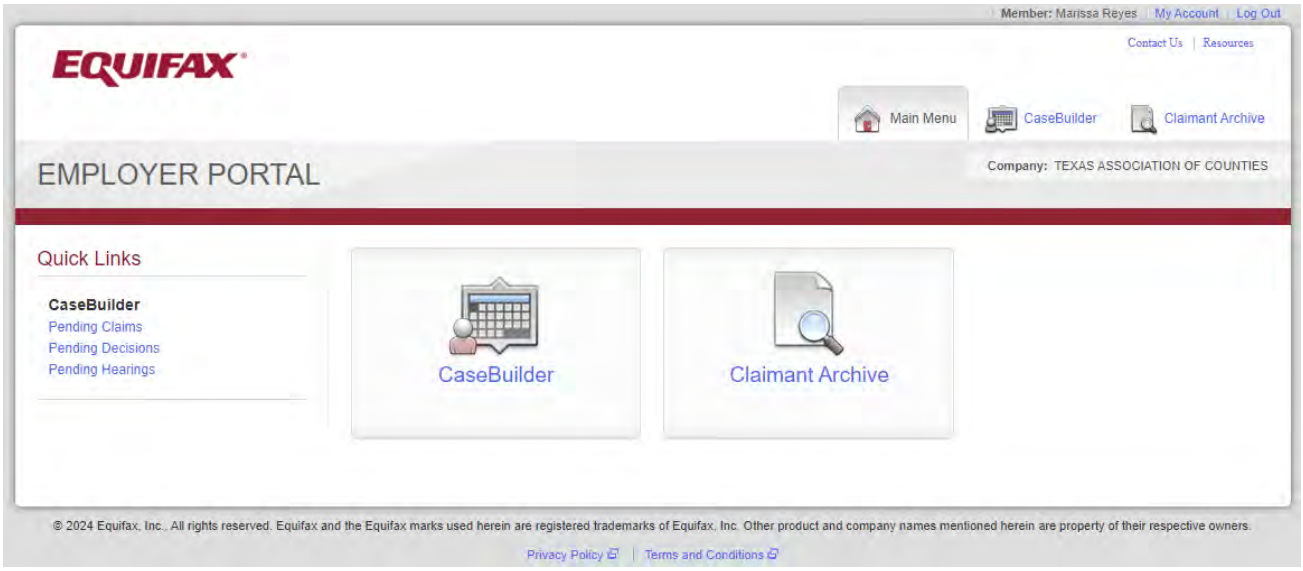
Step 2: Enter the **Email** registered to the account.

Step 3: Then, enter the **PIN** registered to the account.



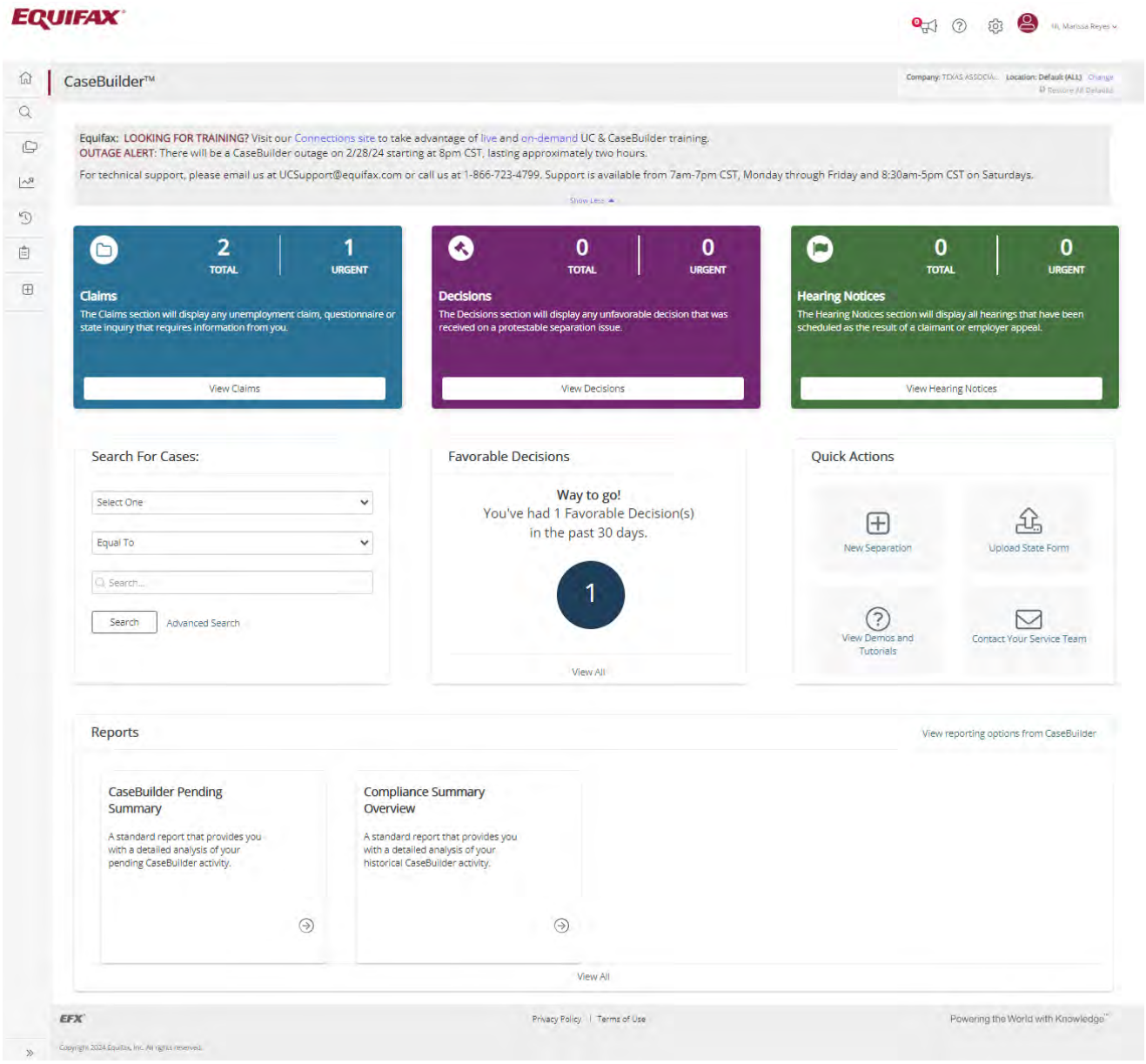
Once you log in, you should see the **EMPLOYER PORTAL** screen.

Step 5: Click on **CaseBuilder**



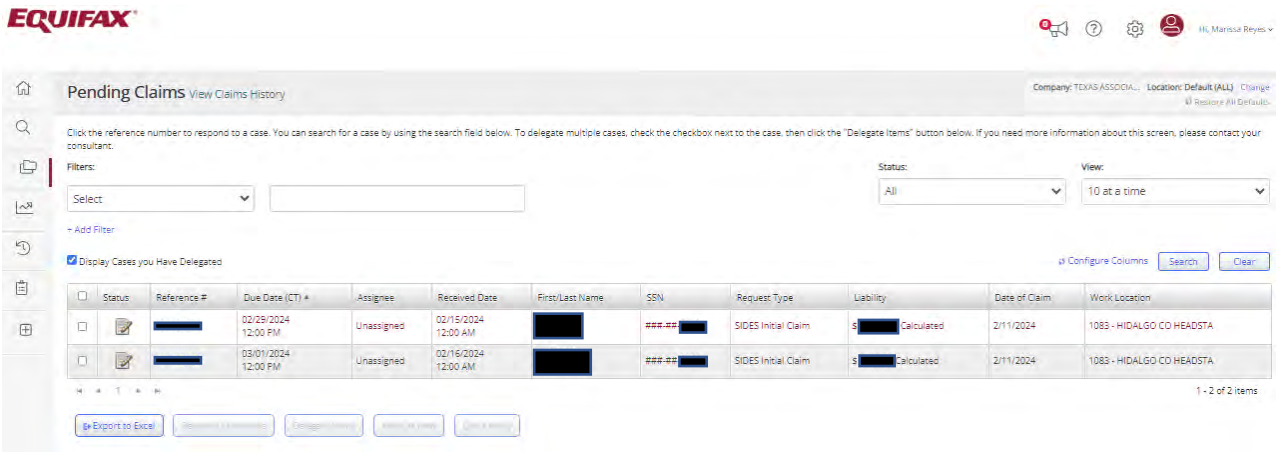
The CaseBuilder screen shows you Claims, Decision, and Hearing Notices.

Step 6: To view pending claims, click on **View Claims**.



Step 7: Click on **Reference #** to open claim.

Note: Sensitive Information has been redacted in the screenshot for confidentiality purposes.

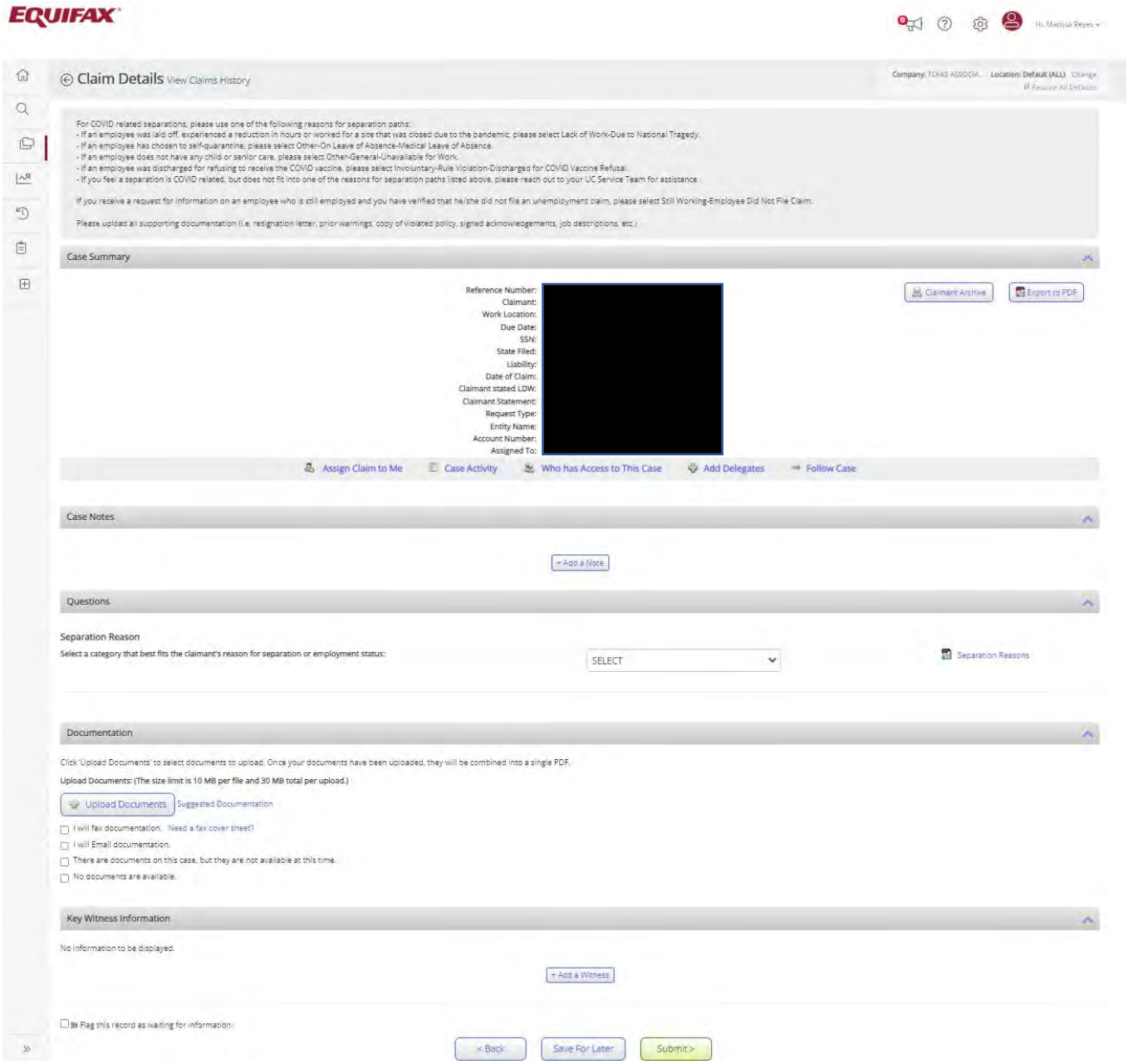


After clicking the Reference #, it will take you to the Claim Details screen.

Note: Sensitive Information has been redacted in the screenshot for confidentiality purposes.

Step 8: Answer the required questions (Separation Reason).

Step 9: Attach the necessary documents and click Submit.



Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

Field Operations/Maintenance Department

Dr. Nereyda Cantu, Assistant Program Director
Azucena Saenz, Field Operations Director Policy Council Member Assigned: Rene Torres

Maintenance Procedures Manual

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Introduction

This Policies and Procedures Manuel serves as a comprehensive guide for all Field Operations staff, providing clear direction and standardized protocols to ensure the effective implementation of Head Start policies and procedures in our operational activities. Our Head Start Program is dedicated to providing comprehensive early childhood education, health, nutrition, and family support services to children and families from low-income backgrounds.

As a vital component of our program, the Field Operations Department is responsible for overseeing and supporting to day-to-day activities across all program sites. It serves as the backbone of our operational infrastructure. We are responsible for overseeing and supporting the day-to-day activities, ensuring that the vision and mission of Head Start Program are realized in every interaction with children, families, and communities.

Our primary focus is to upfold the highest standards of program implementation, monitoring, and quality assurance to ensure the delivery of impactful services to children and families. This manual is designed to provide Field Operations staff with a centralized resource for understanding and executing their roles effectively within the program. It outlines the policies, procedures, and best practices specific to our department, enabling staff to navigate their responsibilities with clarity and confidence.

Department Overview

Staff:

- Field Operations Director
- Crew Leader
- Air Condition Technician
- Electrician Technician Maintenance Department Secretary
- Maintenance Department Crew

Responsibilities:

- Ensure that the buildings and grounds are maintained in compliance with building codes, state licensing, and federal responsibilities.
- Oversee that all program vehicles are maintained daily.
- Responsible for all functions related to facilities and ground.
- Operation and maintenance of all Head Start facilities are daily.
- Ensure all Head Start campuses and vehicles all always ready.

- Responsible for performing a wide variety of building maintenance activities, including repairing A/C equipment
- Ensure all standalone facilities are in excellent condition on a bi-weekly basis.
- Install and or repair electrical heating and cooling systems at all stand alone and administration building.
- Maintain communication surveillance and alarm systems in excellent condition.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
A/C Filter Change Log	Field Operations Department Crew leader	Monthly
Air-conditioning	Field Operations Department Crew leader	Air-conditioning
Carbon Monoxide	Field Operations Department Crew leader	Ongoing
Compensatory Time	Field Operations Department	Ongoing
Daily Maintenance Log	Field Operations Department	Daily
Electrician	Field Operations Department	Ongoing
Fuel Tickets	Field Operations Department Crew leader	Ongoing
Maintenance Equipment Inventory	Field Operations Department Crew leader	Ongoing
Playground Checklist	Field Operations Department Crew leader	Monthly
Purchases	Field Operations Department	Ongoing
Operating Lights	Field Operations Department Secretary	Monthly
Vehicle maintenance	Field Operations Department	Weekly
Work Order	Field Operations Department	Ongoing

System/Service Area: Maintenance	Subject: Carbon Monoxide
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Secretary, Campus Directors

Procedure: HCHSP ensures the safety of children and staff in and has procedures for preventing, detecting, and responding to carbon monoxide (CO) exposure. Below are the comprehensive procedures implemented

- A carbon monoxide detector shall be installed at each stand-alone campus.
- The placement shall be in the kitchen area, except where natural gas is being utilized, then it shall be placed near the heater, range, or any appliance powered by natural gas.
- If the CO detector beeps continuously, all children and staff must immediately evacuate the building to a pre-designated safe area outside the building. When this happens, you are to evacuate the building and call 911.
- Report the CO alarm to emergency services
- The stand-alone campus is to conduct a weekly check and log the reading on the display on the electronic detector.
- The non-electric detector is to be checked in the same manner as the battery-operated smoke detector.
- The electronic detector displays a dot in the lower right corner. A zero (0) reading should be displayed. If carbon monoxide is present the display will indicate the reading in parts per million (PPM).
- The display will indicate a reading of 888 when tested or the battery is replaced for approximately 30 seconds and then return to the normal reading.
- When the battery needs replacing the display will indicate a LB (low battery) reading.
- Batteries on CO detectors should be replaced at least once a year.

System/Service Area: Maintenance	Subject: Compensatory Time
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director

Procedure: HCHSP has clear procedures for employees taking compensatory time to ensure fairness, compliance with labor laws, and effective program operation.

- All accumulated compensatory time shall be taken within the same pay period from accumulated date, unless otherwise instructed by Field Operation Director.
- Refer to Personnel Policy Manual for all compensatory time policies and procedures.

System/Service Area: Maintenance	Subject: Daily Maintenance Log
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff

Procedure: Comprehensive daily maintenance logs for HCHSP maintenance workers is essential to ensure the safety, cleanliness, and proper functioning of all Head Start facilities. Daily Maintenance Logs help HCHSP ensure that their facilities are well-maintained, safe, and conducive to the well-being and development of the children they serve.

- Maintenance team members will begin each day with a briefing where the supervisor assigns tasks and reviews any specific areas of concern or priority.
- The Field Operations Director may assign specific tasks to individual maintenance workers based on daily needs and routine schedules.
- Each maintenance worker should document the following in the log for every task:
    - Date and time of task
    - Location
    - Description of task performed
    - Status of task (completed, in-progress, or pending)
    - Any additional comments or notes
- At the end of each day, the maintenance worker should review their entries with Crew Leader.
- The Campus Director/Crew Leader verifies the completion of tasks and signs off on the log.

System/Service Area: Maintenance	Subject: Facilities
Related Regulation(s): 1302.47 (b)(1)(i)(ii)(iii)(iv)(v)(vi)(vii)(viii)(ix)	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP implements a system of management, including ongoing training, oversight, correction and continuous improvement that includes policies and practices to ensure all facilities, equipment and materials, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Secretary, Campus Directors

Procedure: The system of management must ensure that all facilities where children are served, including areas of learning, playing, sleeping, toileting, and eating are:

- Meet licensing requirements
- Clean and free from pests
- Free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety
- Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and all other safety hazards
- Well lit, including emergency lighting
- Equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully equipped and up to date first aid kits and appropriate fire safety supplies
- Free from firearms or other weapons that are accessible to children
- Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children's activities
- Kept safe through an ongoing system of preventative maintenance

System/Service Area: Maintenance	Subject: Fuel Tickets
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Policy:

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Field Operations Secretary, Maintenance Staff

Procedure: Maintenance staff should obtain tickets (receipts) for fuel purchases every time they refuel their vehicles. These receipts should clearly show the date, time, location of purchase, quantity of fuel purchased, unit price, and total cost. By following these procedures, staff can efficiently submit fuel receipts to the field operations, ensuring proper documentation.

- Maintenance staff shall be responsible for collecting and forwarding all fuel tickets to their Field Operations secretary.
- Secretary will verify them and forward them to the Finance Department.
- The secretary shall advise Field Operation Director of any missing tickets.
- The secretary should maintain records of the submitted receipts and reimbursements for auditing and reporting purposes.
- Field Operations Director shall take necessary action to ensure compliance.

System/Service Area: Maintenance	Subject: Grounds
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Maintenance Staff

Procedure: HCHSP takes a great deal of pride in the aesthetics of its buildings' grounds and landscaping. The Field Operations Department has an experienced grounds team on staff that ensures a safe, clean, and engaging outdoor environment for children, staff, and visitors. It is the department's responsibility to ensure the following:

- Regularly sweep or blow debris from playgrounds, walkways, driveways, and patios.
- Periodically pressure wash hardscape areas to remove dirt, stains, and algae, ensuring surfaces are not slippery
- Treat any weeds growing between cracks in pathways or playground surfaces using child-safe methods
- Repair any cracks or damage to hardscape surfaces promptly to prevent tripping hazards and further deterioration
- Regularly inspect irrigation systems for leaks, broken heads, or other issues. Ensure no standing water that could pose a hazard
- In colder climates, winterize the irrigation system by draining and blowing out pipes to prevent freezing
- Regularly pick up litter and debris to keep the grounds clean and presentable, ensuring no sharp objects or hazardous materials are left
- Monitor for pests and apply child-safe control measures as needed, following integrated pest management practices
- Regularly inspect and maintain groundskeeping equipment to ensure it is in good working condition and safe to operate
- Ensure all employees use appropriate safety gear, such as gloves, goggles, and hearing protection
- Provide regular training on equipment use, safety procedures, and best practices for grounds maintenance, emphasizing child safety

System/Service Area: Maintenance	Subject: Maintenance Equipment Inventory
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Secretary

Procedure: HCHSP effectively manages their maintenance equipment inventory, ensuring that all necessary tools and supplies are available, properly maintained, and accurately accounted for.

- Each maintenance unit shall be issued the necessary equipment to fulfill their assigned job responsibilities.
- The crew leader shall log each piece of equipment by description, quantity and serial number.
- Each maintenance team member shall verify and sign for the issued inventory.
- Crew Leader shall conduct a physical inventory at least every six months in the presence of the maintenance team member.
- Any variance shall be reported to the Field Operation Director.
- Additional equipment requested by the maintenance team member shall be verified by the Crew Leader or Field Operation Director.
- Additional equipment, when received, shall be added to the existing inventory.

System/Service Area: Maintenance	Subject: Monthly Playground Checklist
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Field Operations Director, Crew Leader, Maintenance Staff, Campus Directors

Procedure: Head Start programs must ensure that their playgrounds remain safe, well-maintained, and compliant with safety standards, providing a secure environment for children to play and learn. By following a monthly playground checklist, the staff can maintain proper maintenance of playground equipment and the surrounding area.

- The monthly checklist shall be done at each campus.
- The inspection shall include the following categories:
    - Surface conditions-check for debris, trash, or hazardous materials
    - Ground covering- Inspect the condition of safety surfaces (e.g., mulch, sand, rubber) for adequate depth and even distribution.
    - Fencing and gates: Ensure fences and gates are secure and in good condition.
    - Structural integrity: Examine all playground structures for stability and signs of wear or damage (e.g., rust, cracks, missing parts).
    - Climbing equipment: Ensure all climbing equipment is secure and free from damage
    - Fall zones: Ensure appropriate fall zones around equipment with adequate surfacing
    - Landscaping: Check for overgrown plants or tree branches that could pose a hazard
    - Paths and walkways: Inspect paths and walkways for cracks, holes, or other trip hazards.
- Campus Director shall accompany the assigned maintenance team member while conducting the inspection.
- The Campus Director must sign the document to ensure the inspection was done.
- The document must be submitted to the Field Operations Director.

System/Service Area: Maintenance	Subject: Preventive Maintenance
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff

Procedure: Preventive maintenance is the scheduled attention to the mechanical needs of our HCHSP that result in the reduction of downtime and help lengthen the life of that system. HCHSP Field Operations Department schedules routine preventive maintenance checks on buildings, electrical components, plumbing and HVAC mechanical systems. HCHSP ensures that all facilities, equipment, and systems are regularly inspected and maintained. This can help avoid breakdowns, ensure safety, and comply with regulations.

- Record keeping and documentation should be kept on the following:
  - Building and grounds
  - HVAC systems
  - Electrical systems
  - Plumbing systems
  - Classroom furniture and equipment
  - Kitchen and food service equipment
  - Playground equipment

System/Service Area: Maintenance	Subject: Preventive Maintenance -Building & Grounds
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: Preventive maintenance ensures that all facilities and equipment are in safe working condition, reducing the risk of accidents and injuries. Adhering to preventive maintenance schedules helps meet local, state, and federal safety regulations, which is critical for the safety of children and staff. The following is the scheduled maintenance for building and grounds:

- Schedule Maintenance:
  - Daily:
    - Daily-Inspect walkways for debris and hazards.
    - Ensure all entrances are secure.
  - Weekly:
    - Check exterior lighting for functionality
    - Inspect landscaping for hazards
  - Monthly:
    - Inspect the roof for damage or leaks.
    - Inspect landscaping for overgrowth or hazards
  - Quarterly:
    - Check for pest infestations and address as needed
    - Inspect windows and doors for proper sealing and operation.
  - Annually:
    - Schedule a complete inspection of the building structure

System/Service Area: Maintenance	Subject: Preventive Maintenance -HVAC Systems
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: Preventive maintenance ensures that all facilities and equipment are in safe working condition, reducing the risk of accidents and injuries. Adhering to preventive maintenance schedules helps meet local, state, and federal safety regulations, which is critical for the safety of children and staff. The following is the scheduled maintenance for HVAC systems:

- Schedule Maintenance:
  - Daily:
    - Check thermostats and settings
  - Monthly:
    - Replace air filters.
    - Inspect and clean vents and ducts
  - Quarterly:
    - Inspect and clean condensate drains
    - Check refrigerant levels and system pressure.
  - Annually:
    - Schedule a professional inspection and service system if needed

System/Service Area: Maintenance	Subject: Preventive Maintenance -Electrical Systems
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: Preventive maintenance ensures that all facilities and equipment are in safe working condition, reducing the risk of accidents and injuries. Adhering to preventive maintenance schedules helps meet local, state, and federal safety regulations, which is critical for the safety of children and staff. The following is the scheduled maintenance for electrical systems:

- Schedule Maintenance:
  - Daily:
    - Check for any visible electrical hazards
  - Weekly:
    - Test emergency lighting and exit signs
  - Monthly:
    - Inspect electrical panels for signs of wear or damage
  - Quarterly:
    - Inspect and clean condensate drains
    - Check refrigerant levels and system pressure.
  - Annually:
    - Schedule a professional inspection if needed

System/Service Area: Maintenance	Subject: Preventive Maintenance -Plumbing Systems
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: Preventive maintenance ensures that all facilities and equipment are in safe working condition, reducing the risk of accidents and injuries. Adhering to preventive maintenance schedules helps meet local, state, and federal safety regulations, which is critical for the safety of children and staff. The following is the scheduled maintenance for plumbing systems:

- Schedule Maintenance:
  - Daily:
    - Check for leaks in restrooms and kitchens
  - Monthly:
    - Inspect water heaters and boilers
    - Test all faucets and fixtures for proper operation
  - Annually:
    - Schedule a professional plumbing inspection if needed

System/Service Area: Maintenance	Subject: Operating Lights, Air-Conditioning & Heating
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: At HCHSP we believe that every effort should be made to conserve energy and our natural resources while providing a safe and comfortable learning and work environment for all students and staff. HCHSP has set procedures for overseeing the operation of lights and thermostats at stand-alone campuses ensuring energy efficiency, comfort, and safety.

Operating Lights

- All lights, interior and exterior shall be turned off when the children leave each day and shall not be turned on until children arrive the next day.
- Lights in classrooms should not be turned on unless needed.
- Teaching staff should make certain that lights are turned off when leaving the classroom.
- All outside lights should be kept off during daylight hours.
- When work areas are not occupied, lights can be turned off.

Air Conditioning

- The thermostat controls shall be at no higher than 73-75 degrees in areas that are occupied by children, teaching staff, and office personnel.
- Timers are set at all stand alone campuses: 7am set at 73 degrees ; 5pm set at 80 degrees
- Thermostats shall be set at 80 degrees at all other times.
- All air-conditioning systems at all campuses will be turned on during the summer months and temperature shall be set at 80 degrees.

Heating

- The thermostat controls shall be set no higher than 73 degrees in areas that are occupied by students, teachers, office personnel and administrators.
- Timers are set at all stand alone campuses: 7am set at 70 degrees ; 5pm set at 60 degrees
- Thermostats shall be set at 55 degrees at all other times

Summertime Shutdown Procedures

- Turn off electric hot water heaters
- Unplug all but one water fountain

- Unplug copy machines
- Unplug electric appliances and office machines
- Turn off outside security lights in daytime
- Check security light time clocks as appropriate
- Report any commodes/faucets that run water constantly
- Turn off hot water circulating pumps
- Turn off all empty refrigerators and open the doors
- Turn off all empty freezers and walk-in freezers and open the doors
- Turn off lights in all unoccupied areas
- Maintain fluorescent lamps and lens clean and dust free

System/Service Area: Maintenance	Subject: Pest Control
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff

Procedure: Pest control in a Head Start program requires careful consideration to ensure the safety and well-being of young children, staff, and the environment. HCHSP hires a pest control company who visits our facilities once a month to perform regular inspections and treatments. These routine visits are essential in preventing and managing any potential pest issues, ensuring that our environment remains safe and pest-free. In addition to the scheduled monthly visits, the pest control company is also available to address any urgent pest-related concerns that may arise. Should we identify any pest problems between the regular visits, we can request additional services to promptly handle the situation. HCHSP maintenance department can assist by:

- Regularly inspecting the facility and grounds for signs of pests
- Implementing preventive measures to minimize the conditions that attract pests, such as proper sanitation and maintenance
- Inspecting and sealing cracks, crevices, and other entry points to prevent pests from entering the facility
- Regularly review and assess the effectiveness of the pest control program. Adjust procedures as needed
- Fixing leaky faucets, pipes, and other sources of moisture that can attract pests

System/Service Area: Maintenance	Subject: Purchases
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Field Operations Secretary

Procedure: Creating clear and detailed procedures for making purchases in HCHSP is crucial to ensure transparency, compliance with regulations, and effective use of resources. By following these structured procedures, a Head Start program can ensure that all purchases are made efficiently, transparently, and in compliance with all relevant regulations.

- Materials and supplies necessary for repairs shall first be approved by the Crew Leader and by the Field Operation Director.
- After approval a quotation must be submitted to the maintenance office secretary.
- The quotation must describe the materials in full detail, including the campus name and must include the Crew Leader's signature.
- Prior to processing the requisition, the Field Operation Director must approve the purchase.
- Maintenance staff that are purchasing materials and supplies must submit the invoice to the secretary at the end of the workday.

System/Service Area: Maintenance	Subject: Reporting/Leaving Worksites
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Director

Procedure: HCHSP establishes clear procedures for maintenance staff who is reporting to and leaving worksites. These procedures are crucial for ensuring accountability, safety, and efficiency within our program.

- Maintenance team members reporting at their respective assigned campus shall report to Crew Leader, Campus Director and must sign in and sign out.
- After the work/repair is done, maintenance staff shall advise Campus Director of the work that was performed.
- Maintenance staff must also advise Crew Leader when leaving the campus.
- At any time, if the employee has to leave before job is complete, the employee must notify the crew leader and campus director.

System/Service Area: Maintenance	Subject: Safety Practices
Related Regulation(s): 1302.47(a)(b)	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times.

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: The maintenance department must ensure equipment, materials, furnishings, and play areas are sturdy, safe, in good repair, and meet the recommendations of the Texas Health and Human Services Minimum Standards. HCHSP must attend to the following safety hazards and always be vigilant to the following:

- Equipment that is known to be of a hazardous type
- Protruding nails, bolts, or other parts that could entangle clothing or snag skin
- Lack of specified surfacing and fall zones under and around climbable equipment
- Loose, rusty parts
- Tripping hazards
- Elevated surfaces that are inadequately guarded
- Hazardous small parts that may become detached during normal use or reasonably foreseeable abuse of the equipment and that present a choking, aspiration, or ingestion hazard to a child
- Strangulation hazards (e.g., straps, strings, etc.)
- Flaking paint
- Sharp points or corners
- Splinters
- Paint that contains lead or other hazardous materials
- Tip-over hazards, such as chests, bookshelves

System/Service Area: Maintenance	Subject: Schedules
Related Regulation(s): 1302.47(a)(b)	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff

Procedure: HCHSP ensures maintenance staff have efficient work schedules that support the smooth operation and safety of the facilities. It is essential for maintaining the facility's operations and ensuring the safety and well-being of the children and staff.

- Maintenance staff start and end times are determined by the Executive Director and or designee.
- Employees may be required to work different shifts, including weekends and holidays, to meet the needs of the program and the department.
- No schedule should be considered permanent or fixed.
- HCHSP may change an employee's work hours without giving prior notice or obtaining the employee's consent.
- The Field Operations Director will ensure an even distribution of tasks among workers to prevent overburdening and to maintain efficiency.
- Refer to Personnel Policy Manual for all policies and procedures on employee schedules.

System/Service Area: Maintenance	Subject: Two-Way Radio Communication
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Policy:

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Secretary, Maintenance Staff

Procedure: HCHSP uses two-way radio communication to ensure effective, efficient, and secure communication among maintenance staff. This can be crucial for daily operations, safety, and emergency situations.

- Maintenance team members have a communication device to communicate with the Field Operations Director and/or secretary when in need.
- Communication device may only be used to communicate work-related information
- While at work, employees are expected to exercise the same discretion in using personal cell phones as the use with office phones
- Employees should restrict personal calls during work time and should place personal calls during scheduled lunch periods in non-working areas.

System/Service Area: Maintenance	Subject: Vehicle Regulations
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Policy:

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff

Procedure: HCHSP establishes clear procedures for maintenance staff using company vehicles that ensures safety, accountability, and proper maintenance of the vehicles. Maintenance staff shall abide by the following list of regulations while driving a HCHSP vehicle

- Drive the speed limit. You will be allowed to drive slower if you are pulling a trailer or any heavy equipment or large quantity of materials
- Use a direct route from the complex to the job site and vice versa.
- While driving in vehicles, all employees should be alert at all times.
- Vehicles will be maintained, to include washing
- All occupants of vehicles will be responsible for violation of rules
- All occupants are responsible for the contents of vehicle and trailers.
- The use of cell phones or similar devices for district-related purposes while driving is prohibited; employees must stop their vehicles in safe locations in order to use cell phones or similar devices.

Vehicle Accidents

- The law requires that you stop if you are involved in an accident.
- Provide aid utilizing first aid to injured persons and keep them as comfortable as possible until medical help arrives.
- Notify base law enforcement, benefits coordinator, secretary, County officer, and medical assistance.
- Be prepared to provide the following information, identify yourself and indicate who you are, location of any, damages to the vehicle and or property.
- Information to law enforcement officer:
    - Your name
    - Your address
    - Your driver's license
    - Vehicle identification number
    - Unit number

System/Service Area: Maintenance	Subject: Work Orders
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Secretary, Campus Director

Procedure: HCHSP has a standardized process for submitting, approving, executing, and tracking work orders within the Head Start Program, ensuring timely and efficient resolution of maintenance and repair tasks. These procedures apply to all staff maintenance personnel involved in the work order process within the Head Start program.

- All work orders must be submitted through Go Engage
- Work orders are received, reviewed, and scheduled by Field Operations Director
- The Field Operations Director will engage with crew leader and maintenance team members to ensure the work is addressed and completed.
- Every single work order will be acknowledged and scheduled as time permits
- Once completed the work order is identified as done and the secretary will close the work order
- Accountability of completed word orders shall be submitted at the end of the month through a PIS Report

Hidalgo County Head Start Program
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Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual –

Mental Health Services Department

Mental Health Services Director: Martha Rodriguez

Policy Council Member Assigned: Yessica Villarreal

Mental Health Procedures Manual

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Introduction

The Mental Health Department is a specialized branch within the Head Start Program that promotes the social emotional well-being and resilience of young children.

The department staff works collaboratively with educators, families, and the community, fostering environments where children can thrive and reach their full potential, while also addressing their mental health needs.

Services include screening assessments, parent education, referrals to outside agencies when necessary, and staff wellness programs.

The Mental Health Department collects data, maintains records and supports compliance in all facets of Head Start Performance Standards and State regulations.

The goal is to promote healthy emotional development and support the overall well-being of children, families, and staff, while acknowledging their cultural background.

Mental Health Services support families to make positive changes that help children recover from mental disparities and foster resilience.

National statistics show that one out of four children will have a mental illness during childhood. Children diagnosed and treated are more likely to succeed at home, school, and in the community. Services are based upon the child's strengths, needs, and preferences. Having resilience means having the ability to overcome challenges and adapt to daily stressful or life-changing situations.

We believe that the services and support provided through our Head Start program in conjunction with our partner agencies in the Hidalgo County community will help identify and build upon the support and strengths of the children and their families to get stronger and so does their ability to overcome challenges.

When a child has the resilience they need, they can achieve mental wellness and reach success in the classroom and beyond. All this is done through multiple efforts that include but are not limited to the following:

- Challenging behavior interventions and strategies
- Skills Training and Development
- Counseling
- Case Management
- Family Partner Support Services

"HOPE, RESILIENCE & RECOVERY for EVERYONE is the vision of the Mental Health Department at Hidalgo County Head Start.

Acronyms:

BIP-Behavior Intervention Plan
CD-Campus Director
EAD-Education Area Director
FSW-Family Service Worker
HCHSP-Hidalgo County Head Start Program
IDEA-Individuals with Disabilities Act
IEP-Individualized Education Plan
IFSP- Individualized Family Service Plan
ISD-Independent School District
LEA-Local Education Agency
LPC-Licensed Professional Counselor
MH-Mental Health
PIR-Program Information Reports
PBS-Positive Behavior Support
POP-Program Outcomes Portal
RRT-Rapid Response Team

The Hidalgo County Head Start Program operates its Mental Health Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- Texas Department of Human Services Minimum Standards
- IDEA, ADA

Department Overview

Staff

The Mental Health Department consists of certified professional staff that manage and process all procedures related to a child's social-emotional well-being including those with challenging behaviors within the Hidalgo County Head Start Program. They provide support to the general staff, families, and work with external agencies to ensure memorandums of understanding are in place for additional support. The positions comprising the Mental Health Department are as follows:

- Mental Health Director
- Mental Health Coordinator
- Mental Health Counselors

Other support staff contracted by the Hidalgo County Head Start Program who have consultation responsibilities are as follows:

- Mental Health Consultants/LPC-A's

Responsibilities

The primary responsibilities of the Mental Health Department consist of:

- Attending professional development on working with children with behavioral concerns.
- Collaborate with campus family service workers daily.
- Communicate with family service workers or local education agencies responsible for IDEA implementation to check status of referral process.
- Compliance with Head Start Act
- Compliance with Hidalgo Head Start Program Standards 45 (CFR) Chapter XIII Administration for Children and Families
- Compliance with Texas Health & Human Services: Childcare Licensing Minimum Standards
- Create opportunities for staff engagement through monthly wellness activities.
- Document all notes on the Head Start data system Go Engage.
- Hold informational staffing's on referral purpose and processes with parents.
- Monitor assigned centers to ensure strategies are being implemented.
- Perform classroom observations upon initial internal referral.
- Provide strategies to support and assist teaching staff.
- Train all Head Start staff in Mental Health processes and procedures.
- Weekly, Monthly Program Information Summary Logs for PIR

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Go Engage Case Notes	Teaching Staff	Daily-Weekly-Bi-Weekly
Program Outcome Portal (POP) e-Deca	Mental Health Staff	Daily
Agency PIR	Mental Health Director	Weekly
Campus/Center Visit Logs	Mental Health Staff	Weekly
E-Deca Assessment Tracker	Family Service Workers/Teachers	Weekly
Service/ Therapy Provider Log	Family Service Workers	Weekly
Weekly Status Report	Mental Health Counselor/ Director	Weekly
Guidance Lesson Log	Mental Health Staff	Monthly
Mental Health Service Provider Log	Campus Directors and Family Service Workers	Monthly
Program Information Report – PIR	Mental Health Counselors/Director	Monthly
Program Information Summary Report - PIS	Mental Health Counselor/Director	Monthly
Monitor Referral Process	Family Service Workers	As Needed
Classroom Tools and Supports	Mental Health Staff	Ongoing
Trainer of Trainer Sign-In Sheets	Mental Health Staff	Ongoing
Referrals	Teacher, Family Service Workers	Ongoing
Strategy Monitoring Form	Center Directors, Education Area Directors, Mental Health Director, MH Counselor, MH Coordinator, Disability Coordinators	Ongoing

System/Service Area: Mental Health	Subject: Behavior Intervention Plan
Related Regulation(s): 1302.45, 1302.33	
R Related Forms: BIP Form, Observation Form, Strategy Monitoring Form, MHC strategies, RRT	**Related Reports: Go Engage: Teacher Case Notes**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Center Director
Classroom staff
Family Support staff
Rapid Response Team (Mental Health Counselors, a member of each department based on the area of concern, Campus Director)

Procedure(s): The Head Start Program utilizes a Behavior Intervention Plan that serves as an instrument created by any number of stakeholders working directly with children exhibiting challenging behaviors to assist with strategies, tools, and supports to help teaching staff model regulation techniques through social-emotional skill building throughout the day. This valuable tool not only contains instructional interventions to target areas of need but allows modifications to be made as needed for children with persistent challenging concerns in and outside the classroom.

- A BIP is developed by the Rapid Response Team which consists of one member from each direct service department providing support to the teaching staff and/or child.
- Center director directs FSW to input the concern on Go Engage to initiate documentation process.
- Center Director monitors to ensure plan is being followed with fidelity.
- Classroom staff detects areas of concerns and shares those concerns with all stakeholders working with the child and the parent(s).
- Each member contributes how they will render support to teaching staff and/or child.
- FSW collaborates and communicates with assigned classroom teaching staff on student progress.
- Teacher documents follow up Case Notes under the Social-Emotional Tab on Go Engage.
- Staffing is held with parents to share the Behavior Intervention Plan and to gain consent.
- Teacher(s) implements the recommended strategies and uses all (if any) tools provided by the Mental Health Counselor or various stakeholders.

System/Service Area: Mental Health	Subject: Crisis Intervention Protocol
Related Regulation(s): 1302.46	
Related Forms:	**Related Reports: Go Engage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Rapid Response Team

Procedure: Upon notice of a crisis, the Hidalgo County Head Start Program initiates immediate action from the Rapid Response Team (RRT) composed of department staff, along with call logs of community contacts to respond to the crisis location. A crisis is a time of intense trouble, difficulty, or danger that may cause family tensions and imbalance to rise. Family members may become overwhelmed, immobilized, frightened and unpredictable. However, they may also be open to new approaches to solving problems. With the right tools, a crisis may provide an opportunity for both you and the family to make significant, positive changes.

Crisis intervention is guided by 6 major goals that influence decisions about Head Starts' role with a family in crisis and their aim to stabilize and strengthen the family.

1. **Identify** and **understand** the crisis triggering events.
2. **Relieve** the acute systems of stress being experienced by the whole family and individual family members; this step may best be taken by police or other community agencies.
3. **Restore** the family and family members to their best pre-crisis levels or better.
4. **Identify** steps the family and head start staff, and community resource providers can take to remedy the crisis.
5. **Establish** a connection between the family's current situation and past experiences.
6. **Support** the families' use of new ways of coping with stressful situations, which can include referrals for mental health consultations.

Supporting a family in crisis by:

- Recognizing the signs of high-risk behaviors e.g. (Substance abuse, domestic violence) observing and verifying potentially dangerous situations e.g. (guns in the house, violent outbursts).
- Identifying potential stressors such as loss of a job, sudden natural disasters e.g. (floods, hurricanes, and fires), and loss of a family member.
- Having partnerships with local agencies, nonprofits, and faith-based organizations that provide crisis interventions.

- Ensuring these agencies will provide culturally appropriate services such as homelessness, and women, and domestic violence shelters, food banks, and health clinics.
- Establishing protocol training on how to respond to different kinds of crisis.
- Having culturally relevant response plans and services in place.
- Having information and resources available to assist staff and families after a crisis.
- It may be useful for a family member or staff to speak with a mental health consultant after a crisis or read information about common reactions to crisis.

System/Service Area: Mental Health	Subject: Deferment Placement (1 day)
Related Regulation(s): 1302.17	
Related Forms: Referrals, Documentation, Parent Input,	**Related Reports: e-Deca, LEA collaboration efforts**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program will enforce a 1 day Deferred Placement when in need, to assist teachers with children that need more time to adjust to the school setting and/or transition from home to school. These children are those with severe challenging behaviors that hinder learning and cause many disruptions throughout the day.

Time Frame: Ongoing

Person(s) Responsible:
Campus Director
Disability/Mental Health Director
Executive Director

Procedure(s):

- At the onset of an abrupt crisis, the teacher will maintain communication with the family of the child exhibiting severe behavior concerns, and only after all efforts have been made with the child.
- If the child poses a threat to himself or others, the Mental Health/Disability Director will be the only one to approve this leave.
- If Mental Health/Disability Director is unavailable, an Executive Team Director will become the next point of contact to render this decision.

EXCEPTION:

This placement excludes children identified as LEA's as they are protected by IDEA and have an active IEP in place.

Refer to Appendix E for the Deferred Placement form

System/Service Area: Mental Health	Subject: Documentation
Related Regulation(s): 1302.45, 130.33, 1302.17	
Related Forms:	**Related Reports: Go Engage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible:
Center Director
Family Service workers
Mental Health Staff

Procedure(s):

The HCHSP keeps all information regarding the children we service and their families on our Go Engage system to ensure services are rendered to them quickly and continuously by having everything available in one location. This documentation is critical and allows staff members working with a specific child or family that may have a challenging behavior or medical disability to see where the child is lacking and how we target areas of need. All records are confidential, and we expect all staff accessing these systems to do the same to protect our children and their families. Some of the items we document are as follows:

- Case notes on student progress.
- Child/family medical information.
- Classroom observation by Mental Health Professionals (Fall, Spring).
- Mental Health Services from outside agencies for children receiving that support.
- Observations of children needing support from Mental Health.
- Rapid Response Team action plans.
- Referral process.
- Screener ratings of strengths and weaknesses on Social-Emotional Protective Factors.
- Staffing information.
- Strategies used with children having behavioral concerns.

Refer to our Confidentiality section of our manual for more information.

System/Service Area: Mental Health	Subject: Go Engage Data Management System
Related Regulation(s): 1302.45, 130.33, 1302.17	
Related Forms:	**Related Reports: Electronic data system**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Campus Staff

Procedure: The Hidalgo County Head Start Program staff will access the Go Engage Data System to navigate, document, monitor Program Outcomes Portal (POP)-screener flags, initiate referrals, input observations, services notes, consents and follow up case notes.

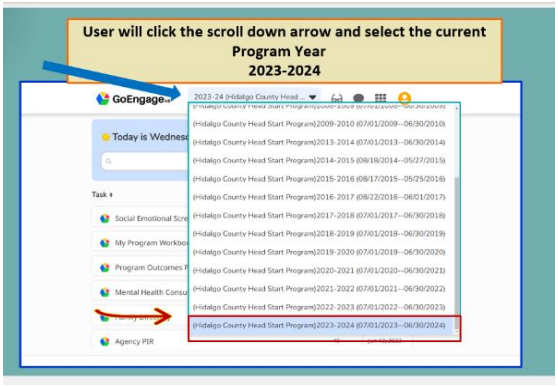
1. Go to https://goengage119.cleverex.com/Mobile/Login.aspx
2. Type username and password to log in.
3. Select Program Year.
4. Go to general task screen; Select Social-Emotional Screening/Assessment.
5. Locate your campus and classroom.

(See pictures below)

1.



2.



3.



and so on.

Refer to Appendix D for a step-by-step process on the Go Engage Data Management System

System/Service Area: Mental Health	Subject: Local Education Agency Collaboration
Related Regulation(s): 1302.45/ 1302.60, 1302.63	
Related Forms: Referrals, Documentation	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Local Education Agencies (LEA)- ISD

Procedure: The Hidalgo County Head Start program is in partnership with the LEAs through a Memorandum of Understanding where each share responsibilities in providing direct services and resources to all children enrolled. Together, they ensure children, and their families receive proper guidance in securing the necessary support and services needed.

- The Mental Health Department collaborates with local education agency staff to provide support to render services to children with dual enrollment in Head Start and ISD's throughout Hidalgo County.
- Support and guidance are integral to the Mental Health department's mission to assist all families of children enrolled with Head Start as requested.
- Our program works with ISD personnel across nine districts in Hidalgo County to collaborate on all matters related to the Referral Process regards to
- We collaborate to deliver training to FSW's and Disability Coordinators on all referral processes.
- FSW's obtain documentation from special education personnel regarding referral packet.
- They obtain the goals and six weeks progress reports from LEA's
- Secure service provider logs to verify services are being rendered according to the IEP.

Reference Disability Manual Regulations 1302.20, 1302.63 for more information.

Reference Education Manual for added information on Local Education Agency involvement with our program.

Reference Procurement Manual for specificity on MOU information.

System/Service Area: Mental Health	Subject: Mental Health Community Resources
Related Regulation(s): 1302.45, 1302.46, 1302.53	
Related Forms: Community Resource list, Parent Handbook, HCHSP.org, website	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: All HS Staff

Procedure: The Hidalgo County Head Start Program is in partnership with multiple community agencies, both private and public, to render services and support to our Hidalgo County families when in need. They are as follows:

- Easter Seals Rio Grande Valley
- Childrens Advocacy Center of Hidalgo County (Estrella's House)
- Mujeres Unidas/Women Together
- Nuestra Clinica del Valle
- Texas Child Health Access Through Telemedicine (TCHATT)
- Texas Department of Health and Human Services
- Texas Tropical Behavioral Center
- Region One ESC
- UTRGV CAP (Counseling and Assessment Preparation) Clinic

Mental Health staff will implement referral process if:

- Child has a failed developmental screening, must have parental consent for referral.
- Parent/teacher concern regarding behavior and/or developmental delay (parent consent for referral must be documented).

Mental Health staff will:

- Assist disability staff complete disability referral packet.
- Educate parents on the referral process.
- Follow-up on the referral's progress, including any additional documentation to complete it.
- Receive the parent/teacher concern.

Refer to Appendix B for a complete list of Community Resources

System/Service Area: Mental Health	Subject: Mental Health Intervention/Action Plan
Related Regulation(s): 1302.45, 1302.33	
Related Forms: Observations, MHI/AP, Go Engage, and Positive Behavior Support strategies	**Related Reports:** Services Log for MH services
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Campus Directors
Education Area Directors
Mental Health Counselors

Procedure: The Mental Health Intervention/Action Plan is initiated once strategies, tools, and supports are first provided to the teaching staff to help assist with abrupt behaviors in the classroom. This provides opportunities to build self-regulation, coping skills, and promote peer social interactions where the child can reach their full potential to succeed in the classroom while staff monitors progress.

The MH I/A Plan allows for specialized independent agencies to provide immediate support to staff, children, and families by doing any of the following:

1. Referrals are received via email from staff initiating referral.
2. Following the MHP order of staff responsible to assist and respond, the CD initiates the first observation, followed by the EAD, and lastly the MHC. This collaboration allows us to provide and build a strong toolbox of strategies for staff to use with children having continued challenging behaviors in class.
3. Monitor strategy implementation through campus director or family service worker using the Strategy Monitoring Form on Go Engage.
4. All class observations are entered under case notes on Go Engage under Social-Emotional Tab.
5. Ensure strategy monitoring forms are uploaded on Go Engage from each observer doing the monitoring, including the Campus Director.
6. Follow-ups will be input under case notes on (SE Tab) by teachers implementing and monitoring student progress daily on Go Engage.
7. FSW's will maintain a log of all children being referred for challenging behaviors including # of observations, staffing's held, outside services status and other relevant information due monthly to MH Department. MHC will collaborate with FSW to ensure accuracy of all notations.
8. If challenging behaviors continue, modifications can be made to the plan by the Mental Health Counselors after they conduct conferences with teachers to discuss issues of persistent behaviors and initiate changes to the plan with parent consent.

<u>Mental Health/Disability Coordinator/FSW will:</u>

- Obtain authorization and permission from the parent to conduct an internal MH/Disability referral form for children with challenging behavior/concerns.
- Schedule observations with campus staff
- Initiate observation and provide written immediate feedback to teachers.
- Model strategies with children in the classroom setting as applicable.
- Review classroom observation of strengths and weaknesses with campus director or teacher and make recommendations.
- Meet with parents to discuss concerns and strategies if necessary.
- Conduct follow-up observations as necessary.
- Observe to see if behavior is improving, if not, make modifications to strategies
- Initiate external referral if necessary and with parental consent, as needed.
- Teacher implements strategies consistently for at least 3-4 weeks.
- Modify the strategies to meet the needs of children with disabilities.
- Obtain an electronic copy of strategies from Go Engage data system and present to staff and or parents as needed.
- Teacher keeps a copy of the BIP close to access as needed. (if applicable)
- MH I/A Plan is online on Go Engage for viewing all notations.

System/Service Area: Mental Health	Subject: Mental Health Process
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Campus Director
Family Service Worker
Teacher Assistant (ISD/HS)
Teacher (ISD/HS)

Procedure: The Hidalgo County Head Start Program utilizes the Mental Health Process to assist teachers and support staff in classrooms with strategies, tools, and resources to address children with challenging behavior concerns inside and outside the school setting. Parents are a crucial instrument of this process and share the responsibility equally in assisting with implementation of the strategies that support children's social-emotional well-being.

All campus staff will follow the Mental Health Process when it pertains to a child who exhibits challenging behaviors.

1. The teacher identifies challenging behavior and will implement PBS strategies for four weeks. The teacher discusses behavior concerns and strategies with parents to request parent support. Case Notes will be inputted on Go Engage by the teacher and support staff.
2. If behavior continues, or has not improved, the teacher reports behavior and reviews electronic case notes with CD and FSW.
3. Campus Director conducts observation and provides teachers with strategies and resources for immediate implementation for 3-4 weeks. Center Director inputs observation data on Go Engage by clicking on 3 dots under the (Social Emotional Screening & Assessment Tab). Box opens, enter date of Observation. Under (SERVICE) tab input all relevant notes and save. If behavior continues with minimal to no change, the CD will notify or alert the Education Area Director of concerns regarding child's behavior and request the need for a second observation for further support. Same process is followed by EAD on inputting all notes in data system.
4. The Education Area Director observes the child in the classroom and meets with Campus Director to determine if the teacher will continue, modify, or change the current plan for the child or if the teacher needs guidance by utilizing the Teacher Performance Plan.
5. If the observations indicate that the teacher needs assistance with classroom management, the teacher will be provided with training and/or assistance by the CD and EAD. New strategies will be provided along with a 3–4-week window to implement, practice, and allow children to adapt to new skills.
6. Teacher documents interventions implemented and child progress under case

notes on Go Engage (Social Emotional Screening/Assessment Tab). Consistency and continuity are critical at this point.

7. If the child's challenging behavior persists, an observation will be completed by the Mental Health/ Disability department. The Mental Health Counselor will support the teacher to address children's needs and will work closely with HS Disability staff to ensure all services and resources are considered. Families may be part of these processes as needed.
8. If the child exhibits challenging behavior that requires further review, an electronic parent interview form will be completed by the teacher or FSW to gather any relevant information that may help determine the possible root problem to reach a solution. Case Notes will be entered on Go Engage by the teacher and support staff.
9. Staffing's will be held to review all relevant information that may help to determine possible triggers at home or school along with the input from our Rapid Response Team to ensure all departments are equally vested with supports as deemed necessary and based on a child's individual needs.
10. The Mental Health/Disability Staff will work together to develop Behavior Intervention Plan, based on areas of needs using Positive Behavior Support tools and e-DECA strategies along with other research-based interventions to help minimize disruptive behaviors.
11. If the child needs to be referred out, the FSW ensures Medicaid is current, contacts the parents, and plans for services after consents are gathered and noted on Go Engage. If the child does not have Medicaid, the Denial Tab is activated and filled out with the date. Arrangements will be made for the child to receive professional services.
12. Due to confidentiality, Mental Health professional agencies provide minimal follow-up information of services, however HS staff will attempt to gain information via verbal follow-ups on a child's progress or continued services to document status of external supports. HS staff will monitor progress and case notes will be entered on Go Engage by Mental Health Counselor and support staff.
13. If the services provided are successful, the case is closed after the Mental Health Professional makes the recommendation.
14. If the Mental Health Professional deems it necessary to evaluate a child to determine whether he/she has a disability and may require special education, then the professional discusses recommendation with parents and to gain needed consent.

Exception: If after 3 weeks of initial enrollment, a child exhibits innate behavioral challenges outside the normal spectrum in comparison to his/her peers; and is within the same age range, and the Teacher, FSW, and CD feel the need to initiate a Referral immediately, the parent must be contacted PRIOR to gain consent for paperwork to initiate for either internal or external evaluations or MH services to be considered. FSW will monitor referral progress and report to the teachers and CD. All outcomes will be documented on Go Engage by responsible parties.

Refer to Appendix F for the Mental Health Process Guide

System/Service Area: Mental Health	Subject: Monitoring
Related Regulation(s): All areas of MH department services	
Related Forms:	**Related Reports: Go Engage , PIR**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Mental Health/Disability Staff

Procedure: Hidalgo County Head Start Program provides continuous monitoring of campus staff, children, and families to ensure their overall well-being is addressed. Mental Health staff overlook the Go Engage system to follow up on tasks that must be completed within a given time frame and input data accurately for tracking purposes. Other areas include services and support to teaching staff, strategies, and tools for children to use when in need of interventions, classroom modifications, and other resources due to behavioral concerns. Varied support to families through resources, outside agency services and more are also at their disposal.

Monitoring tasks include the following:

- Classroom walk-throughs
- Staffing's
- Overlook implementation of e-Deca strategies
- Screener ratings
- Flags: Red-late/Yellow-due soon/Blue- tested after mandate and need justification (POP)
- Classroom observations
- Classroom Learning Instrument
- Referral process

Agency PIR:

As part of the Mental Health Monitoring Process, the Mental Health Director and staff work together to generate weekly reports and status updates collected from the family service workers of services provided to campuses by all stakeholders when addressing varied needs for teachers, children, and/or families. These reports are submitted to the Assistant Executive Director for the Head Start Program who oversees the department. Data collection in this report includes:

- Children with challenging behaviors
- Staffing's held weekly.
- Staff Wellness activities
- Classroom observations made
- Referrals made
- Children receiving outside services using signature log

System/Service Area: Mental Health	Subject: Observations
Related Regulation(s): 1302.45	
Related Forms: Go Engage Observation form.	**Related Reports: Go Engage**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible:
Campus Director
Classroom staff
Education Area Directors
Family Services Workers
Mental Health Counselors
Teacher

Procedure:

The Mental Health staff uses informed and reflective observations to offer in-class support for children based on areas of need. During the visit to the classroom, or when requested; one-on-one conversations with staff are held to learn about children's preferences, triggers and exhibited behaviors that negatively impact their Social Emotional Learning process.

Best teaching practices should be met with an approach to reach all children including evidence of support for children with challenging behavioral needs. Classrooms ought to be conducive to learning for the diverse population of children through the learning conditions that allow all children to feel safe and part of the learning environment.

Campus Director and Education Area Director will:

- Conduct observation and provide teachers with strategies and/or resources for immediate implementation for 2-3 weeks.
- Monitor to ensure strategies are being implemented with fidelity to help each child gain skills as they learn to practice and adjust behaviors accordingly.
- Add notes to the Case Notes tab.
- Share child progress with parents as needed.

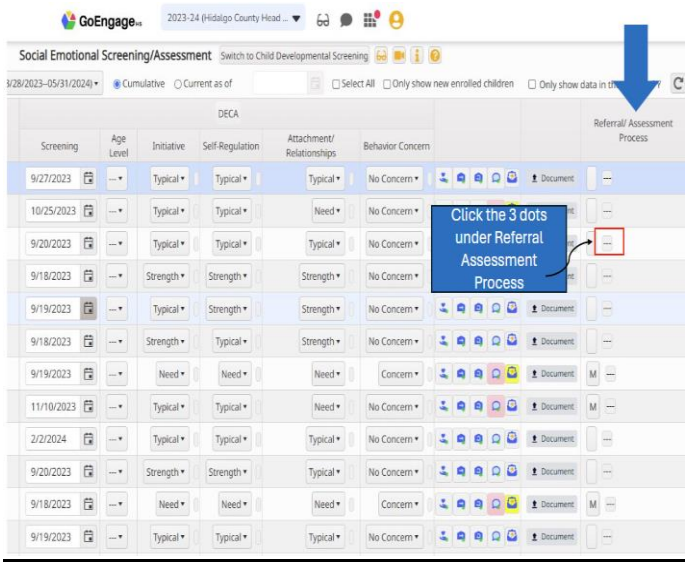
FSW and teacher will:

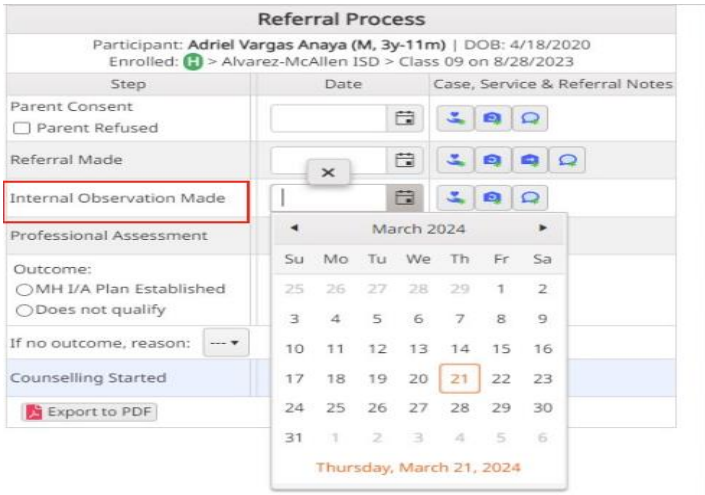
- Case Notes will be inputted on Go Engage by the teacher or FSW through the Speech bubble Icon to document.

All Observations will be done through Go Engage as follows:

- In the **Social Emotional Screening Assessment** section
- Find the **Referral/ Assessment Process** and click the 3 dots at end of tab
- Click on **Internal observation.**

- Enter data for all entries on the screen: date, person doing observation, notes from observation, recommendations, observation minutes, department requesting observation, type of service, etc.





<u>Refer to Appendix D for an in-depth guide on how to input Observations on Go Engage Data Management System</u>

System/Service Area: Mental Health	Subject: On-Site Consultations
Related Regulation(s): 1302.17	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Fall and Spring (1 per semester)

Person(s) Responsible: Contracted Mental Health Consultants - Licensed Professional Counselor (LPC)

Procedure: Hidalgo County Head Start consults professional counselors, Mental Health Consultants, or Licensed Professional Counselor (LPC) to perform two observations throughout the year.

- Fall and Spring classroom observations will be conducted to identify, analyze, and assess social emotional interactions between classroom staff and children within the classroom environment.
- Complete a reflective consultation meeting between the Campus Director, Teachers and/or Mental Health Department to discuss the finding of the observation and provide recommendations for further evaluations or referral of children with challenging behavior.
- Provide the Mental Health Department with the observation form to upload on Go Engage.
- Provide feedback and recommendations to teaching and campus staff on ways to improve classroom management and teacher practices through strategies that include using classroom observations and consultations to address teacher and individual child needs and creating physical and cultural environments that promote positive mental health and social and emotional functioning.
- Train staff to address prevalent child mental health concerns, including internalizing problems like appearing withdrawn and externalizing problems like challenging behaviors.
- Consult with parents and staff to understand mental health and access mental health interventions, if needed.
- Assist in implementing policies to limit suspension and prohibit expulsion.

Reference Procurement Manual for more information.

System/Service Area: Mental Health	Subject: Parent Engagement Opportunities
Related Regulation(s): 1302.46	
Related Forms: Community Agencies, Flyers, social media, HCHSP website, staff meetings	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: All Head Start staff

Procedure:

Parent involvement occurs when parents participate in activities and take advantage of opportunities at their child's early care and learning setting. This usually means that parents attend meetings or special events a program offers. Parent involvement may also include an exchange of information about the child and what happens at home. Professionals may offer advice or recommend resources to address challenges. We may, for example, give written information to a parent about toilet learning for his/her child. Or we might invite a parent to share information about what quiets her child at nap time. Early childhood professionals and programs typically initiate parent involvement. These activities are important and often beneficial to families.

HCHSP partners with families to share responsibility for the care and learning of children by using a collaboration with everyone at home and in the program. Engagement in the early years prepares families to be engaged throughout their child's school years. Most importantly, family engagement efforts support the parent-child relationships that are key to a child's healthy development, school readiness, and well-being now, and in the future.

The Hidalgo County Head Start Program holds multiple functions throughout the school year to ensure families of our enrolled children have access to numerous services available to them from our community partners. Some of these include but are not limited to the following:

- Autism Walks
- Community Outreach Opportunities
- Fatherhood Conference
- Informational Fairs
- Region One Trainings for children with behavioral concerns or disabilities

Reference the Family Engagement Manual for more information

System/Service Area: Mental Health	Subject: Positive Behavior Support
Related Regulation(s): 1302.45	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible:
Campus Director
Family
Mental Health Coordinator
Mental Health Counselor
Teaching staff

Procedure:

All teaching and office staff will be trained in Positive Behavior Support strategies at the beginning of each school year and ongoing by the Mental Health Department.

Positive Behavior Support strategies help to identify the reasons behind challenging behavior, focus on developing positive skills, teach alternate approaches, rewards positive behaviors, and minimize factors that trigger challenging behavior.

PBS implementation is tracked on Go Engage through case notes.

Strategies to implement in the classroom (and for parents at home) are:

1. **Expectations** - All Head Start campuses and classrooms will implement rules, routines, and physical arrangements developed and taught by school staff to prevent initial problem behavior. Children should have a clear understanding of what is expected of them.
2. **Model**- Showing children the expectation through modeling allows the children to understand what is being asked of them. Giving nonverbal cues or gestures to rethink behavior (ex. Gently placing hand on a child's hand to redirect attention or behavior). Continuous warm and respectful behavior throughout the day and at specific moments when a gentle reminder is needed will show children what is being asked of them.
3. **Consistency**- Keeping and practicing a routine will allow children to know what to expect each day. Having a consistent calendar, schedule, and rules allow children to anticipate what will happen next. This creates confidence and a sense of control which leads to fewer disruptive behaviors.
4. **Acknowledge**- Children respond well to positive responses to the desired behavior (ex. Child throws their trash without being reminded. Response of "thank you for throwing your trash" acknowledges the positive behavior). Responses can be verbal or non-verbal, short and immediate.

5. **Evaluate**- Data is important in identifying patterns in behavior. Tracking behavior allows the classroom staff to determine which behavior needs to be targeted and which strategies to implement. This allows the classroom staff to monitor a child's progress and if different strategies need to be implemented.

Refer to Appendix G for more information on Positive Behavior Support

System/Service Area: Mental Health	Subject: Program Information Summary (PIS)
Related Regulation(s): 1302.45	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Department Director

Procedure: Department will submit Mental Health Department Services rendered to campus staff, children, and families to the Executive Director/Secretary.

- Children with challenging behaviors
- Observations
- Referrals (Internal and External)
- Staffing's for challenging behaviors
- Teaching staff MH consultations
- Staff Wellness activities

System/Service Area: Mental Health	Subject: Rapid Response Team
Related Regulation(s): 1302.45	
Related Forms: Mental Health Intervention/Action Plan (MH I/AP), Behavior Intervention Plan (BIP)	**Related Reports: Go Engage – MH I/A Plan or Forms: BIP**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing - As Needed

Person(s) Responsible:
Campus Director
Family Service Worker
Mental Health Counselor

Procedure: Upon notice of an ongoing and severe challenging behavior taking place on campus, the HS Rapid Response Team will have a pre-staffing to discuss and analyze the behaviors in question, support given to children and family and results of those supports. Referrals for staff and parents are available to provide opportunities for Mental Health support from external agencies while maintaining confidentiality. Parent/Guardian may contact Campus Director, Mental Health Counselor, Teacher, or MH Coordinator to request a Mental Health referral for their child(ren) and/or their family members as needed.

- Each member of the varied departments will join to develop a MH I/A Plan or BIP where each will list the services they will render to the child and their family.
- Family Service Worker will schedule a staffing session with parents where the plan will be introduced and each member of the RRT will share the services they will provide to the child in question.
- Upon parents' consent, the teaching staff will implement the plan immediately and follow all goals and objectives noted on the plan.
- The Center Director will monitor to ensure the plan is being followed with fidelity to help the child gradually overcome stated challenges in due course.

Additional considerations:

- Parents or campus staff may contact the Mental Health Department for connections to community resources to meet the needs of their family for mental health support.
- Mental Health Counselor conducts observations and makes notes of child behaviors and areas of need and provides teacher support and resources to help child regulate those behaviors.
- If minimal or no progress is made as the Mental Health Process is being followed, the RRT will step in to do their own assessment and develop a plan to assist the campus staff, children, and families.
- Mental Health staff provides agency information and or resources to the parent/guardian in writing or via email to Campus Director depending on

parent request. This includes in-patient Mental Health services for children and family members.

- All documentation is kept confidential in the data system of Go Engage for tracking of services purposes.

System/Service Area: Mental Health	Subject: Referral Process
Related Regulation(s): 1302.45	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On Going

Person(s) Responsible:
Campus Director
Family Service Worker
Mental Health Staff

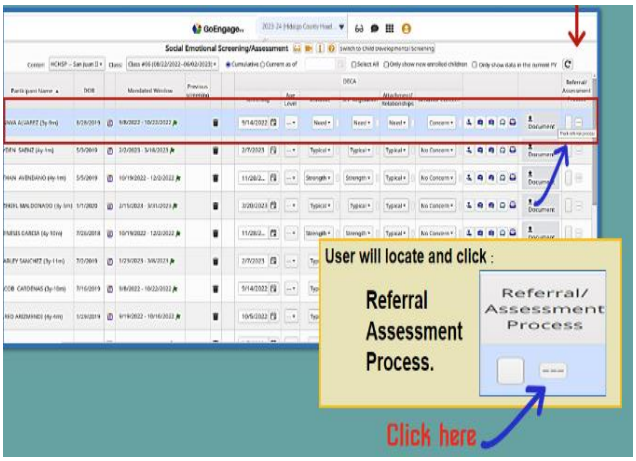
Procedure:

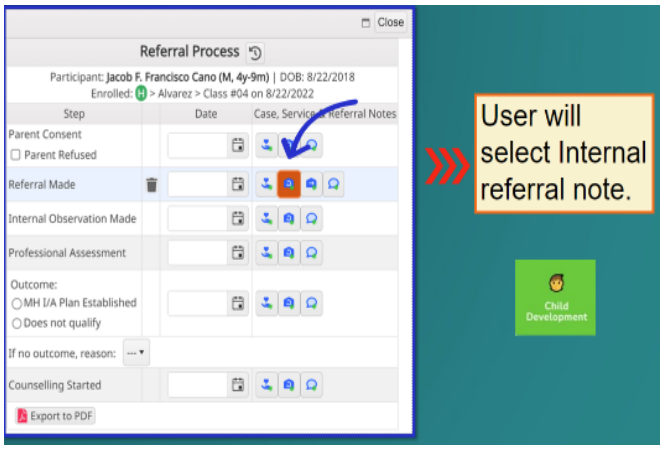
HCHSP will ensure mental health staff assist with the implementation of strategies to identify and support children with mental health and social and emotional concerns; and to address prevalent child mental health concerns, including internalizing problems such as appearing withdrawn and externalizing problems such as challenging behaviors.

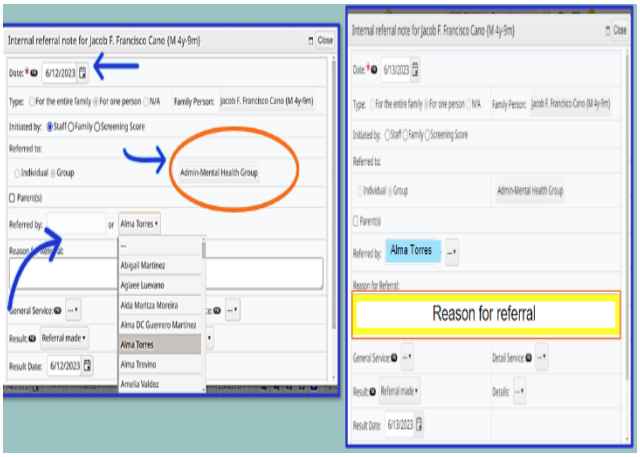
After a teacher has implemented strategies, documentation is current in Go Engage, and the Campus Director has observed the teacher an Internal Referral will be entered in Go Engage. The Mental Health Process will be followed. Campus Director or Family Service Worker will enter an Internal Referral under the Social Emotional tab in Go Engage.

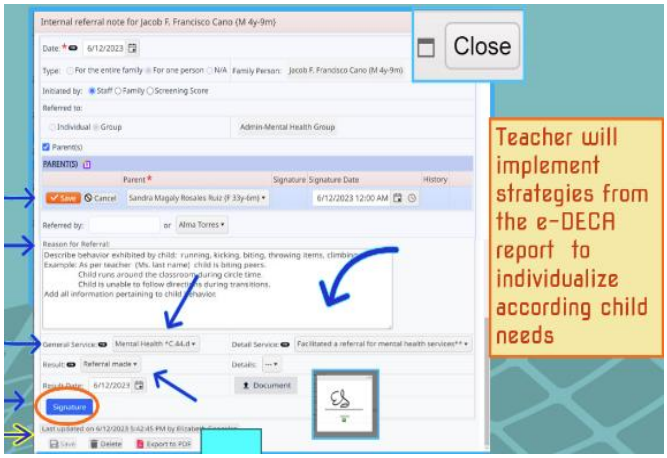
1. Select: Referral/Assessment Process.
2. Select Add: Internal Referral Note.
3. Select Initiated by: (Staff/Family)-e-Deca Screening Score.
4. Referred by: (enter name of staff or parent).
5. Reason for Referral: Information placed should describe the behaviors the child is exhibiting; strategies the teacher has implemented and their outcome. Any other information from Campus Director, Education Area Director, or Mental Health staff may be added.
6. For General Service: select Mental Health tab (C.44.d, PIR code)
7. Detail Service: select Facilitated a Referral for Mental Health Services
8. Result: select Referral made.
9. Signature of person completing the referral: sign online, click OK.
10. Save.

An email of the Internal Referral will be sent to the Mental Health Department for review. The assigned Mental Health Staff will contact the campus to observe the child.









<u>Refer to Appendix D for a more in-depth guide on how to input and submit referrals on Go Engage</u>

System/Service Area: Mental Health	Subject: Social Emotional Screener
Related Regulation(s): 1302.33	
Related Forms: The Devereux (e-Deca P2), Go Engage,	**Related Reports: DECA individual profile, DECA group profile, Monitor report form**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program is mandated by the Office of Head Start to perform a screener that measures critical areas in a young child's abilities to handle resilience. This
tool allows Mental Health staff to support children, teachers, and families with Positive Behavior Support strategies to develop necessary skills that will gradually alleviate or even diminish challenging behaviors.

Time Frame: Upon 45-days of initial enrollment

Person(s) Responsible:
Campus Director
Disability Floater
Family Service Worker
Teacher(s)
Teacher Aide
Substitute(s)

The HCHSP Mental Health department utilizes The Devereux Early Childhood Assessment to generate a score and detect early deficiencies in Social-Emotional Protective Factors being:

- Self-Regulation
- Relationship-Attachment
- Initiative
- Behavior Concerns

The Devereux Early Childhood Assessment (e-Deca P2) is broken down as follows:

(a) ***Screening:***

1. In collaboration with each child's parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program or, for the home-based program option, receives a home visit.
2. HCHSP must use one or more research-based developmental standardized screening tools to complete the screening. A program must use, as part of the screening, additional information from family members, teachers, and relevant staff familiar with the child's typical behavior.

3. If warranted through screening and additional relevant information and with direct guidance from a mental health or child development professional a program must, with the parent's consent, promptly and appropriately address any needs identified through:
   (i) Referral to the local agency responsible for implementing IDEA for a formal
   evaluation to assess the child's eligibility for services under IDEA as soon possible, and not to exceed timelines required under IDEA; and,

   (ii) Partnership with the child's parents and the relevant local agency to support families through the formal evaluation process.

1. If a child is determined to be eligible for services under IDEA, Head Start must partner with parents and the local agency responsible for implementing IDEA, as appropriate, and deliver the services in subpart F of this part.
2. If, after the formal evaluation described in paragraph (a)(3)(i) of this section, the local agency responsible for implementing IDEA determines the child is **not eligible** for early intervention or special education and related services under IDEA, the MH department must:

   (i) Seek guidance from a mental health or child development professional to determine if the formal evaluation shows the child has a significant delay in one or more areas of development that is likely to interfere with the child's development and school readiness; and,

   (ii) If the child has a significant delay, Mental Health Staff partner with parents to help the family access services and support to help address the child's identified needs.

(A) Such additional services and supports may be available through a child's health insurance or it may be appropriate for the program to provide needed services and supports under section 504 of the Rehabilitation Act if the child satisfies the definition of disability in 29 U.S.C. section 705(9)(b) of the Rehabilitation Act, to ensure that the child who satisfies the definition of disability in 29 U.S.C. §705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability.

(B) The Mental Health department may use program funds for such services and support when no other sources of funding are available.

(b) ***Assessment for individualization:***

(1) Head Start must conduct standardized and structured assessments, which may be observation-based or direct, for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes aligned to the goals described in the *Head Start Early Learning Child Outcomes Framework: Ages Birth to Five*. Such assessments must result in usable information for

teachers, home visitors, and parents and be conducted with sufficient frequency to allow for individualization within the program year.

(2) The Mental Health Program must regularly use information from paragraph (b)(1) this section along with informal teacher observations and additional information from
family and staff, as relevant, to determine a child's strengths and needs, inform and
adjust strategies to better support individualized learning and improve teaching.

practices in center-based and family childcare settings and improve home visit strategies in home-based models.

(3) If warranted from the information gathered from paragraphs (b)(1) and (2) of this section and with direct guidance from a mental health or child development professional and a parent's consent, a program must refer the child to the local agency responsible
for implementing IDEA for a formal evaluation to assess a child's eligibility for services
under IDEA.

(c) ***Characteristics of screenings and assessments:***

(1) Screenings and assessments must be valid and reliable for the population and purpose for which they will be used, including by being conducted by qualified and trained personnel, and being age, developmentally, culturally, and linguistically.
appropriate, and appropriate for children with disabilities, as needed.

(2) If a program serves a child who speaks a language other than English, a program must use qualified bilingual staff, contractor, or consultant to:
(i) Assess language skills in English and in the child's home language, to assess both the child's progress in the home language and in English language acquisition.
(ii) Conduct screenings and assessments for domains other than language skills in the language or languages that best capture the child's development and skills in the specific domain; and,
(iii) Ensure those conducting the screening or assessment know and understand the child's language and culture and have sufficient skill level in the child's home language to accurately administer the screening or assessment and to record and understand the child's responses, interactions, and communications.

(3) If Head Start serves a child who speaks a language other than English and qualified bilingual staff, contractors, or consultants are not able to conduct screenings and assessments, our program will use an interpreter in conjunction with a qualified staff person to conduct screenings and assessments as described in paragraphs (2)(i) through (iii) of this section.

(4) If Head Start serves a child who speaks a language other than English and can

demonstrate that there is not a qualified bilingual staff person or interpreter, then screenings and assessments may be conducted in English. In such a case, the Mental Health department must also gather and use other information, including structured observations over time and information gathered in a child's home language from the family, for use in evaluating the child's development and progress.

(d) ***Prohibitions on use of screening and assessment data*:**

The use of screening and assessment items and data on any screening or assessment authorized under this subchapter by any agent of the federal government is prohibited for the purposes of ranking, comparing, or otherwise evaluating individual children for purposes other than research, training, or technical assistance, and is prohibited for the purposes of providing rewards or sanctions for individual children or staff. Head Start does not use screening or assessments to exclude children from enrollment or participation.



Important: The Devereux Early Childhood Assessment (e-DECA) is to be administered by the classroom staff within 45-days of the child's first day of enrollment to comply.

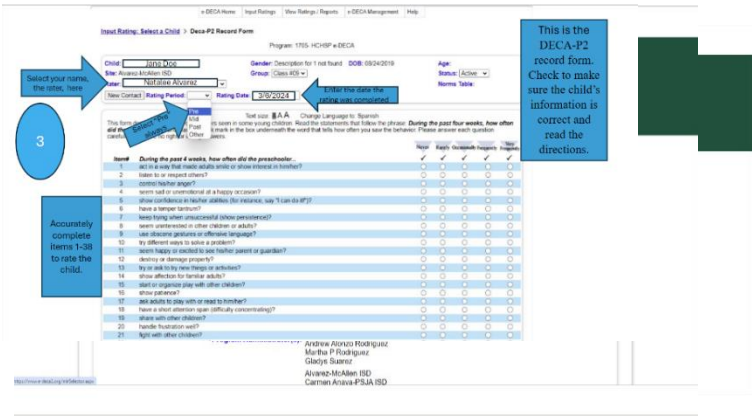
Procedure(s):

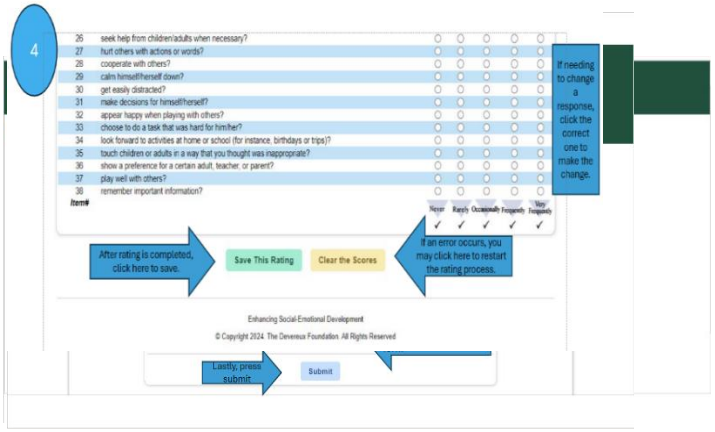
Inputting Ratings on Go Engage
"Rating" is the label given to an assessment in the e-DECA.
Using our HCHSP procedures, we are required to complete **Pre** ratings *Only***.**
Ratings need to be completed in real-time, meaning the online form is brought up so the rater can answer the questions right then and there.

Steps to follow are:
1. From the toolbar, go to Input Ratings by Child (online).

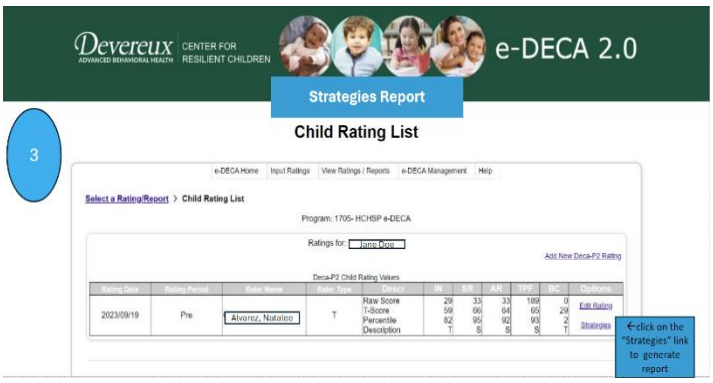
2. Find the child being rated, by searching him/her within the group, or by searching for the child by typing in their last name.
3. Select the record form ***DECA-P2-36 months up to 6 years***.
4. Click the Submit button to open DECA-P2 record form.
5. Choose the correct rater from the dropdown.
6. Choose the **PRE** rating period from the dropdown.
7. Enter the Rating Date. (this is the date the rating was completed and may not match the date the rating is being entered into the system).
8. Read the directions for how to complete the form, and then either take the time you need to thoughtfully respond to each question or record the responses that were collected at an earlier time.
9. After responding to each question, click on the Save This Rating button.
10. If an error occurs and you need to redo the entire form, click on "Clear the Scores" BEFORE clicking the "SUBMIT" button, then go through and respond to the questions again.
11. If you need to change the response to just one or a few questions, you can clear a response by clicking on the question number, or just select the correct response to remove the incorrect response.

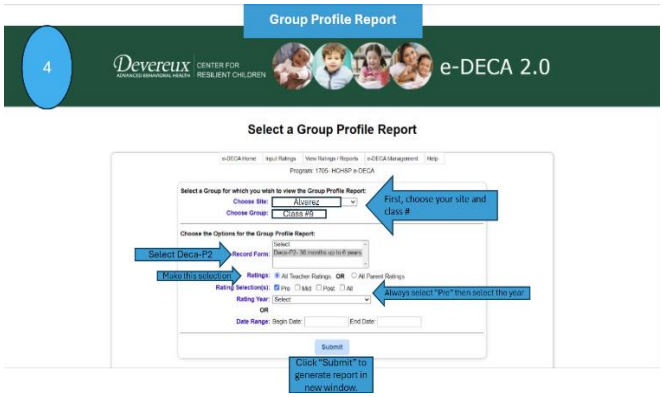
Inputting Ratings:





For Reports:





Refer to Appendix C for more information on other e-Deca processes.

System/Service Area: Mental Health	Subject: Staff and Family Wellness
Related Regulation(s): 1302.93, 1302.46	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Mental Health Department (Director, Coordinator, Counselor)

Procedure:

HCHSP will make mental health and wellness information available to staff regarding health issues that may affect their job performance and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.

- Monthly Wellness activities planned for administrative and campus staff.
- Check ins with staff for mental wellness.
- Flyers for campus staff with tips on self-care
- The Hidalgo County Wellness Program set virtual training for all Hidalgo County Staff on topic of varied copies.
  HCHSP will collaborate with parents to promote children's health and well-being by providing mental health education support services that are understandable to individuals, including individuals with low health literacy. Such collaboration must include opportunities for parents to:
- Learn about healthy pregnancy and postpartum care, as appropriate, including breastfeeding support and treatment options for parental mental health or substance use problems, including perinatal depression.
- Discuss with staff and identify issues related to child mental health and social and emotional well-being, including observations and any concerns about their child's mental health, typical and atypical behavior, and development, and how to appropriately respond to their child and promote their child's social and emotional development.
  (a) Wellness promotion.
  To support a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health, the Mental Health Department holds the following:
- Training on topics related to self-care, and/or health topics that hinder performance on the job.
- Conducts monthly wellness activities to inform staff of ongoing trends in the social, emotional, physical, and overall well-being opportunities within the community.
- Participate in ongoing wellness promotion activities to encourage others to do the same.
- Provides teaching staff with monthly packets with activities to improve and promote children's wellbeing.

(1) Provide support for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting

children with challenging behaviors and other social, emotional, and mental health concerns.
(2) Secure mental health consultation services on a schedule of sufficient and consistent frequency to ensure a mental health consultant is available to partner with staff and families in a timely and effective manner.
(3) Obtain parental consent for mental health consultation services at enrollment; and,
(4) Build community partnerships to facilitate access to additional mental health resources and services, as needed.
Hidalgo County Head Start offers staff wellness opportunities and services through various partnerships through our program insurance carrier being "AETNA" that offer a vast number of self-care supports and services to all program employees and members of their families.
(5) Develop monthly packets with hands-on and written wellness activities both written for teachers to use during special events to promote awareness and mental wellness for all diverse groups in the classrooms.

An extension to promote staff wellness to all HCHSP campuses will be through doing the following:

- The Disability and Mental Health Coordinators and the MH Counselors will each have their assigned campuses.
- Once all children are dismissed for the day, staff will gather in a central location where MH/D staff will be waiting to share valuable information on Self-Care and MH Wellness topics with them.
- Each will present a monthly wellness activity to a host campus while the other assigned campuses tune in virtually at the same time.
- Host campus and virtual staff will actively participate in all hands-on and written activities and center directors will ensure staff is present and actively engaged by monitoring active involvement.
- Phones are not recommended to be visible during this time and campus directors are expected to follow fidelity in this matter.
- Staff will be reminded monthly of Hidalgo County Wellness opportunities free of charge to them and their families.

Refer to Appendix A to view Staff Wellness Resources

System/Service Area: Mental Health	Subject: Suspension and Expulsion
Related Regulation(s): 1302.17	
Related Forms: Referrals, Documentation, Parent Input, Home-Based Temporary Placement	**Related Reports: e-Deca, LEA collaboration efforts**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy:

Limitations on Suspension. The Hidalgo County Head Start Program severely limits suspension due to a child's challenging behaviors. In extreme circumstances where all attempts have been made, suspension may be considered temporarily. A temporary suspension is rendered as a last option in extreme cases where a serious safety threat cannot be diminished or eliminated despite all efforts made. Prior to executing a temporary suspension, the HCHSP engages with a MHC, parents and reaches out to community resources through a collaboration to determine no other reasonable option is appropriate. A child on temporary suspension must return to full participation on all program activities as soon as possible while sustaining child safety by:

- Continuing collaboration between all stakeholders
- Develop and implement a written plan to identify the action and support needed within the allotted time.
- Utilize services that include home visits; and,
- Based on concern, HCHSP with refer to a LEA responsible for implementing IDEA, as necessary.

Prohibition on Expulsion. HCHSP cannot expel or unenroll a child due to challenging behaviors. When a child exhibits difficult behaviors, the RRT explores and documents all steps taken to ensure a child's safe participation is in place. Those steps are as follows:

- Contract a Mental Health Counselor/Consultant.
- Ensure the appropriate services are in place under Section 504 of the Rehabilitation Act.
- Assure the child is not excluded from the program due to a disability.
- Consult with the child's parents and teacher.

(a) If the child has an IFSP or and IEP, the RRT will consult with the LEA to ensure support services are provided.
(b) A child without an IFSP or IEP, the HCHSP will attain parent consent prior to contracting the LEA responsible for IDEA implementation to determine eligibility for services.
(c) If, after all steps and efforts have been taken and documented by the child's stakeholders (parents, teacher. MHC, and LEA) to determine that a child's continued enrollment poses a safety risk to themselves or other children, the program will work with such entities to directly facilitate the transition of the child to a more appropriate placement, if HCHSP in not suitable.

Time Frame: As Needed

Person(s) Responsible:
Assistant Program Directors
Campus Director
Parent(s)
Rapid Response Team
Teachers

Procedure(s): When a child's behavior reaches a level of extreme concern that is causing injury to him/herself or to others, the child may be placed on a Temporary Home-Based Instructional Plan. All efforts and documentation must be in place prior to this placement indicating every support provided, including teacher notes and on-going communication with parents. This decision will be the responsibility of the Rapid Response Team that will meet to analyze all sources of support rendered prior to this decision including an in-depth overview of all data collected on Go Engage.

- Track and discuss history of referrals to external agencies for children exhibiting extreme behavior challenges.
- Gain parents support to comply with meeting requirements to support all efforts to get the best services possible from outside agencies as added support.
- Reach an agreement with all members of the RRT to place the child on temporary homebound placement and receive instruction and support at home.
- Develop a Mental Health Action Plan to render services from all vested parties as needed.
- Child will receive educational support at home for 1 hour per week by a certified teacher and collect children's work and leave a new packet for the following week.
- Parent(s) will show record of child physically and actively attending sessions regularly within four to six weeks with proof of gradual gains in place from an expert providing the service.
- As children learn to control their social-emotional capabilities through gradual gains from assistance of external agencies, they may return to school full day if they are able to function physically, emotionally, socially, and academically in the classroom without throwing tantrums where they are hurting themselves or others.
- The final decision regarding Child Deferred Placement will be made by the Disability/Mental Health Director and if not available someone from the Executive Team as applicable.

Refer to Appendix E for the Home-Bound forms.

System/Service Area: Mental Health	Subject: Trainings
Related Regulation(s): 1302.92	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On Going

Person(s) Responsible: Mental Health Department

Procedure: The Hidalgo County Head Start Program will provide all new staff, consultants, and volunteers with an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on how they are implemented.

HCHSP will establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities.

Mental Health Staff will train all campus staff on:

- e-DECA (Social/Emotional Assessment)
- Go Engage data system usage.
- Informational Parent Trainings of program services (as needed)
- Mental Health Process and Performance Standards
- Positive Behavior Supports & Strategies

Appendices

Appendix – A:

Staff Wellness Resources

Appendix – B:

Community Resource List

Appendix – C: e-Deca Process

e-Deca P-2

Inputting a Rating

Step by Step Process with Visuals

Step by step process

Appendix – D: Go Engage

Go Engage Process steps

Parent Consent for Treatment form

Parent Interview form

Parent Interview form (Spanish)

Strategy Monitoring form

Appendix E: Home Bound

Deferred Placement Form

Home Educator's Visit Report

Editable Home Educator's Visit Report

Appendix F:

Mental Health Process Guide

Appendix G:

Positive Behavior Support Strategies

MIS Procedures Manual

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Introduction

The Hidalgo County Head Start Program (HCHSP) has established this written Management Information Systems (MIS) Procedures Manual for use of the HCHSP technology equipment, software, operating systems, storage media, mobile devices, network accounts providing electronic mail or resources, and other information technology devices and/or services (MIS Resources) by employees, volunteers, contract staff, and other individuals employed or acting on behalf of HCHSP (User). Other HCHSP Departments may be permitted to develop or implement additional policies and procedures related to the use of the MIS Resources so long as those policies and procedures are consistent with this Manual and other applicable technology-related policies. Users are expected to fully comply with local, state, and federal laws and regulations. Any misuse, misappropriation, negligence, or deliberate disobedience of the MIS Resources will not be tolerated and HCHSP reserves the right to take any action necessary to address misuse.

The HCHSP operates its MIS Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Children's Internet Protection Act (CIPA)

Department Overview

The MIS Department staff members manage and support MIS Resources for HCHSP. The MIS Department will ensure that all use of MIS Resources provided by HCHSP are consistent with this Manual and fall within the authorized parameters for access, utilization, distribution, and modification.

Staff

The positions that are comprised in the MIS Department are as follows:

- MIS Director
- MIS Network Manager
- MIS Data and Compliance Manager
- MIS Facilitator Technician
- MIS Secretary

Responsibilities

To ensure that the MIS Resources are used properly by Users and to establish procedures for the creation, monitoring, control and removal of access to all MIS Resources as required by HCHSP.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
New User Onboarding: 1. Pre-Service Training 2. New Staff creation on GoEngage (Email is established) (GoEngage User Account Access is established if required) 3. New User Account creation on Active Directory (AD) for access to network resources and cloud-based services. 4. eDECA User Account creation (If required) 5. Google User Account creation (If required) 6. CLI User Account creation (If required) 7. Hatch Ignite User Account creation (If required) 8. Desktop User Account creation (If required) 9. Mobile Device (Tablet) User Account creation (If required) 10. Multi-Function Printer (MFP) User Account creation (If required)	MIS Staff	During Employee Orientation
User Account Status Changes: Based on Human Resources requested employee updates.	MIS Staff	As Requested
MIS Work Orders: Onsite or Remotely	MIS Staff	As Requested
MIS Requisitions	MIS Staff	As Required
MIS Inventory Control: Newly MIS procured items or retired items	MIS Staff	As Required, as needed, as updated
Hardware and Software Updates Network Servers	MIS Director MIS Network Manager	As Required Checked Monthly
Hardware and Software Updates Client Workstations	MIS Staff	As Required
File Server Backup: Refer to Disaster Recovery Plan	MIS Staff	Daily
Data Compliance: Review HCHSP data for accuracy. Status History Report, Agency PIR, POP->Data Capture Monitor->Application and Enrollment Package, Customized Data Navigator Reports, Preferred User Reports.	MIS Data and Compliance Manager MIS Director	Daily

Time Sheets: Follow Finance Procedures	MIS Staff	Bi-Weekly
Policy Council Meeting Setup: Create Virtual Meeting through GoToMeeting Prior to Meeting Scheduled Start Date Setup Virtual Meeting Equipment	MIS Staff	Monthly
Program Information Summary (PIS) Formats on \\HCHSP02->Users->MIS->_Shared ->Program Information Summary	MIS Director	Monthly
GoEngage Program Year Creation Procedure: My Agency->Hidalgo County Head Start Program->Program Years/Seasons/Session	MIS Director MIS Assigned Staff	Yearly, prior to taking applications for new program year
GoEngage End-Of-Year (EOY) Procedures: System Settings->System->Year End Activities. Prerequisite to enrolling students into new school year. Identifies and updates statuses for students transitioning to public school.	MIS Director MIS Assigned Staff	Yearly, on or after last day of designated campus.
Program Information Report (PIR)	MIS Director Department Directors with PIR Departmental Questions	Yearly, by mandated deadline
Annual Training	MIS Director MIS Staff	Yearly

System/Service Area: MIS Department	Subject: CCTV System
Related Regulation(s): Safety Practices, 1302.47	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program utilizes a CCTV system to monitor the safety of children. Cameras are installed wherever possible to include in the classrooms, hallways, and playground areas. Cameras will transmit a live video feed to display on a device located at a designated area. The live video feed will also get recorded and stored on a device located at a designated area. Recorded video is only accessible by the MIS Staff. Recorded video is password protected and may be retrieved remotely or on-site. A recorded video playback may only be done by request from the Executive Program Director, the Assistant Program Director(s), or the Chief Human Resources Officer.

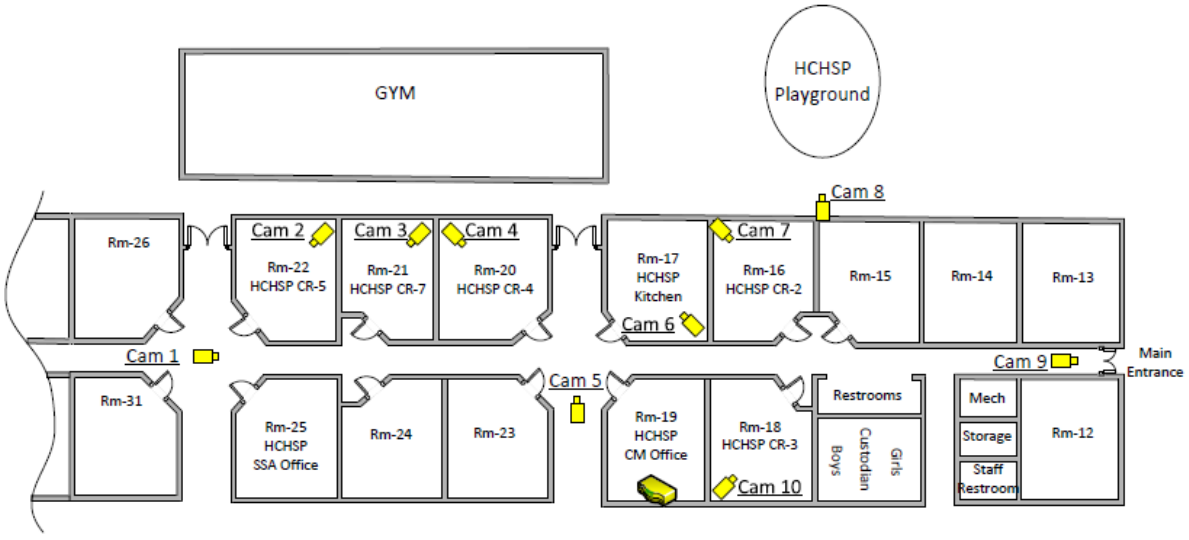
Time Frame: Ongoing, As Required

Person(s) Responsible: MIS Department Staff

Procedure: The CCTV equipment is installed as soon as possible when a Campus or Classroom(s) are operational. A floor plan is designed by the MIS staff to designate the placement of cameras, recording device, and cabling required for the proper operation of the CCTV system. A device used for the recording of video will be installed within the Campus Directors view. Cameras used for transmitting video feed will be installed at each classroom where children are enrolled, at the main hallways by the Head Start classroom(s), and the playground area(s). Live closed-circuit video feed will be transmitted to a viewing display for monitoring of children. A recording of a video playback of seven (7) to fifteen (15) calendar days, depending on the size of campus, may be requested for viewing. A request must be submitted by email to the MIS Department or directly to the MIS Director, depending on the sensitivity of the incident. Request for a video playback will only be accepted if submitted directly from the Executive Program Director, Assistant Program Director(s), or the Chief Human Resources Officer. The requestor of the video playback must also designate a reviewer of the video if the Executive Program Director, Assistant Program Director(s), or the Chief Human Resources Officer will not be present. After a video playback has been reviewed, the reviewer may request a copy of the video. The MIS Department will keep a copy of the recorded video and will issue a copy of the recorded video, on external media, to the reviewer.

Salinas Elementary
10820 North Conway
Alton Tx 78574
Center Manager: Roxanne Salas
Tel: (956) 323-7469
Fax: (956) 323-7580





System/Service Area: MIS Department	Subject: Collaboration Information/Technology (I/T) Requirements at School District Facilities
Related Regulation(s): Program Operations, 1302	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program (HCHSP) will require specific Information/Technology items when operating at a School District facility. These items will not only assist the HCHSP staff in executing and operating their devices and applications efficiently when operating at a School District facility but also help in meeting all Office of Head Start mandates.

Time Frame: Ongoing

Person(s) Responsible: Hidalgo County Head Start Management Information Systems (MIS) Staff

Procedure: The following is a breakdown of the Information/Technology (I/T) required items needed for the collaboration between the Hidalgo County Head Start Program (HCHSP) and the School District designated campus.

1. HCHSP office desktop computers will connect to existing data drops at the designated district campus.
    1. HCHSP will provide data drops if required
    2. The district will provide the contact information of their approved cable installer.
    3. HCHSP will provide MAC addresses of HCHSP devices if required by the district
2. Microsoft 365
    1. HCHSP utilizes Microsoft 365 to promote collaboration.
    2. HCHSP will require access to Microsoft 365 web-based apps including Outlook clients and Teams.
3. LogMeIn Central – Remote Support
    1. HCHSP utilizes LogMeIn Central, a remote support system, for remote I/T technical assistance of HCHSP staff.
    2. HCHSP I/T staff will provide information on network port requirements.
4. Wi-Fi services for HCHSP mobile devices per classroom.
    1. HCHSP will provide 10 Tablet computers per classroom for student use.
    2. HCHSP will provide 1 Tablet computer for each designated HCHSP employee.
    3. HCHSP will adhere to the district wireless mandate.

5. Multi-Function Printer (MFP).
    1. HCHSP will provide a Multi-Function Printer (MFP) for HCHSP Staff printing capabilities.
    2. The district will allow support for Scan-To-Email and Scan-To-Folder features utilizing SMTP port 1025 and SMB port 445
    3. The district will provide a static IP address to assign to device.
    4. The district will provide a fax number for the HCHSP MFP device.
    5. The district will provide an Analog/ATA device supporting dial tone for fax.
6. VOIP Phones.
    1. HCHSP will provide the required VOIP phones pending district recommendations.
    2. The district will provide a main-line number for the designated HCHSP Campus.
    3. Each of the phones will be assigned extensions having all phones ring when the HCHSP main-line number is called.
    4. The district will provide configuration.
7. Security cameras will be installed at HCHSP designated areas to include HCHSP classrooms, HCHSP main entrance, HCHSP playgrounds, and HCHSP kitchens.
    1. HCHSP will provide cable infrastructure to support the security camera systems.
        1. Horizontal runs will be Cat 5e/6 adhering to the 568B standards, point-to-point between NVRs and cameras.
        2. The district will provide the contact information of their approved cable installer.
    2. HCHSP will utilize district-provided site maps showing NVR and security camera locations.
    3. The district will provide one internal static IP address to be assigned to the NVR.
    4. HCHSP will provide the NVR and security cameras.
        1. ToughDog will be the security camera solution utilizing IP-Based NVR and cameras.
        2. The NVR and security cameras will be independent of the campus network with one LAN connection to the NVR.
        3. The NVR will be located in the HCHSP Campus Director’s office.

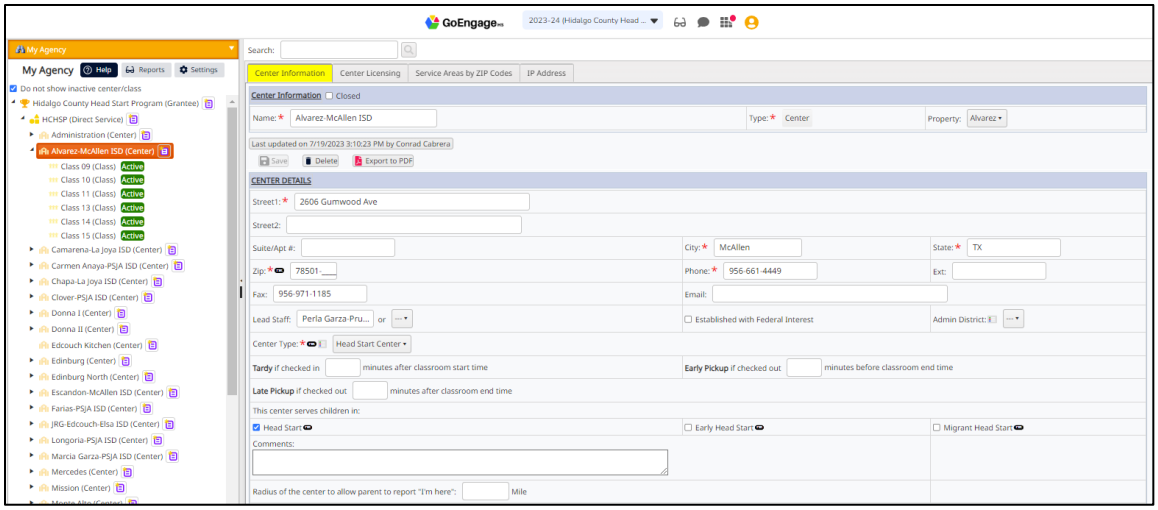
System/Service Area:	Subject:
MIS Department	Current Operating Campuses and Classrooms
Related Regulation(s): Program Performance, 1302.102 (b)(1)(i)	
Related Forms: GoEngage->Class Roster GoEngage->My Agency->Center Information GoEngage->My Agency->Class Information GoEngage->Reports Office of Head Start/Head Start Enterprise System	**Related Reports:** GoEngage->Reports->Center Browser-Full Class Listing GoEngage->Reports->Center Browser-Center/Class Funding GoEngage->Reports->Class Enrollment
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

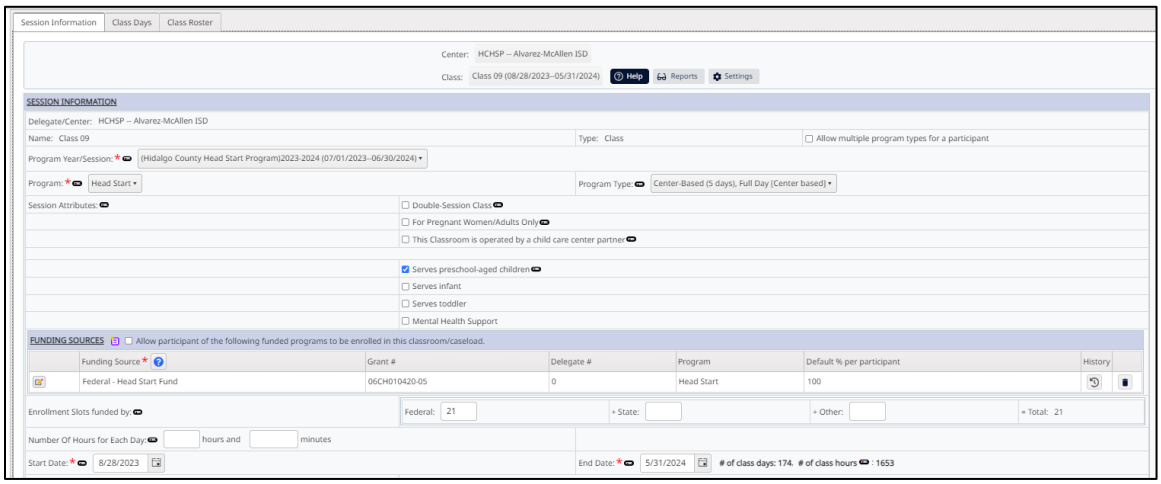
Policy: The Hidalgo County Head Start Program utilizes a cloud-based data management system (GoEngage) to track the Current Operating Classrooms for each Operating Head Start Campus. This enables Hidalgo County Head Start Program staff to efficiently report campus and classroom information to the Office of Head Start (OHS)/Head Start Enterprise System as well as run the day-to-day program operations. All grantees and delegates are required to submit Center Information to include Programs and Their Class/Group Information.

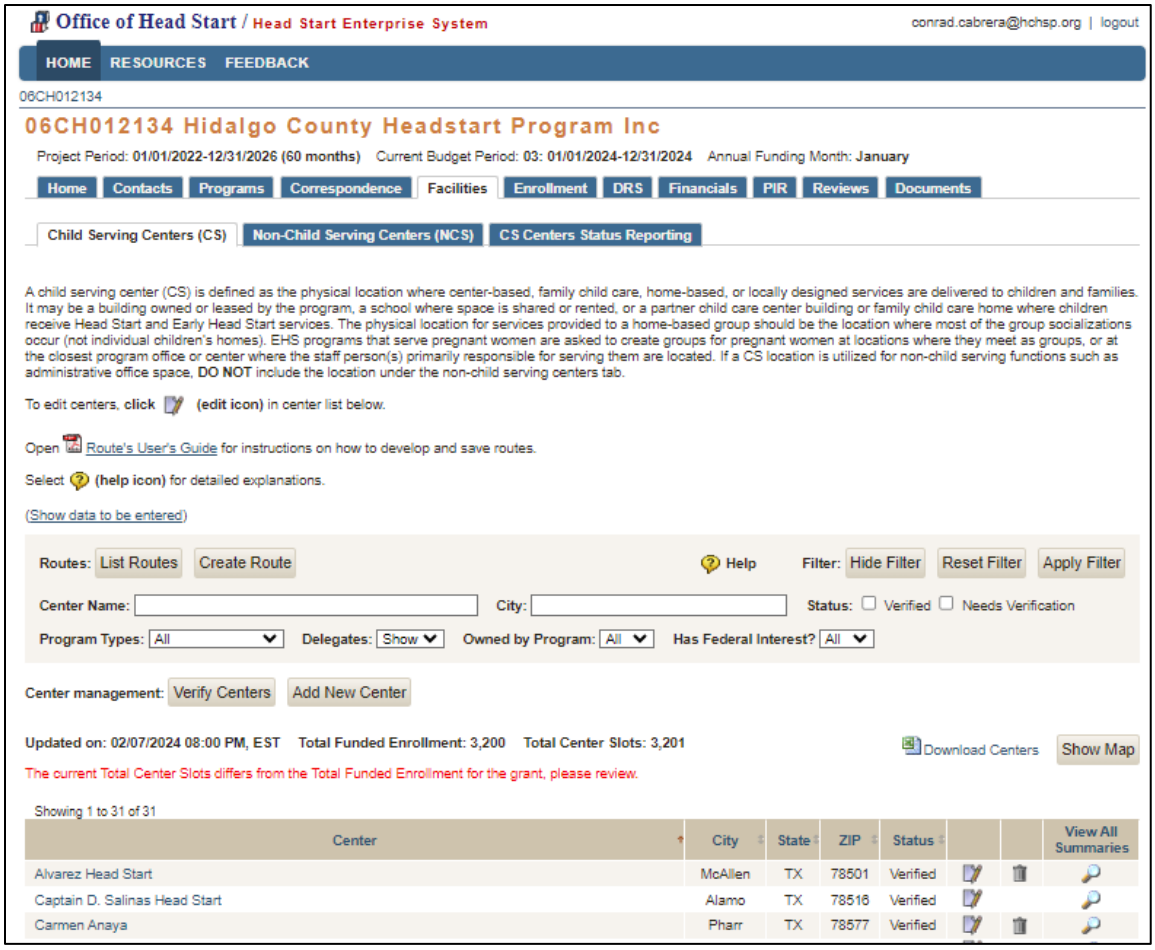
Time Frame: Ongoing

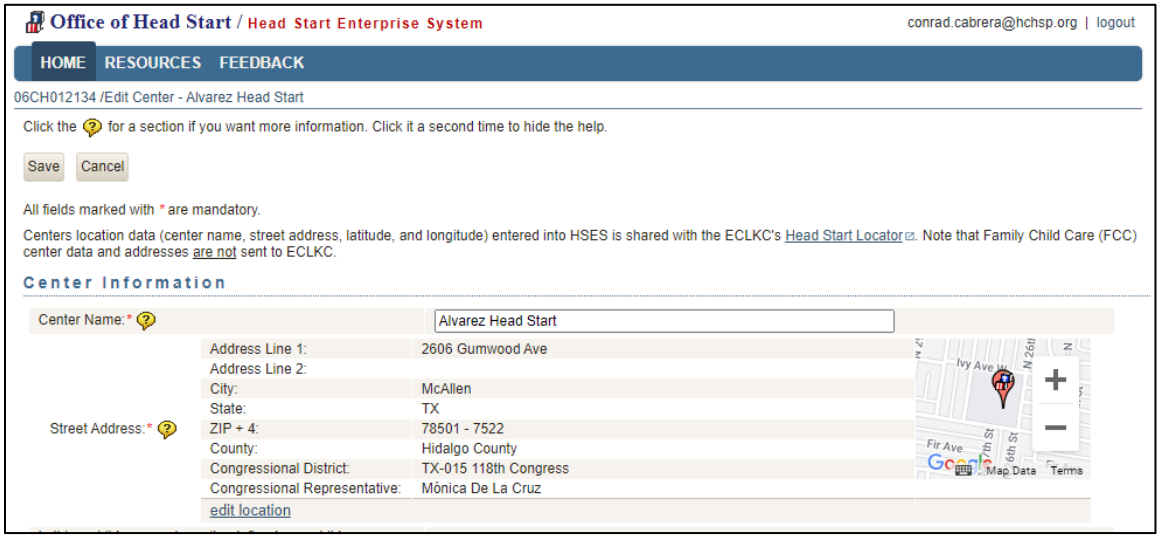
Person(s) Responsible: MIS Department Staff, Finance Department Staff, Family Services Department Staff

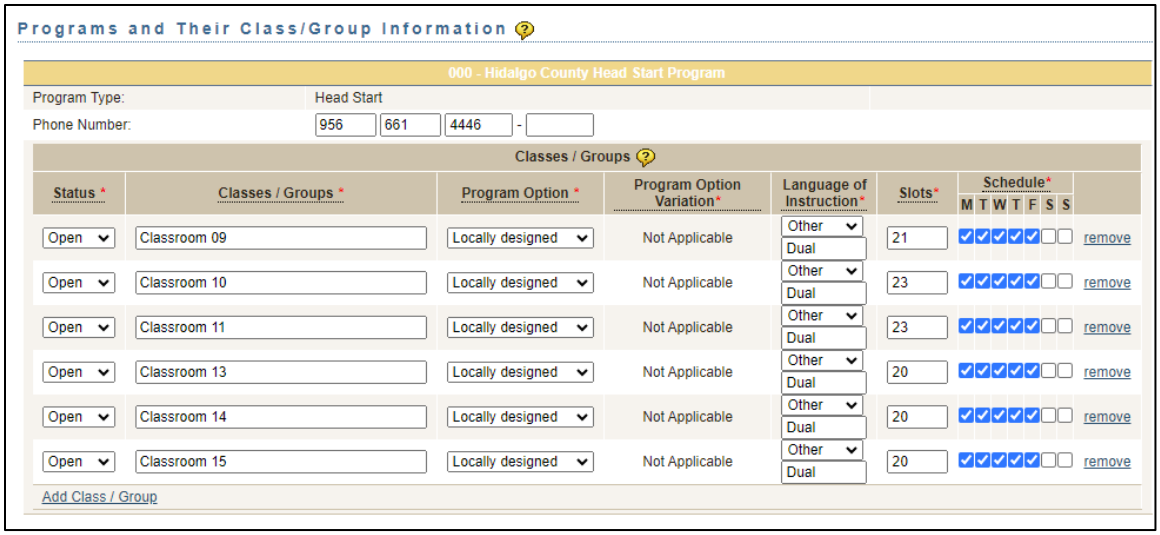
Procedure: The MIS Department will ensure that all GoEngage->My Agency->Center Information/Class Information is updated and current in the Hidalgo County Head Start Program data management system (GoEngage). This will enable responsible staff to easily collect data to enter or update the Office of Head Start/Head Start Enterprise System Center Information and Class/Group Information as well as run the day-to-day program operations.


GoEngage
2023-24 (Hidalgo County Head ...
My Agency
Help
Reports
Settings
Search:
Center Information
Center Licensing
Service Areas by ZIP Codes
IP Address
Hidalgo County Head Start Program (Grantee)
HCHSP (Direct Service)
Administration (Center)
Alvarez-McAllen ISD (Center)
Class 09 (Class) Active
Class 10 (Class) Active
Class 11 (Class) Active
Class 13 (Class) Active
Class 14 (Class) Active
Class 15 (Class) Active
Name: * Alvarez-McAllen ISD
Type: * Center
Property: Alvarez
Last updated on 7/19/2023 3:10:23 PM by Conrad Cabrera
Save
Delete
Export to PDF
CENTER DETAILS
Street1: * 2606 Gumwood Ave
Street2:
Suite/Apt #:
City: * McAllen
State: * TX
Zip: * 78501
Phone: * 956-661-4449
Ext:
Fax: 956-971-1185
Email:
Lead Staff: Perla Garza-Pru...
Established with Federal Interest
Admin District:
Center Type: * Head Start Center
Tardy if checked in minutes after classroom start time
Early Pickup if checked out minutes before classroom end time
Late Pickup if checked out minutes after classroom end time
This center serves children in:
Head Start
Early Head Start
Migrant Head Start
Comments:
Radius of the center to allow parent to report "I'm here":
Mile


Session Information
Class Days
Class Roster
Center: HCHSP -- Alvarez-McAllen ISD
Class: Class 09 (08/28/2023--05/31/2024)
Help
Reports
Settings
SESSION INFORMATION
Delegate/Center: HCHSP -- Alvarez-McAllen ISD
Name: Class 09
Type: Class
Allow multiple program types for a participant
Program Year/Session: * (Hidalgo County Head Start Program)2023-2024 (07/01/2023--06/30/2024)
Program: * Head Start
Program Type: Center-Based (5 days), Full Day (Center based)
Session Attributes:
Double-Session Class
For Pregnant Women/Adults Only
This Classroom is operated by a child care center partner
Serves preschool-aged children
Serves infant
Serves toddler
Mental Health Support
FUNDING SOURCES
Allow participant of the following funded programs to be enrolled in this classroom/caseload.
Funding Source *
Grant #
Delegate #
Program
Default % per participant
History
Federal - Head Start Fund
06CH010420-05
0
Head Start
100
Enrollment Slots funded by:
Federal: 21
+ State:
+ Other:
= Total: 21
Number Of Hours for Each Day:
hours and
minutes
Start Date: * 8/28/2023
End Date: * 5/31/2024
# of class days: 174. # of class hours : 1653


Office of Head Start / Head Start Enterprise System
conrad.cabrera@hchsp.org | logout
HOME RESOURCES FEEDBACK
06CH012134
06CH012134 Hidalgo County Headstart Program Inc
Project Period: 01/01/2022-12/31/2026 (60 months) Current Budget Period: 03: 01/01/2024-12/31/2024 Annual Funding Month: January
Home Contacts Programs Correspondence Facilities Enrollment DRS Financials PIR Reviews Documents
Child Serving Centers (CS) Non-Child Serving Centers (NCS) CS Centers Status Reporting
A child serving center (CS) is defined as the physical location where center-based, family child care, home-based, or locally designed services are delivered to children and families. It may be a building owned or leased by the program, a school where space is shared or rented, or a partner child care center building or family child care home where children receive Head Start and Early Head Start services. The physical location for services provided to a home-based group should be the location where most of the group socializations occur (not individual children's homes). EHS programs that serve pregnant women are asked to create groups for pregnant women at locations where they meet as groups, or at the closest program office or center where the staff person(s) primarily responsible for serving them are located. If a CS location is utilized for non-child serving functions such as administrative office space, DO NOT include the location under the non-child serving centers tab.
To edit centers, click (edit icon) in center list below.
Open Route's User's Guide for instructions on how to develop and save routes.
Select (help icon) for detailed explanations.
(Show data to be entered)
Routes: List Routes Create Route Help Filter: Hide Filter Reset Filter Apply Filter
Center Name: City: Status: Verified Needs Verification
Program Types: All Delegates: Show Owned by Program: All Has Federal Interest? All
Center management: Verify Centers Add New Center
Updated on: 02/07/2024 08:00 PM, EST Total Funded Enrollment: 3,200 Total Center Slots: 3,201
Download Centers Show Map
The current Total Center Slots differs from the Total Funded Enrollment for the grant, please review.
Showing 1 to 31 of 31
Center City State ZIP Status View All Summaries
Alvarez Head Start McAllen TX 78501 Verified
Captain D. Salinas Head Start Alamo TX 78516 Verified
Carmen Anaya Pharr TX 78577 Verified


Office of Head Start / Head Start Enterprise System
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HOME RESOURCES FEEDBACK
06CH012134 /Edit Center - Alvarez Head Start
Click the for a section if you want more information. Click it a second time to hide the help.
Save Cancel
All fields marked with * are mandatory.
Centers location data (center name, street address, latitude, and longitude) entered into HSES is shared with the ECLKC's Head Start Locator. Note that Family Child Care (FCC) center data and addresses are not sent to ECLKC.
Center Information
Center Name:* Alvarez Head Start
Street Address:*
Address Line 1: 2606 Gumwood Ave
Address Line 2:
City: McAllen
State: TX
ZIP + 4: 78501 - 7522
County: Hidalgo County
Congressional District: TX-015 118th Congress
Congressional Representative: Mónica De La Cruz
edit location
Ivy Ave
Fir Ave
Map Data
Terms



Programs and Their Class/Group Information

000 - Hidalgo County Head Start Program

Program Type: Head Start

Phone Number: 956 661 4446 -

Classes / Groups

Status *	Classes / Groups *	Program Option *	Program Option Variation*	Language of Instruction*	Slots*	Schedule* M T W T F S S	
Open	Classroom 09	Locally designed	Not Applicable	Other / Dual	21	☑☑☑☑☑☐☐	remove
Open	Classroom 10	Locally designed	Not Applicable	Other / Dual	23	☑☑☑☑☑☐☐	remove
Open	Classroom 11	Locally designed	Not Applicable	Other / Dual	23	☑☑☑☑☑☐☐	remove
Open	Classroom 13	Locally designed	Not Applicable	Other / Dual	20	☑☑☑☑☑☐☐	remove
Open	Classroom 14	Locally designed	Not Applicable	Other / Dual	20	☑☑☑☑☑☐☐	remove
Open	Classroom 15	Locally designed	Not Applicable	Other / Dual	20	☑☑☑☑☑☐☐	remove

Add Class / Group

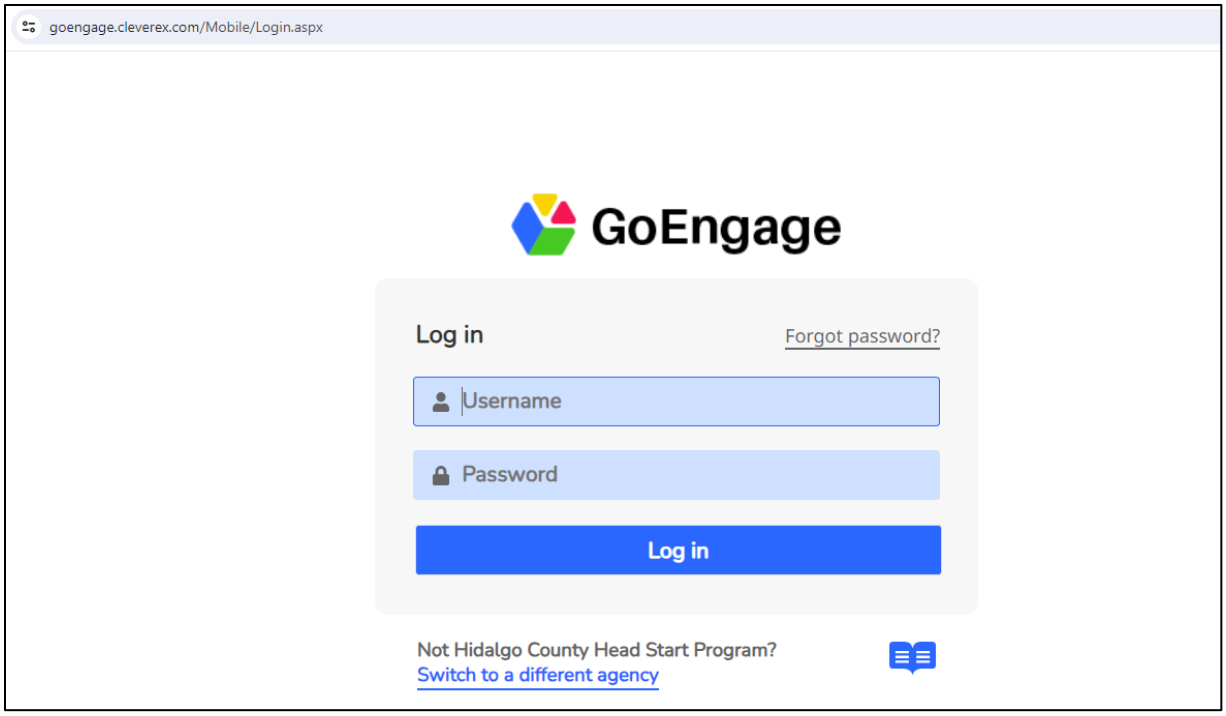
System/Service Area:	Subject:
MIS Department	Data Management System-GoEngage
Related Regulation(s): Program Operations, 1302	
Related Forms: GoEngage Tasks	**Related Reports:** GoEngage->Reports
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program utilizes GoEngage as their cloud-based data management system for electronic recordkeeping. This system is used to track, monitor, and follow-up on the mandated information for student and families. This system is also used to securely share data with collaborating school districts.

Time Frame: Ongoing

Person(s) Responsible: Hidalgo County Head Start Staff

Procedure: The MIS Department will manage and oversee the implementation of the GoEngage Data Management system. The MIS Department will setup, configure, and customize the system for the end-user's proper utilization. The end-user will then utilize the system to track, monitor, and follow-up on family and student information. End-users will be properly trained on using the system by MIS and other departmental management staff on a yearly, as needed, and on-going basis. User accounts are created when the Human Resources Department notifies the MIS Department of new employee on-boarding. Once a new employee is hired the MIS Department will create an account for the user and assign them to a GoEngage User Group. The GoEngage User will be notified by email of their login credentials and will need to create their password at first login. User accounts are subject to IP Filtering and may be restricted to access GoEngage from allowed sites. Once a user account is created by the MIS Department, the end-user may access the system on a web browser by navigating to https://goengage.cleverex.com/mobile.


goengage.cleverex.com/Mobile/Login.aspx
GoEngage
Log in
Forgot password?
Username
Password
Log in
Not Hidalgo County Head Start Program?
Switch to a different agency

System/Service Area:	Subject:
MIS Department	Disaster Recovery Plan
Related Regulation(s): Management System, 1302.101(a)(1)	
Related Forms: Disaster Recovery Plan	**Related Reports:** Disaster Recovery Plan
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program has in place a Disaster Recovery Plan that may be utilized in the event of a natural or unexpected disaster. A printed copy of the plan may be found in a Fire-proof cabinet located in the MIS Department. An electronic copy of the plan may be found on Microsoft 365->Teams->MIS->Shared->Disaster Recovery Plan

Time Frame: Ongoing

Person(s) Responsible: MIS Department Staff

Procedure: The procedures for the Hidalgo County Head Start Program Disaster Recovery Plan are available to the MIS Department staff on Microsoft 365->Teams->MIS->Shared->Disaster Recovery Plan. A printed copy of the Plan is also available to the MIS staff and may be found at the MIS Department within the Fireproof cabinet marked “Backup”. The Disaster Recovery Plan is revised as hardware or software changes take place.

System/Service Area:	Subject:
MIS Department	MIS Inventory
Related Regulation(s): Program Operations, 1302.101(a)(1)(4)	
Related Forms: Microsoft Access Inventory	**Related Reports:** Microsoft Access Inventory Queries
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program MIS Department utilizes a locally designed Microsoft Access inventory system to track MIS hardware. The MIS Department will tag each item with an Hidalgo County Head Start Program Asset Tag. Items are tagged and inventoried prior to assigning or issuing to designated areas or personnel.

Time Frame: Ongoing, As Assets are acquired.

Person(s) Responsible: MIS Department Staff

Procedure: The MIS Department staff will tag and inventory technology hardware items as they are received at the MIS Department. Each item is recorded in the Microsoft Access electronic inventory system. Information collected for each item includes: Purchase Order number, date received, description of item, model number, serial number, location of item, person assigned to item, in addition to other specialized fields of information. Items are updated as items change locations, assigned personnel, or are retired. Items marked as retired that contain a local data storage device get removed prior to disposing of the hardware item. The data storage device will then be assigned for proper disposal and destruction.

System/Service Area: MIS Department	Subject: MIS Program Information Summary
Related Regulation(s):	
Related Forms: Program Information Summary GoEngage->Maintenance Request and Jobs	**Related Reports:** Program Information Summary
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program MIS Department completes a Program Information Summary once a month to report on the MIS Work Orders and MIS Trainings

Time Frame: Monthly

Person(s) Responsible: MIS Director

Procedure: The MIS Department will reference the Data Management System, GoEngage->Maintenance Request and Jobs, to obtain a count of the number of work orders submitted to the MIS Department for a specific date range and the count of the number of work orders closed for a specific date range. The MIS Department will also report on the number of trainings conducted for a specific date range to include the number of staff trained.

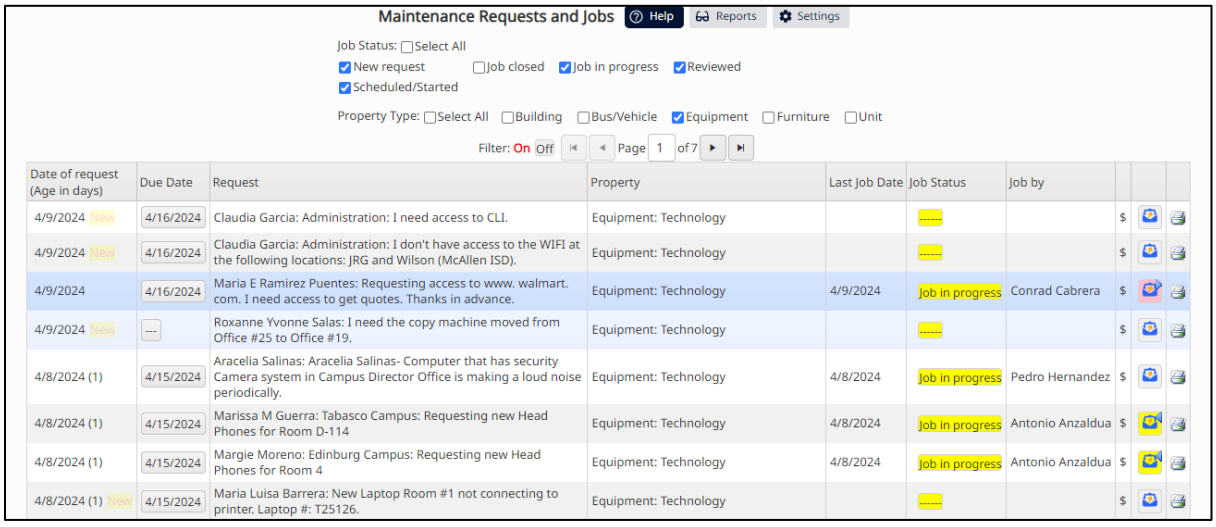
Program Information Summary

Date:

Presented by: Irma Peña, Head Start Executive Director/Head Start Director

February, 2024 Data

DEPARTMENT	STATUS	PENDING/WITHIN COMPLIANCE MEASURES
MIS	Work Orders/Trainings/Cameras	# Workorders initiated: [140] # Workorders completed: [82] # MIS trainings: [1] # Staff participating in trainings: [7]



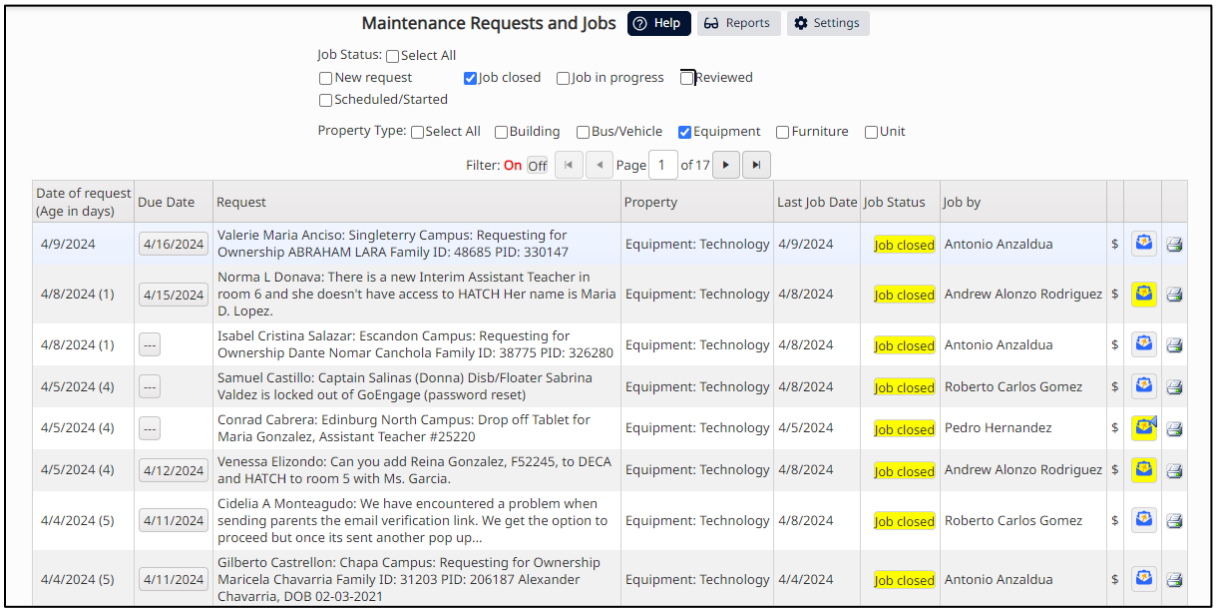
Maintenance Requests and Jobs — Help | Reports | Settings

Job Status: Select All
New request | Job closed | Job in progress | Reviewed
Scheduled/Started

Property Type: Select All | Building | Bus/Vehicle | Equipment | Furniture | Unit

Filter: On Off — Page 1 of 7

Date of request (Age in days)	Due Date	Request	Property	Last Job Date	Job Status	Job by
4/9/2024 New	4/16/2024	Claudia Garcia: Administration: I need access to CLI.	Equipment: Technology		-----	
4/9/2024 New	4/16/2024	Claudia Garcia: Administration: I don't have access to the WIFI at the following locations: JRG and Wilson (McAllen ISD).	Equipment: Technology		-----	
4/9/2024	4/16/2024	Maria E Ramirez Puentes: Requesting access to www. walmart. com. I need access to get quotes. Thanks in advance.	Equipment: Technology	4/9/2024	Job in progress	Conrad Cabrera
4/9/2024 New	---	Roxanne Yvonne Salas: I need the copy machine moved from Office #25 to Office #19.	Equipment: Technology		-----	
4/8/2024 (1)	4/15/2024	Aracelia Salinas: Aracelia Salinas- Computer that has security Camera system in Campus Director Office is making a loud noise periodically.	Equipment: Technology	4/8/2024	Job in progress	Pedro Hernandez
4/8/2024 (1)	4/15/2024	Marissa M Guerra: Tabasco Campus: Requesting new Head Phones for Room D-114	Equipment: Technology	4/8/2024	Job in progress	Antonio Anzaldua
4/8/2024 (1)	4/15/2024	Margie Moreno: Edinburg Campus: Requesting new Head Phones for Room 4	Equipment: Technology	4/8/2024	Job in progress	Antonio Anzaldua
4/8/2024 (1) New	4/15/2024	Maria Luisa Barrera: New Laptop Room #1 not connecting to printer. Laptop #: T25126.	Equipment: Technology		-----	



Maintenance Requests and Jobs — Help | Reports | Settings

Job Status: Select All
New request | Job closed | Job in progress | Reviewed
Scheduled/Started

Property Type: Select All | Building | Bus/Vehicle | Equipment | Furniture | Unit

Filter: On Off — Page 1 of 17

Date of request (Age in days)	Due Date	Request	Property	Last Job Date	Job Status	Job by
4/9/2024	4/16/2024	Valerie Maria Anciso: Singleterry Campus: Requesting for Ownership ABRAHAM LARA Family ID: 48685 PID: 330147	Equipment: Technology	4/9/2024	Job closed	Antonio Anzaldua
4/8/2024 (1)	4/15/2024	Norma L Donava: There is a new Interim Assistant Teacher in room 6 and she doesn't have access to HATCH Her name is Maria D. Lopez.	Equipment: Technology	4/8/2024	Job closed	Andrew Alonzo Rodriguez
4/8/2024 (1)	---	Isabel Cristina Salazar: Escandon Campus: Requesting for Ownership Dante Nomar Canchola Family ID: 38775 PID: 326280	Equipment: Technology	4/8/2024	Job closed	Antonio Anzaldua
4/5/2024 (4)	---	Samuel Castillo: Captain Salinas (Donna) Disb/Floater Sabrina Valdez is locked out of GoEngage (password reset)	Equipment: Technology	4/8/2024	Job closed	Roberto Carlos Gomez
4/5/2024 (4)	---	Conrad Cabrera: Edinburg North Campus: Drop off Tablet for Maria Gonzalez, Assistant Teacher #25220	Equipment: Technology	4/5/2024	Job closed	Pedro Hernandez
4/5/2024 (4)	4/12/2024	Venessa Elizondo: Can you add Reina Gonzalez, F52245, to DECA and HATCH to room 5 with Ms. Garcia.	Equipment: Technology	4/8/2024	Job closed	Andrew Alonzo Rodriguez
4/4/2024 (5)	4/11/2024	Cidelia A Monteagudo: We have encountered a problem when sending parents the email verification link. We get the option to proceed but once its sent another pop up...	Equipment: Technology	4/8/2024	Job closed	Roberto Carlos Gomez
4/4/2024 (5)	4/11/2024	Gilberto Castrellon: Chapa Campus: Requesting for Ownership Maricela Chavarria Family ID: 31203 PID: 206187 Alexander Chavarria, DOB 02-03-2021	Equipment: Technology	4/4/2024	Job closed	Antonio Anzaldua

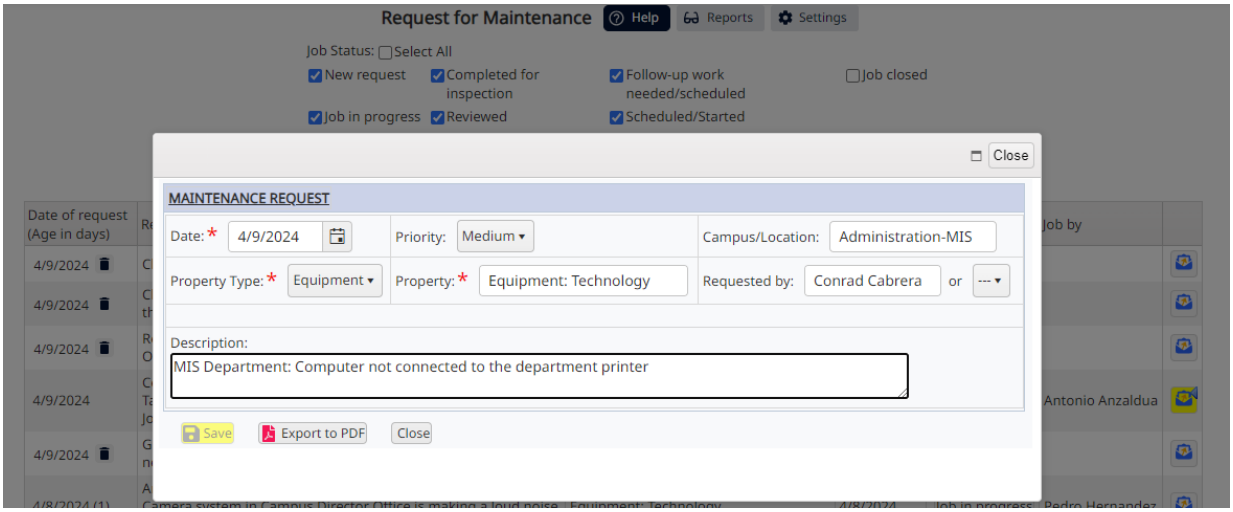
System/Service Area: MIS Department	Subject: MIS Work Orders
Related Regulation(s): Management Systems, 1302.101	
Related Forms: GoEngage->Request for Maintenance GoEngage->Maintenance Request and Jobs	**Related Reports:** GoEngage->Maintenance Request and Jobs
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

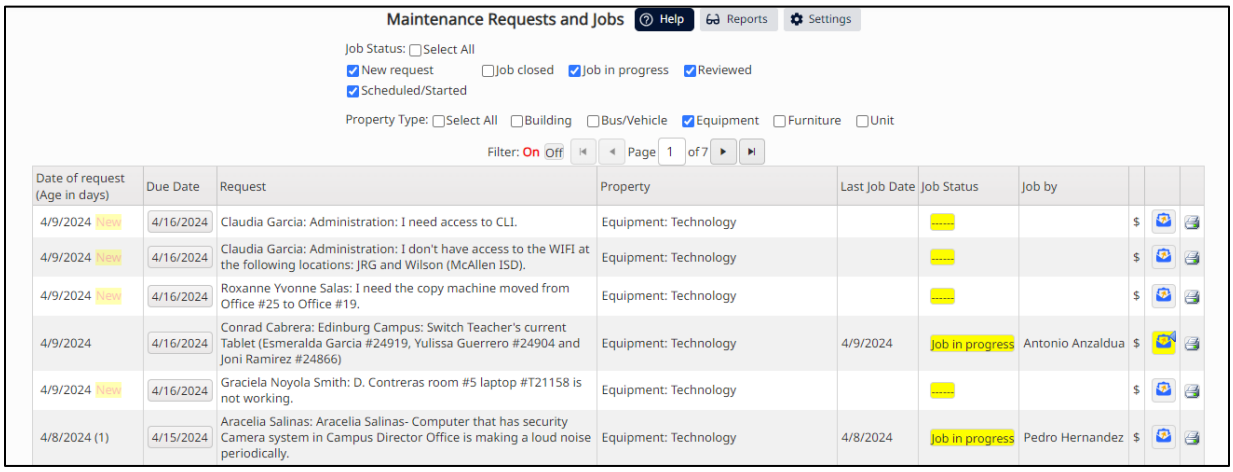
Policy: The Hidalgo County Head Start Program MIS Department utilizes GoEngage to service and track technical support work order request from staff.

Time Frame: Ongoing

Person(s) Responsible: MIS Department Staff

Procedure: The Hidalgo County Head Start Program MIS Department maintains a tracking system on GoEngage for MIS Work Order request. The staff will utilize GoEngage->Request for Maintenance task to submit an MIS Work Order. The MIS Staff will utilize GoEngage->Maintenance Request and Jobs task to monitor work orders submitted, update statuses on work orders, collaborate and request information on work orders, and close work orders as a job is completed. Staff may also review details on jobs completed by the MIS Department Staff. A step-by-step guide on how to submit an MIS Work order may be found on GoEngage->Help->Forms->Staff->MIS Work Order Procedure


Request for Maintenance
Help
Reports
Settings
Job Status: Select All
New request
Completed for inspection
Follow-up work needed/scheduled
Job closed
Job in progress
Reviewed
Scheduled/Started
Close
MAINTENANCE REQUEST
Date: * 4/9/2024
Priority: Medium
Campus/Location: Administration-MIS
Property Type: * Equipment
Property: * Equipment: Technology
Requested by: Conrad Cabrera
or
Description:
MIS Department: Computer not connected to the department printer
Save
Export to PDF
Close
Date of request (Age in days)
Job by
Antonio Anzaldua


Maintenance Requests and Jobs
Help
Reports
Settings
Job Status: Select All
New request
Job closed
Job in progress
Reviewed
Scheduled/Started
Property Type: Select All
Building
Bus/Vehicle
Equipment
Furniture
Unit
Filter: On Off
Page 1 of 7
Date of request (Age in days)
Due Date
Request
Property
Last Job Date
Job Status
Job by
4/9/2024 New
4/16/2024
Claudia Garcia: Administration: I need access to CLI.
Equipment: Technology
Claudia Garcia: Administration: I don't have access to the WIFI at the following locations: JRG and Wilson (McAllen ISD).
Roxanne Yvonne Salas: I need the copy machine moved from Office #25 to Office #19.
4/9/2024
Conrad Cabrera: Edinburg Campus: Switch Teacher's current Tablet (Esmeralda Garcia #24919, Yulissa Guerrero #24904 and Joni Ramirez #24866)
Job in progress
Antonio Anzaldua
Graciela Noyola Smith: D. Contreras room #5 laptop #T21158 is not working.
4/8/2024 (1)
4/15/2024
Aracelia Salinas: Aracelia Salinas- Computer that has security Camera system in Campus Director Office is making a loud noise periodically.
Pedro Hernandez

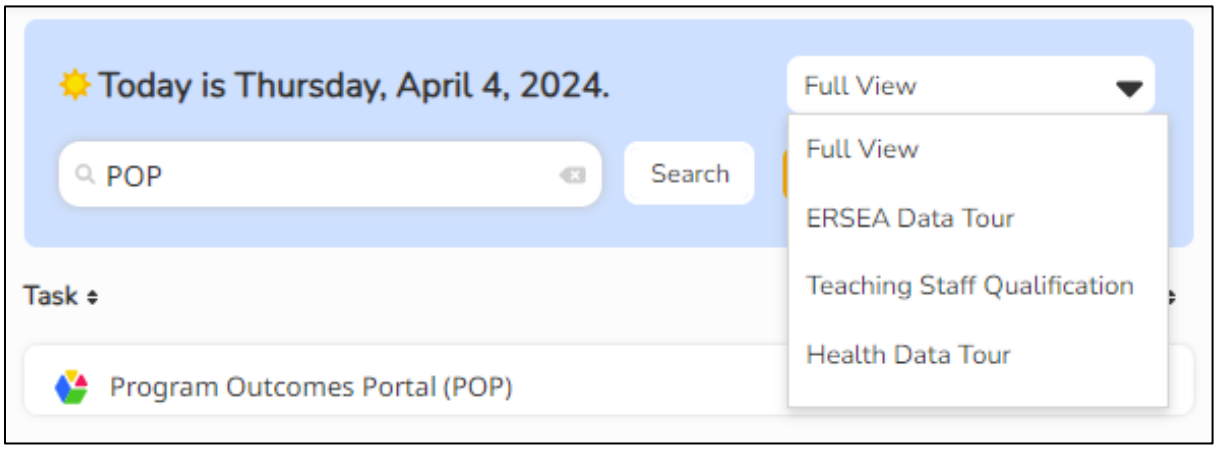
System/Service Area: MIS Department	Subject: Ongoing Monitoring Systems
Related Regulation(s): Program Management and Quality Improvement, 1302.102(b)(1)(i,ii,iii,iv)	
Related Forms: GoEngage->Program Outcomes Portal (POP) GoEngage->POP->Manager's Dashboard GoEngage->POP->(Selected Category) GoEngage->ERSEA Data Tour	**Related Reports:** GoEngage->Reports GoEngage->Data Navigator
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

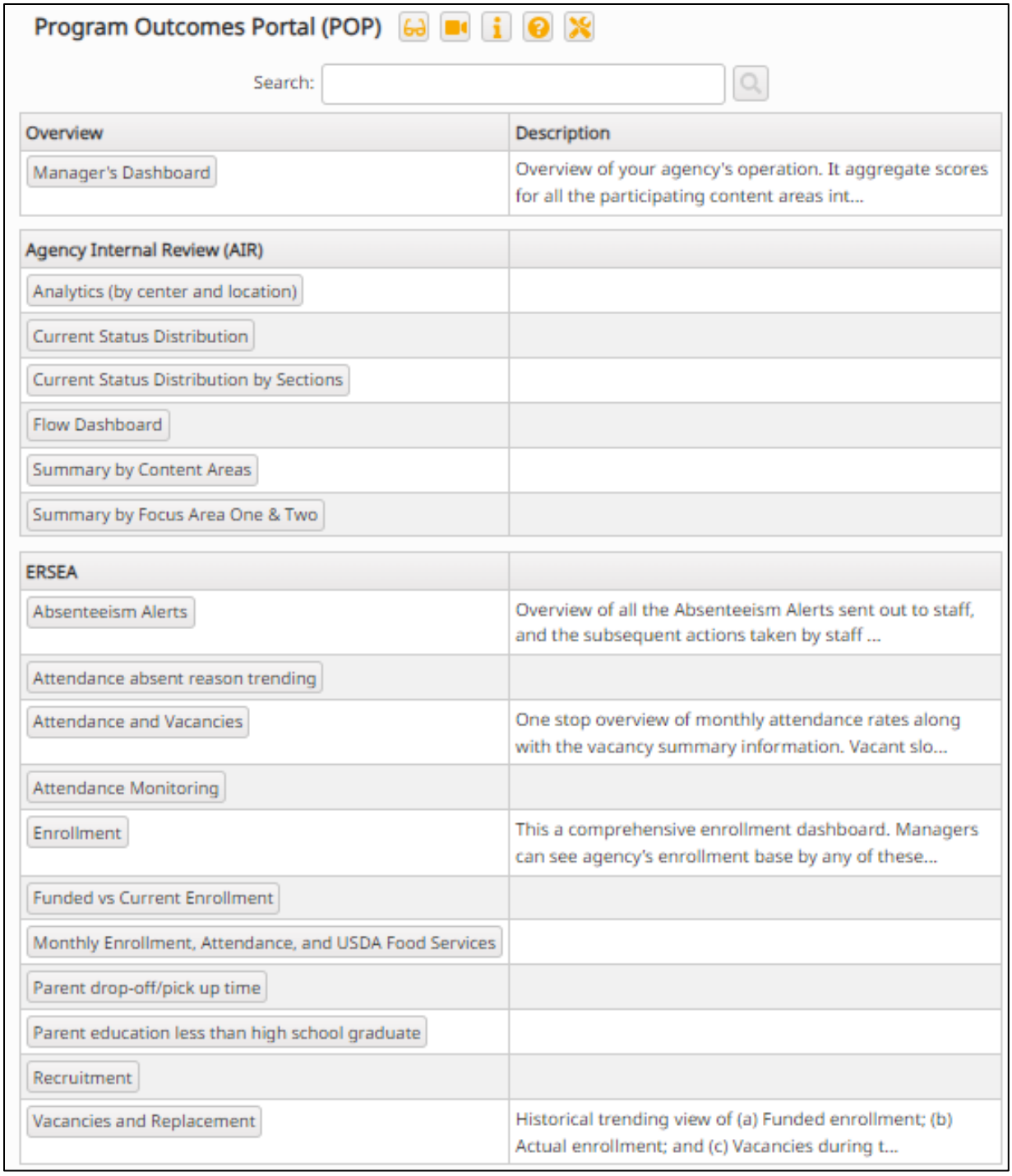
Policy: Hidalgo County Head Start Program will implement an effective system to ensure the ongoing monitoring of program performance that includes oversight to ensure effective implementation of program performance standards and correction of concerns once identified.

Time Frame: Ongoing

Person(s) Responsible: Management Staff

Procedure: Management staff have access to multiple Program Outcome Portal (POP) screens to monitor student and family data. The POP screens will display customizable indicators to easily monitor any mandates that need to be met. This process is accessible by launching the "Program Outcomes Portal (POP)" Task on GoEngage. The ERSEA Data Tour is another management tool available to mangers to review a quick snapshot of ERSEA information. The ERSEA Data Tour is accessible from the GoEngage main screen.

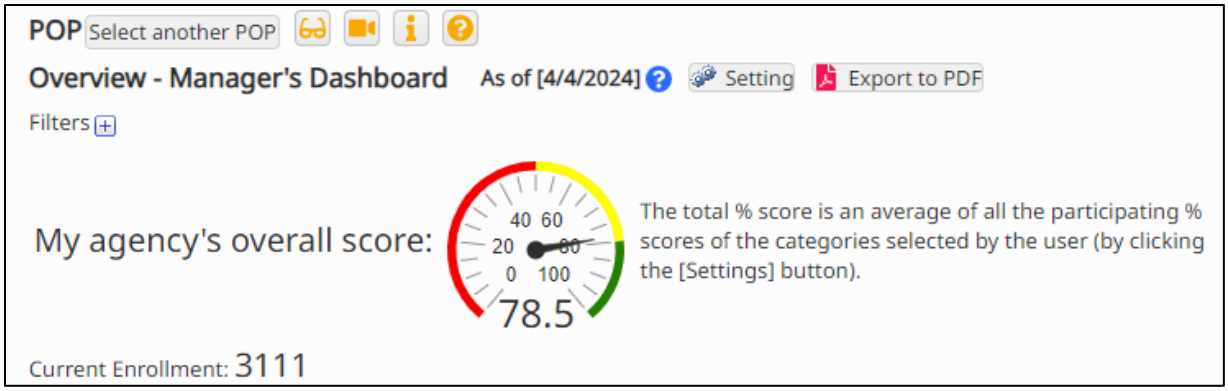




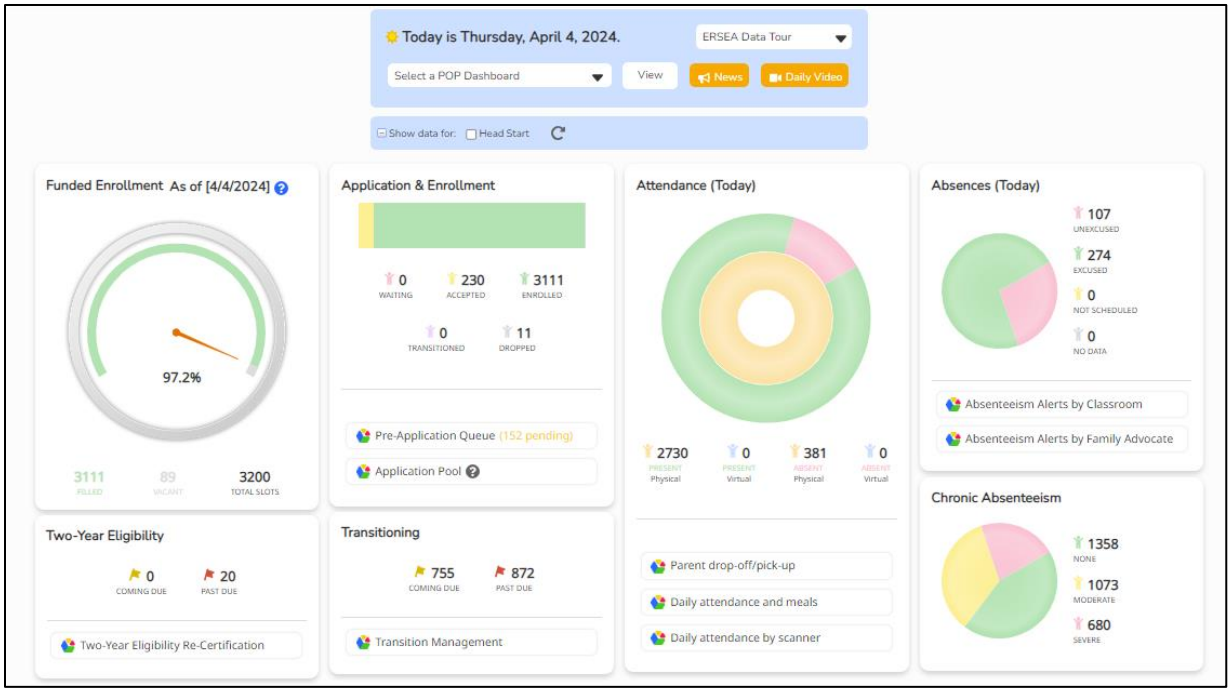
Program Outcomes Portal (POP)

Search:

Overview	Description
Manager's Dashboard	Overview of your agency's operation. It aggregate scores for all the participating content areas int...
Agency Internal Review (AIR)	
Analytics (by center and location)	
Current Status Distribution	
Current Status Distribution by Sections	
Flow Dashboard	
Summary by Content Areas	
Summary by Focus Area One & Two	
ERSEA	
Absenteeism Alerts	Overview of all the Absenteeism Alerts sent out to staff, and the subsequent actions taken by staff ...
Attendance absent reason trending	
Attendance and Vacancies	One stop overview of monthly attendance rates along with the vacancy summary information. Vacant slo...
Attendance Monitoring	
Enrollment	This a comprehensive enrollment dashboard. Managers can see agency's enrollment base by any of these...
Funded vs Current Enrollment	
Monthly Enrollment, Attendance, and USDA Food Services	
Parent drop-off/pick up time	
Parent education less than high school graduate	
Recruitment	
Vacancies and Replacement	Historical trending view of (a) Funded enrollment; (b) Actual enrollment; and (c) Vacancies during t...



ERSEA		Show details	Score
	Enrollment Rate	Funded: 3200; Enrolled: 3111;	97.2%
	10% IEP	Enrolled: 3111; 10%: 311; IEP: 339;	109%
	Attendance Rate	>=85%: 2175; <85%: 932;	69.9%
	Chronic absence * No chronic <10% Moderate 10%-20% Severe >20%	No chronic: 1358 (43.6%); Moderate: 1073 (34.5%); Severe: 680 (21.9%);	43.6%
Initial Requirement	Health events	97.3% 1.5% 0.9% 0.3%	99.1%
On-Going Requirement	Health events	95.5% 2.6% 1.9%	98.1%
	Physical Exam	On File: 2773 (89.1%) No Record: 334 (10.9%)	89.1%
	Dental Exam	On File: 2842 (91.4%) No Record: 265 (8.6%)	91.4%
	Center based program events	61.8% 25% 12.2% 1%	87.4%
Inkind	Completion up to today	Non-Federal 20%: $6,928,096.00; Days elapsed/PY: 76.2% = 278/365; Goal as of today: $5,279,209.00; Actual: $124.00; Thus N.D.	N.D.
Data Captured Month to Date			
	Home visits completed		422
	Dental exams		80
	Application forms		51
	Immunizations		51
	Vision		51
	Hearing		50
	Physical exams		31
	Home visits scheduled		7


Today is Thursday, April 4, 2024.
ERSEA Data Tour
Select a POP Dashboard
View
News
Daily Video
Show data for:
Head Start
Funded Enrollment As of [4/4/2024]
97.2%
3111
89
3200
TOTAL SLOTS
Application & Enrollment
0
WAITING
230
ACCEPTED
3111
ENROLLED
0
TRANSITIONED
11
DROPPED
Pre-Application Queue (152 pending)
Application Pool
Attendance (Today)
2730
Physical
0
Virtual
381
Physical
0
Virtual
Parent drop-off/pick-up
Daily attendance and meals
Daily attendance by scanner
Absences (Today)
107
UNEXCUSED
274
EXCUSED
0
NOT SCHEDULED
0
NO DATA
Absenteeism Alerts by Classroom
Absenteeism Alerts by Family Advocate
Chronic Absenteeism
1358
NONE
1073
MODERATE
680
SEVERE
Two-Year Eligibility
0
COMING DUE
20
PAST DUE
Two-Year Eligibility Re-Certification
Transitioning
755
COMING DUE
872
PAST DUE
Transition Management

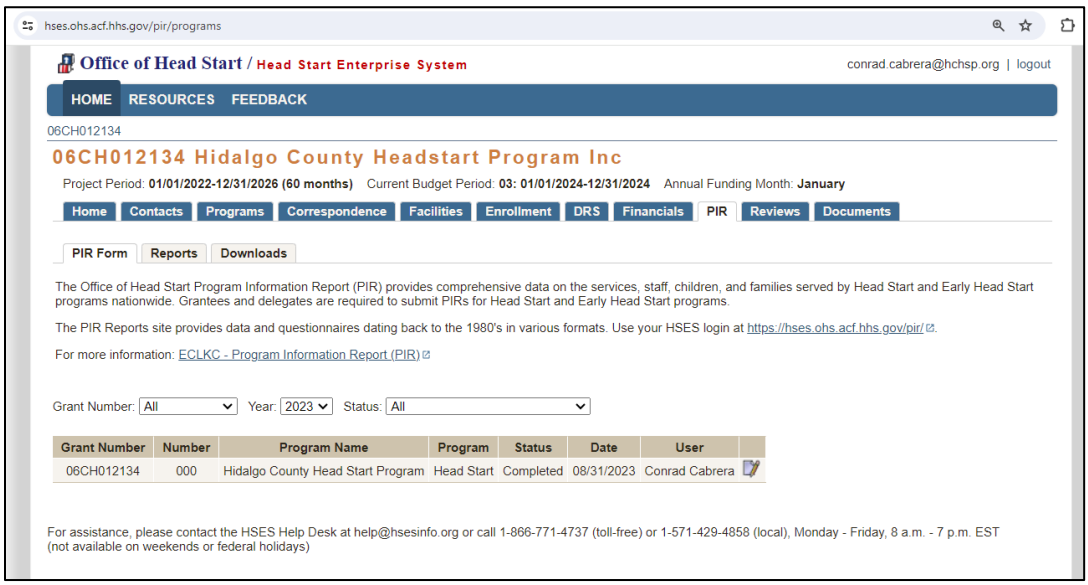
System/Service Area:	Subject:
MIS Department	Program Information Report (PIR)
Related Regulation(s): Program Performance, 1302.102 (b)(1)(i)	
Related Forms: GoEngage->Agency PIR Office of Head Start-Head Start Enterprise System	**Related Reports:** GoEngage->Reports
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Office of Head Start (OHS) Program Information Report (PIR) provides comprehensive data on the services, staff, children, and families served by Head Start programs nationwide. All grantees and delegates are required to submit PIR for Head Start programs. Hidalgo County Head Start Program will collect and review PIR information necessary for PIR submission to the Office of Head Start

Time Frame: Yearly by August 31st of the current year

Person(s) Responsible: Department Directors

Procedure: The MIS Department will prepare the OHS PIR section for each department and submit to the executive personnel for the formal request for completion from each department. Departments will complete and submit PIR information to MIS by the requested deadline and the MIS Department will complete and verify all data on the OHS Head Start Enterprise System. Once all information is verified error free and has been reviewed by the executive personnel, the MIS Department will submit the information to the Office of Head Start and obtain all necessary electronic copies.



Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

PDM-Program Design & Management/ Ongoing Monitoring

Executive Director: Irma E. Peña

Policy Council Member Assigned: Maria Treviño

Program Design & Management and Administrative Requirements

Procedures Manual

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Introduction

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to program design and management to include the implementation of administrative requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

The Program Design & Management and Administrative Procedures Manual is mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (5 U.S.C. 301; 2 CFR part 200)

Acknowledgement:

The Hidalgo County Head Start Program acknowledges the contributions of the Hidalgo County Commissioners Court and the Hidalgo County Head Start Policy Council members for their continuous support of the children and families we serve.

Human Resources

Head Start Executive Director: Responsible to work with the governing body (Hidalgo County Commissioners Court-HCCC) and the Policy Council to ensure that all required functions to include legal and fiscal, effective governance, quality compliance and assurance, and all other responsibilities as required by the Office of Head Start. The Executive Director is responsible for the day-to-day management, oversight, staff supervision, coordination and direction of the HCHSP.

Assistant Program Directors: Are responsible for assisting with the day-to-day management, oversight, staff supervision, coordination and direction of the HCHSP and supervision of the content areas of the program.

Responsibilities

- Legal and Fiscal: Responsible for managing and administering the program to include safeguarding federal funds.
- Quality Compliance and Assurance: Responsible for managing compliance and assurance with Federal and State laws and regulations.
- Annual Operating Budget: Responsible to manage the day-to-day financial management, accounting and reporting policies and compliance with laws and regulations related to financial statements including all major financial expenditures and annual operating budget.
- Major Policies Including: Responsible to manage all policies including annual self-assessment and financial audit, monitor program's progress in carrying out programmatic and fiscal provisions in applications and corrective actions.
- Personnel Policies: Responsible for managing and supervision of staff including the implementation of the Head Start personnel policies.

Deadlines & Schedules – At a Glance

Name of Report or Activity	Staff Responsible	Due Date
Annual Report	Executive Director Assistant Program Directors Department Directors Communications Coordinator	September
Community Assessment	Executive Director Assistant Program Directors Department Directors Consultant	August
Memorandum of Understandings (MOU)	Executive Director Assistant Program Directors Department Directors Chief PreK Collaboration Officer	January
Ongoing Monitoring and Follow-up Systems	Executive Director Assistant Program Directors Department Directors Coordinators Campus Directors	Ongoing
Program Calendars	Executive Director Assistant Program Directors Department Directors	April
Program Plans	Executive Director Assistant Program Directors Department Directors	May
Self-Assessment	Executive Director Assistant Program Directors Department Directors	March

System/Service Area: PDM & Administrative Requirements	Subject: Annual Report
Related Regulation(s): 644(a)(1)(2) of the Head Start Act	
Related Forms:	**Related Reports: Annual Report**
PC Approval:	**PC Revision:**
Governing Body Approval:	**Governing Body Revision:**

Time Frame: Annually

Person(s) Responsible: Executive Director
Assistant Program Directors
Department Directors
Communications Coordinator

Procedure: Annual Report:

- The Executive Director is responsible for assigning staff to produce the annual report.
- The Assistant Directors and Department Directors, and other staff will provide current information to responsible staff.
- The Governing Body and Policy Council approve the Annual report.
- Annual report is available to the community. A limited number of paper copies are available for distribution.

The Annual Report shall include, but not limited to:

- Total amount of public and private funds received and the amount from each source.
- Explanation of budgetary expenditures and proposed budget for the fiscal year.
- Total number of children and families served, average monthly enrollment (as a percentage of funded enrollment), and percentage of eligible children served.
- Results of the Secretary's most recent review and the financial audit.
- Information about parent involvement activities.
- Agency's efforts to prepare children for kindergarten.
- Other information the Secretary of Health and Human Services requires.

System/Service Area: PDM & Administrative Requirements	Subject: Community Assessment
Related Regulation(s): 1302.11	
Related Forms:	**Related Reports: Community Assessment**
PC Approval:	**PC Revision:**
Governing Body Approval:	**Governing Body Revision:**

Policy: HCHSP conducts a community assessment once every five-year grant period. The program will collect data about the community's strengths, needs and resources. HCHSP will use this data to make decisions about the long and short-term goals, selection criteria, and the type of services provided for children and families and to determine collaboration possibilities with other agencies. HCHSP will review and update the community assessment annually to reflect any significant changes.

Time Frame: Annually and Every 5 Years

Person(s) Responsible:
Executive Director
Assistant Program Directors
Department Directors
Consultant
Policy Council
Governing Body

Procedure: Community Assessment Process:

Every five years HCHSP will conduct a comprehensive community assessment that will include:

- Number of eligible infants, toddlers, preschool age children, and expectant mothers including their geographic location, race, ethnicity, and languages they speak.
- Number of children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento LEA liaisons.
- Number of children in foster care.
- The education, health, nutrition and social service needs of eligible children and families, including prevalent social or economic factors that impact their well-being.
- Typical work, school, and training schedules of parents with eligible children.
- Other child development and child care programs serving Head Start eligible children, including home visiting, publicly funded state and local pre-schools, and approximate number of children served.

- Estimated number of children with disabilities, 5 years and under.
- Data about education, health, nutrition, and social services needs of Head Start eligible families and the resources in the community that could address those needs.

The HCHSP Community Assessment conducts surveys with parents and community service providers. Additional information from the local, state, and federal resources including Texas Workforce Solutions, Texas Education Agency, Texas Department of Health and Human Services, and United Way.

Analysis of the community assessment information is used to develop long and short-term goals in the strategic and grant planning process, including location of sites, program options, staffing patterns and identifying areas of need.

HCHSP reviews and analyzes the data from the community assessment during the annual grant planning and budget process, to include the strengths, needs and resources of the various communities throughout Hidalgo County.

System/Service Area: PDM & Administrative Requirements	Subject: Memorandum of Understanding (MOU) with Local Education Agencies (LEA)
Related Regulation(s): 1302.20;1302.21; 1302.21(b); 1302.24	
Related Forms:	**Related Reports: MOUs with ISD Partners**
PC Approval:	**PC Revision:**
Governing Body Approval:	**Governing Body Revision:**

Policy: The program partners with Independent School Districts (ISD) in our service area to encourage collaboration between Head Start and ISDs to augment Head Start's capacity to access and strengthen services to low-income children and families.

Time Frame: Every Five (5) Year Grant Cycle or Periodically

Person(s) Responsible:
Executive Director
Assistant Program Directors
Chief PreK Collaboration Officer
Policy Council
Governing Body
ISD Superintendents
ISD School Boards

Procedure: Memorandum of understanding (MOU) represents a collaborative agreement between Hidalgo County Head Start Program and Independent School Districts.

The Purpose of the HCHSP and ISD Pre-Kindergarten Partnership is to:

- Create full-day, full-school year early care and education services for income-eligible families who need services offered collectively by HCHSP and ISD.
- Co-deliver Head Start and Pre-K seamlessly with supportive child and family services.
- Identify the collaboration roles and responsibilities of the parties and enhance linkages and relationships to deliver coordinated services.
- Improve the availability, quality and coordination of comprehensive services for children ages three through five and their families by ensuring that all children in the service area have access to high-quality education and comprehensive services.
- Coordinate resources and information including data, child assessments, financial resources, equipment and other educational supports.

The MOU outlines the following sections:

- Parties of the MOU
- Period of the MOU
- Regulatory Authorization
- Collaboration Framework
- CLI Requirements for Collaboration Classrooms
- HCHSP's Responsibilities
- ISD's Responsibilities

- Class Composition
- Eligibility
- Recruitment
- Selection
- Enrollment
- Attendance
- Suspension and Expulsion
- Policies on Fees
- Educational Design
- Physical Environment
- Comprehensive Family Services & Parent Engagement
- Comprehensive Child Services
- Amendments/Termination
- Non-Assignment and Subcontracting
- Oral and Written Agreements
- Independent Contractors
- Waivers
- Assignments
- Non-Discrimination
- Governing Law and Venue
- Alternative Dispute Resolution
- Captions
- Severability
- Force Majeure
- Notices
- Attachments

System/Service Area: PDM & Administrative Requirements	Subject: Ongoing Monitoring & Follow-up Systems
Related Regulation(s): 1302.102 (b)(1)(i)(ii)(iii)(iv)	
Related Forms: Campus Observation Form; Training/Technical Assistance and Support Checklist; Administrative Monitoring Calendar; Program Compliance Monitoring Instrument; Summary of Ongoing Monitoring Results	**Related Reports: GoEngage Reports**
PC Approval:	**PC Revision:**
Governing Body Approval:	**Governing Body Revision:**

Policy: The program will conduct ongoing monitoring to ensure the implementation of Child Care Minimum Standards, Head Start Performance Standards, Health and Safety Requirements, School Readiness Outcomes, and Active Supervision. The program will follow-up and provide support to children and staff that require or request assistance in all areas to improve outcomes and performance.

Time Frame: Daily, Weekly, Monthly and As Needed

Person(s) Responsible:
Compliance Director
HS Coordinators
Campus Directors

Procedure: Administrative staff will collect and verify data to determine strengths and challenges of HCHSP service delivery. Following are the systems and activities to conduct ongoing monitoring:

- Monitor Facilities, Materials and Equipment at all HCHSP Campus based facilities and ISD facilities.
- Track completion of maintenance requests as it relates to health and safety concerns.
- Monitor Daily Building and Ground and Playground Safety Checklist.
- Review Inspection Reports- identify the number of Child Care Licensing, Health and Fire inspections by location: determine corrective action and deficiencies; Identify trends and training needs.
- Track Child Incident/Illness-track the number of child incidents by location, identify trends and training needs.
- Review Child Care Licensing Deficiencies on Licensing Website.
- Complete on-going Childcare Licensing documents: controlling persons, Campus Director designee packets, etc.
- Upload HCHSP documentation: Inspections, permits, licenses, Certificate of Liability, Children's Product Certification.
- Report data to HCHSP management to ensure data-informed continuous improvement outcomes.

Administrative staff will systematically review, either through observation, document review, submitted records and reports from data systems:

- Review processes will be established and will be scheduled at designated intervals (daily, monthly, bi-monthly, yearly, bi-yearly, and ongoing).
- Monthly campus visits will be conducted by the Education Area Directors and Administrative Team assigned to the Campuses. The Campus Observation Form is used to document the campus visit and give the Campus Director feedback.
- The Training/Technical Assistance and Support Checklist will be used to document ongoing monitoring at the Campus level as indicated on the Administrative Monitoring Calendar.
- The Program Compliance Monitoring Instrument is conducted bi-yearly as a comprehensive form of ongoing monitoring.
- A Summary of Ongoing Monitoring Results is completed by the Administrative Team and submitted to the Executive Team on a bi-yearly basis.
- Critical information and data are reported/collected at different levels: Classroom Level, Campus Level, Department Level and Program wide, utilizing GoEngage, Circle Progress Monitoring, Hatch Ignite, and MIP.
- Documents collected are reviewed by the Campus Directors, Department Directors, and Administrative Team for accuracy and accountability.

Campus Directors will conduct informal walkthroughs and video monitoring daily as a form of ongoing monitoring. Informal walkthrough observations should include:

- Childcare Licensing Minimum Requirements
- Head Start Performance standards.
- Health and Safety Requirements
- School Readiness and Educational Outcomes
- Child and Adult Relationship and Temperament
- Active Supervision

System/Service Area: PDM & Administrative Requirements	Subject: Program Design
Related Regulation(s): 1302.20; 1202.20(b); 1302.21; 1302.21(b); 1302.24	
Related Forms:	**Related Reports: Program Calendars, Class Listings, MOUs with ISDs,**
PC Approval:	**PC Revision:**
Governing Body Approval:	**Governing Body Revision:**

Policy: The program operates a Head Start center-based program option with a locally designed variation that best meets the needs of children and families based on the community assessment.

Time Frame: Ongoing

Person(s) Responsible: Executive Director
Assistant Program Directors
Executive Team

Procedure:

Program Option:

- HCHSP operates Head Start Campuses for children ages 3-5 years of age and provides the full range of comprehensive Head Start services in collaboration with Independent School Districts. (Refer to MOUs with ISDs)
- Educational and child development services are provided to children in a classroom setting that are regulated through the DFPS – Texas Child Care Licensing

Ratios and Group Size:

HCHSP has an OHS approved local design option that allows for the following:

- 3-Year-Old Classrooms have no more than 20 children with 1 teacher and 1 assistant teacher
- 4-Year-Old Classrooms have no more than 24 children with 1 teacher and 1 assistant teacher

Service Duration:

- HCHSP follows the ISD partners' school calendar that operates Monday through Friday, with 7.5 hours daily of services and has at least 160 days and 1020 annual hours of service. HCHSP has an ISD partner that operates 4 days a week with 7.5 hours daily of services and has at least 128 days and 1020 annual hours of service.

System/Service Area: PDM & Administrative Requirements	Subject: Program Planning
Related Regulation(s): 1302.101; 1302.11	
Related Forms:	**Related Reports: Community Assessment, Program Plans, Self-Assessment, Grant Application, PIR Report**
PC Approval:	**PC Revision:**
Governing Body Approval:	**Governing Body Revision:**

Time Frame: Daily, Monthly, Yearly and Ongoing

Person(s) Responsible: Executive Director
Assistant Program Directors
Executive Team

Procedure: Thoughtful planning is critical to Head Start Program operation. HCHSP has a Planning Calendar that identifies the different activities that take place throughout the grant cycle. Key stakeholders rely on data to monitor program goals, school readiness goals and ensure fiscal objectives are met.

HCHSP uses the Program Planning Calendar template from ECKLC.

Program planning will include the following elements:

- Community Assessment: Every five (5) years with annual review and updates to reflect any significant changes.
- Strategic Planning-Long and Short-term Goals: Every five (5) years
- Program Plans: Yearly reviews and updates
- Program Policies and Procedures: Yearly Reviews and Updates
- Board of Directors and Policy Council Training & Orientation: Yearly
- Self-Assessment: Yearly
- Ongoing Monitoring and Reporting:
- Continuation Grant and Budget Application: Yearly
- Program Information Summary Report: Monthly

System/Service Area: PDM & Administrative Requirements	Subject: Protections for the Privacy of Child Records (PII)
Related Regulation(s): 1303.20; 1303.21; 1302.22; 1303.23; 1303.24; 1305.2 IDEA Part B and C	
Related Forms: HCHSP Parental Agreement for Enrollment Statement, HCHSP Application for Enrollment Form	**Related Reports:** MOUs with LEAs, MOUs with Special Services Agencies
PC Approval:	**PC Revision:**
Governing Body Approval:	**Governing Body Revision:**

Policy: HCHSP has established procedures to protect the confidentiality of any personally identifiable information (PII) in child records. PII is defined in the HS performance standards as "any information that could identify a specific individual, including but not limited to a child's name, name of a child's family member, street address of the child, social security number, or other information that is linked or linkable to the child."

Time Frame: Daily and Ongoing

Person(s) Responsible: All HCHSP Staff
All LEA Collaboration Staff
Disability and Mental Health Consultants or Contractors

Procedure: Parent Notice of Privacy of Child Records

Head Start Policies Parental Agreement Statement: The program advises all parents regarding the confidentiality of child records during enrollment. A statement in the Head Start Policies Parental Agreement Statement that all parents are required to sign and acknowledge. The statement reads as such: *HCHSP keeps all enrollment information provided by parents confidential. The Child & Family Record file is kept in locked cabinets and only authorized personnel have access to the file. There are instances when information in the Child & Family Record File may need to be released. If a parent/guardian requests information to be released, he/she must do so in writing. Information is only released to people listed as part of the household. Non-custodial parents must provide legal documentation stating he/she has the right to such information. If another agency is requesting information from HCHSP regarding any information about the child or family, the parent/guardian must sign the "Consent to Release Information" form to authorize release of information listed.*

Consent for Release of Information-Parent Written Consent: The program will only release information to parties authorized by parents that specified what child records are disclosed, explains why the records are disclosed. The written parental consent must be signed and dated.

Parent Handbook: Parents are notified about the protection of child and family records and all records are always kept under lock and key.

Intake Application: Any person applying for services with HCHSP is notified in writing that all information is confidential and will remain under lock and key. All child and family information that is provided by parents is used solely for the purpose of eligibility. *Ref: HCHSP ERSEA Guidelines.*

Protection of Personally Identifiable Information (PII)

Family Educational Rights and Privacy Act (FERPA): The program has Memorandums of Understandings (MOU) with collaborating local education agencies that identify FERPA protections of child records. The MOUs are consistent with the Department of Education and Texas Education Agency regulations as it pertains to confidentiality provisions.

Services to Children under IDEA: The program complies with applicable confidentiality provisions in Part B and Part C of IDEA to protect the PII in records of those children and therefore, the provisions in this subpart do not apply to those children.

- The program's Mental Health/Disability referral packet for services to children provides parents with all rights listed in this section. Parents must provide written consent.

MOUs with Agencies that provide services to children with special needs: The program has MOUs with agencies that provide services to children with special needs. All MOUs have provisions that comply with applicable confidentiality provisions in Part B and Part C of IDEA to protect the PII in records of those children.

Staff Responsibility to Protect PII

Staff Reviewing Records: All staff must log in with their **name, date and purpose** for reviewing child and family records. Only authorized personnel are allowed to review child and family records for Head Start and Early Head Start related direct services. Following is the list of personnel that are authorized to review records:

- Child's Assigned Teacher
- Family's Assigned Family Services Worker
- Assigned Campus Director
- HS Assigned Campus Nurses
- HS Coordinators
- Compliance Staff
- Executive Director
- Assistant Program Directors
- Department Directors
- HCHSP Management Staff – HR, MIS, Finance

Child and Family Records (Hardcopy Files): All child and family records must be maintained under lock and key while not in use. No child and family records may be removed from HCHSP premises unless authorized by the Executive Director.

Child and Family Records (Electronic Files): The program uses GoEngage as the Data Management System. The program provides access to child and family records to authorized staff that have responsibilities as it pertains to their scope of work. GoEngage logs the name of staff when making entries regarding child and family information. HCHSPs MIS Director and MIS staff maintain the ongoing monitoring and tracks all cyber traffic regarding child and family records.

Retention of Records: The program maintains child and family records in a manner that ensures only parents, and officials within the program or acting on behalf of the program have access. Records will be maintained if the information on all individuals, agencies or organizations to whom a disclosure of PII from the child records was made and why the disclosure was made. GoEngage (web-based data system) is used to maintain records electronically and the program adequately protects PII information to current industry standards.

Parent Rights

- The parent/legal guardian has the right to inspect child records at any time.
- If the parent is requesting a copy of the child's records, the program will provide parent information within forty fine (45) calendar days after receipt of request.
- The program will not destroy a child record with any outstanding request to inspect and/or review the record.

Disclosure of PII Information with Parental Consent

- The program will obtain a parent's written consent before the program can disclose PII from child records.
- The written consent will specify what child records are being disclosed, why the records are being disclosed, and identifies the party or class of parties to who the records are being disclosed.
- Signed and dated written consent a record or electronic consent (with authenticated source).
- The program will indicate that the consent to disclose is voluntary on the part of the parent, and the parent can revoke authorization at any time.

Disclosure of PII Information without Parental Consent

The program **does not require** parental consent of the following entities.

- HHS Officials acting on behalf of the program of grantor.
- Any official from a federal, state or connection with an audit or evaluation of the child development program.
- Any official from a federal or state program to conduct a study to improve child and family outcomes and the quality of the program.

- Appropriate parties in order to address a disaster, health or safety emergency during the period of the emergency only (such as a food allergy or medical information);
- Comply with a judicial order or lawfully issued subpoena.
- Any official investigating child abuse or neglect as defined in section 3 of Child Abuse Prevention and Treatment Act.
- Any official from USDA or CACFP for the purpose of monitoring, evaluating or performance measurements.
- Any official caseworker or other authorized representative form a state, local or child welfare agency has the right to review information on foster children.

System/Service Area: PDM & Administrative Requirements	Subject: Self-Assessment
Related Regulation(s): 1302.102(b)(2)(i)(ii)(iii)	
Related Forms:	**Related Reports: CLI Engage, Class Scores, GoEngage**
PC Approval:	**PC Revision:**
Governing Body Approval:	**Governing Body Revision:**

Policy: HCHSP will effectively oversee progress towards program goals on an ongoing basis and annually by conducting a comprehensive Self-Assessment (SA).

Time Frame: Ongoing and Annually

Person(s) Responsible:
PC Members
Board Members
HS Executive Director
Assistant Program Directors
HS Department Directors
HS Coordinators
Campus Directors
Compliance Director
Parents

Procedure: The Self-Assessment Process:

- Uses program data including aggregated student assessment data, professional development, and parent and family engagement data as appropriate, to evaluate the program's progress toward meeting goals.
- Reviews compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness.
- Communicate and collaborate with the Policy Council, Board, Program Staff, and parents of enrolled students when conducting the annual Self- Assessment.
- Submits the results of the Self-Assessment to include any findings to the Policy Council and the Board.
- Submit findings of the Self-Assessment to the Regional Office with the 5 Year Grant application or the continuation grant application.

<u>Design Process</u>

1. Develop a plan for Self-Assessment
2. Identify and invite internal and external team members
3. Discuss data and areas for focus
4. Prioritize topics
5. Summarize and prepare data

<u>Engage Team</u>

1. Orient SA Team members

2. Share the SA Plan
3. Form teams and began process
4. Identify other team members, as needed

Analyze & Dialogue

1. Explore systemic issues
2. Review and analyze data
3. Engage in dialogue using probing questions
4. Examine progress on goals & objectives
5. Formulate discoveries

Recommendations

1. Consolidate discoveries across teams
2. Prepare final recommendations to inform program planning
3. Provide feedback on the SA process for next year's SA

Prepare Report

1. Prepare SA Report
2. Submit report to Policy Council and Grantee Board for approval
3. Submit approved report to Regional Office
4. Review feedback to plan for next SA
5. Share with stakeholders

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Introduction

The Hidalgo County Head Start Program Staff Development Department aims to provide an outstanding and distinctive intellectual social and physical environment in which research, scholarship and learning may flourish, and all staff reach their potential goals. We strive to provide leadership in the implementation and management of all staff development and training activities for all program staff in accordance with the Head Start Performance Standards, Texas Minimum Standards for Licensed Child Care Centers, Head Start Program Policies and Procedures, and the Texas Education Agency Regulations. Staff Development Department strives to ensure that the professional development our staff receive refers to all the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both individual and the Program. We also focus on gaining knowledge and skills related to job performance in early childhood education (ECE) programs.

Staff Development Department will provide guidance and assistance to staff pursuing post-secondary education and degrees in early childhood education. We will also support and guide staff, especially classroom staff, to acquire associate's, bachelor's degrees along with teacher certification.

Staff Development Department is always informed by reviewing Head Start Performance Standards, Child Care Licensing Standards, program goals for high quality services and planned changes that may result in need for new knowledge skills and competencies they must share with all staff.

The Program will provide appropriate training and technical assistance or orientation to the governing body, and advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

The HCHSP operates its Staff Development Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
    - https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii
- Head Start Act (As Amended December 12, 2007)
    - https://eclkc.ohs.acf.hhs.gov/policy/head-start-act
- Texas Health and Human Services Commission-Texas Minimum Standards for Licensed Child Care Centers
    - https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf

Acknowledgements: N/A

Department Overview

Staff

Staff Development Director
Staff Development Coordinator

Responsibilities

- Provide leadership in the coordination and organization of all staff development and training activities as required by the Head Start Performance Standards, Minimum Standards for Child Care Centers.
- Assist in the development and implementation of the Technical Assistance and Training Plan and all related functions.
- Assist staff members in the development and implementation of their individual Professional Development Plan.
- Establish and maintain record keeping and reporting procedures for participation and evaluation of all professional development and training activities/sessions as required by the Program and Child Care Regulations.
- Assist in providing orientation sessions to new employees.
- Support and maintain the Employee Higher Education Assistance Program for staff enrolling in higher education class, especially those pursuing degrees in early childhood education and social work.
- Coordinate the preparation of the Alternative Certification Program to assist employees in career development compatible with Program requirements.
- Direct the preparation of the pre-service sessions for Annual Training conducted annually for Program staff.
- Secure and maintain current records for all employes credentials, transcripts, and degree plan, etc. and keep this information current in the employee personal file.
- Prepares and submits yearly reports to the Executive Director on employee education records/credentials, enrollment in higher education classes, and expenditures covered by the Program.
- Participate in "trainer of trainer" programs to assist in providing training as needed in the different departments.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Alternative Certification Program Participants (Teach Us)	Teachers	Weekly until complete
Beginning Teacher Series	Campus Directors / Teachers	One month from DOH
Business Management Courses	Campus Directors/Human Resource Department/Compliance/ Staff Development Department	Upon Hire
Child Development Associate (CDA)	Disability Aid/Floater & Campus Directors	Upon hire & renew every 3 years
Educational Attainment	All Staff/Staff Development Department	Fall/Spring Semester
Educational Incentives	All Staff & Staff Development Department	Fall/Spring Semester
Educational Leave	All Staff & Staff Development Department	Fall/Spring Semester
Leave of Absence for Student Teaching/ Internship/Practicum Placement	All Staff	Fall/Spring Semester
Professional Development Plan	All Staff	DOH/October/April
Program Information Summary (PIS)	Department Director	Monthly
Training: Professional Development		
- **Annual**	All Staff/Staff Development Department /Human Resources Department	Yearly
- **Ongoing Training**	All Staff/Campus Directors	Ongoing
- **Pre-Service/On Boarding**	New Staff Members/Staff Development Department/Human Resources Department	Within 90 days of DOH
- **Tracking Log Annual Training**	All Staff/Campus Directors	Yearly
- **Tracking Log Ongoing Training**	All Staff/Campus Directors	Ongoing
- **Tracking Log Pre-Service**	All Staff/Campus Directors	Within 90 Days of DOH
- **Certificates**	All Staff/Campus Directors / Staff Development Department	Ongoing
- **Evaluation**	All Staff/Campus Directors / Staff Development Department	Ongoing
- **Questionnaire /** - **Pre-Post Test (AgriLife)**	All Staff/Campus Directors / Staff Development	Ongoing

System/Service Area: Staff Development	Subject: Alternative Certification Program Teach Us
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Weekly until complete

Person(s) Responsible: Teachers & Staff Development Department

Procedure: Teachers will be given an opportunity to enroll into Teach Us; the Teacher Certification Program. They must pass Science, Teaching, and Reading (STR), and EC-6 CORE exam by June 2024. They will be given one year after completing STR & EC-6 exams to complete Pedagogy & Professional Responsibilities (PPR) and Bilingual Target language Proficiency (BTLPT) Spanish exam.

- Teachers will be given sufficient time to study and complete course work given by a Teach US Representative.
- Teachers must benchmark at 80% before being approved to take the exam.
- Submit results of exam to Staff Development Department.
- Once Staff has passed STR and CORE EC-6 exam, they will become eligibility for Internship with the District assigned to them for one year.
- Staff must proceed in completing the remaining exams (PPR and BTLPT).

https://tea.texas.gov/texas-educators/preparation-and-continuing-education/consumer-information-about-educator-preparation-programs/consumer-information-about-educator-preparation-programs

System/Service Area: Staff Development	Subject: Beginning Teacher Series
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 1 month from date of hire

Person(s) Responsible: Teachers and Campus Directors

Procedure: New Teachers will complete the self-paced courses based on staff roles and interest on the ECLKC website. This resource will assist staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities.

- Visit the Head Start Early Childhood Learning & Knowledge Center (ECLKC) website.
- Click on iPD icon
- Create an account
- Search Beginning Teacher Series Preschool
- Complete 9 course videos
- Send Certificates to Staff Development Department and keep a copy at the Campus.

Appendix: **A** Beginning Teacher Series

System/Service Area: Staff Development	Subject: Business Management Courses
Related Regulation(s): §1302.91	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Upon Hire

Person(s) Responsible: Campus Directors/Human Resources/Compliance/Staff Development

Procedure: Campus Directors are required to have two Business Management Courses. If lacking these courses upon hire, Campus Directors must enroll to take courses with Dr. Beverly Ashley at A+ Center for Education, LLC. or Gloria Castillo at Early Learning Association.

System/Service Area: Staff Development	Subject: Child Development Credential (CDA)
Related Regulation(s): §1302.91 (e)(1)(3)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy HCHSP will ensure Disability Aide/Floaters have a minimum of a Child Development Associate (CDA) credential or compared credential and have been trained or have equivalent coursework in early childhood development with a focus in preschool development.

Time Frame: Upon hire/renew every 3 years.

Person(s) Responsible: Disability Aide/Floater and Campus Directors

Procedure: Staff will obtain a Child Development Credential and ensure that it is maintained.

- Visit the Council for Professional Recognition website.
- Complete the steps to renew CDA.
- The Chief Human Resources Officer will verify employment and training hours.
- Complete the renewal process and make payment.
- A copy of the CDA Credential will be kept in the staff file, Human Resources Department and Staff Development Department.

System/Service Area: Staff Development	Subject: Education Attainment
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Fall/Spring Semester

Person(s) Responsible: All Staff

Procedure: Staff intending to enroll in college courses must consult with the Staff Development Department prior to enrollment. The guidelines for attending classes contained herein will be reviewed and discussed. Continued contact is required throughout the staff enrollment in classes every semester. Staff must attend classes after working hours.

System/Service Area: Staff Development	Subject: Educational Incentives
Related Regulation(s): Civil Service 7.218-7.223	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Spring/Fall Semester

Person(s) Responsible: Campus Staff

Procedure: Staff may request financial assistance for tuition and books while attending College/University.
In order to be considered for financial assistance/reimbursement of College Expenses, eligible Staff must furnish the Head Start Staff Development Director written documentation reflecting the following:

- College Expenses are associated with actual attendance in classes required for a degree ("Degree Plan") in Early Childhood Development, or a related field approved by the Head Start Executive Director;
- The Staff has at least a 2.5 grade point average on all course work associated with the Staff's Degree Plan, and at least a "C" grade on any course for which reimbursement of College Expenses is requested;
- The Staff applied for financial assistance in the form of loans, grants, scholarships, etc., and the Staff was either denied, or ineligible, for such financial assistance;
- Course work has not interfered with the Staff's performance of assigned work under the Head Start Program; and
- Requested reimbursement of College Expenses may not exceed amounts associated with more than nine (9) course hours in any one semester.
- Staff must submit denial letter from financial aid, a semester schedule, detail bill from the College/University to Staff Development Department.
- Staff must complete a Tuition Reimbursement Agreement form before being eligible for financial assistance.
- Once the agreement form is complete, the Staff Development Department will submit the request for financial assistance to the Finance Department for payment to College/University or reimbursement to Staff.

Appendix: **B** Educational Attainment (Tuition Reimbursement Form)

System/Service Area: Staff Development	Subject: Educational Leave
Related Regulation(s): Civil Service 7.173-7.177	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Spring/Fall Semester

Person(s) Responsible: All Staff/Campus Director

Procedure: Staff are granted up to 4 work hours per week, with pay, of Educational Leave in order to attend approved courses that are not offered during staff non-work hours. Staff on Leave without Pay status or unpaid Family and Medical Leave are not eligible for Educational Leave.

- Once Staff registers for a class at a College/University, they will complete an Educational Leave Request form.
- Submit a copy along with a copy of their schedule for approval to Staff Development Department.
- Once approved by the Assistant Director for Programmatic Services, the Staff Development Department will submit the request to the Finance Department.

Appendix: **C** Educational Leave

System/Service Area: Staff Development	Subject: Leave of Absence for Student Teaching/Internship/Practicum Placement
Related Regulation(s): Civil Service	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Fall / Spring Semester

Person(s) Responsible: All Staff

Procedure: Staff may be granted leave of absence, not to exceed one school semester, for Student Teaching, Internship, or Practicum Placement. The Staff shall notify the Program of a desire to return to active duty no later than 30th day before the expected date of return. Staff will be eligible to receive compensation for Educational Leave for the semester requested and to utilize any accumulated personal leave. Educational Leave will be granted for the semester calculated 4 hours per week. All benefits will continue until both the educational leave and the personal leave have been exhausted. During the period an eligible Staff takes an Educational Leave of Absence and after the Staff exhausts the accumulated Personal leave, the Staff may continue to participate in the Group Health Plan if said Staff arranges to pay the insurance premium by making payment through the payroll department for the duration of the Staff leave of absences. Such leave shall be without benefit of experience increments for the period of the absence after exhausting the paid leave. Neither Personal Leave nor Sick Leave may be earned during the Leave of Absence.

- Staff must submit an Educational Leave Request form along with the semester schedule, Field Placement Agreement, Practicum Placement, and a detailed explanation of dates to be taken.
- A request in writing must be submitted to the Staff Development Department two months prior to the requested leave.

System/Service Area: Staff Development	Subject: Professional Development Plan
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Date of Hire, October, and April

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will complete a Professional Development Plan to identify strengths and needs while they set short-and long-term goals.

- New Staff will complete the form during Pre-Service training.
- Teachers, Assistant Teachers and ISD Staff will complete the Professional development Plan to reflect on the CLASS observation has been completed and the Campus Directors has conducted a conference with them.
- Teachers, Assistant Teachers and ISD Staff will set goals referring to outcomes of the CLASS observations.
- All other staff must complete the form by referring to job duties or a career path.
- In April staff will evaluate themselves to see if they accomplish their goal.

Appendix: **D 1-3** Professional Development Plan (All Staff except Teachers and Assistant Teachers)
Professional Development Plan (Teachers and Assistant Teachers only)
Professional Development Plan (District Teachers and Assistant Teachers)

System/Service Area: Staff Development	Subject: Program Information Summary (PIS)- Staff Development
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Department Director

Procedure: Department will submit Staff Development activities monthly to Executive Director/Secretary.

- Beginning Teacher Series
- Childhood Development Association (CDA)
- Educational Attainment
- Annual Training
- Ongoing Training
- Pre-Service Training
- Teach Us Study Sessions
- Professional Development Plans

System/Service Area: Staff Development	Subject: Training and Professional Development
Related Regulation(s): §746.1309(a)(b)(c)(e)(f)(g)(h)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy:

Hidalgo County Head Start Program will provide annual training to all New Staff. Campus Staff must obtain their annual training within 12 months from the date of their employment and during each subsequent 12-month period. Training will assist Staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities. HCHSP will provide orientation to all new Staff. Training will assist Staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities. Staff are required to maintain records of their attendance at the Campus.

Time Frame:

Annual Training- Start of a new year / yearly.
Ongoing Training- Ongoing throughout the year
Pre-Service/Onboarding Training- within 90 days of hire, and yearly thereafter.

Person(s) Responsible:

Program/ISD Staff / Campus Directors / Staff Development Department

Procedure:

Annual / Pre-Service/Onboarding Training:

- Staff will complete 24 hours of professional development.
- Staff will complete a questionnaire and evaluation for each presentation.

Ongoing Training:

- Staff will attend the required training presentations being provided throughout the year.

System/Service Area: Staff Development	Subject: Training Tracking Log
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Annual Training: Start of a new school year/yearly.
Ongoing: Ongoing throughout the year
Pre-Service/Onboarding Training: Within 90 Day of Hire

Person(s) Responsible: Program/ISD Staff / Campus Directors

Procedure:

Annual Training Tracking Log:

- Staff will keep track of all training presentations they attend during the start of a new school year.

Ongoing Training Tracking Log:

- Staff will keep track of all training presentations they attend throughout the school year.

Pre-Service/Onboarding Training:

- Staff will keep track of training presentations attended within 90 days of hire.

Appendix: **E 1-3** Tracking Log Annual Training
Tracking Log Ongoing Training
Tracking Log Pre-Service Onboarding Training

System/Service Area: Staff Development	Subject: Training Certificates
Related Regulation(s): § 746.801(3), § 746.901, § 746.1317, § 746.1329	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will have records of training hours, including documentation to provide to Childcare Licensing to verify that Staff have met training requirements. Staff will maintain the original certificate documenting the completion of training at their Campus. Staff will maintain and make the training certificates provided by Program and AgriLife available for review upon request.

Certificate must provide:

- The participant's name
- Date of the training
- Title/Subject of the training
- The trainer's name, or source of the training for self-instructional training
- The trainer's qualifications must meet the criteria.
- Length of the training specified in clock hours, CEUs, or college credit hours, appropriate.
- Must keep records for at least three years.

System/Service Area: Staff Development	Subject: Training Evaluation
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: After attending any presentation, Staff must complete an evaluation regarding if the training meets their expectations. The purpose of this is to see if the structure of the training process was clear. Staff/Participants are asked to rate their satisfaction with the training program and provide feedback on various aspects such as the quality of training materials, the instructor's presentation skills, and the convenience of the training facilities.

Appendix: F Evaluation Form

System/Service Area: Staff Development	Subject: Training Questionnaire/Pre-Post Test (AgriLife)
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will complete a questionnaire to evaluate their own knowledge, point of view and skills before and after a training presentation. Staff will keep a questionnaire alongside the certificate, for the same topic, at the Campus for their records. Staff will also keep the Pre-Post test from AgriLife alongside the certificate of the same training topic at the Campus.

Appendix: **G** Questionnaire Form

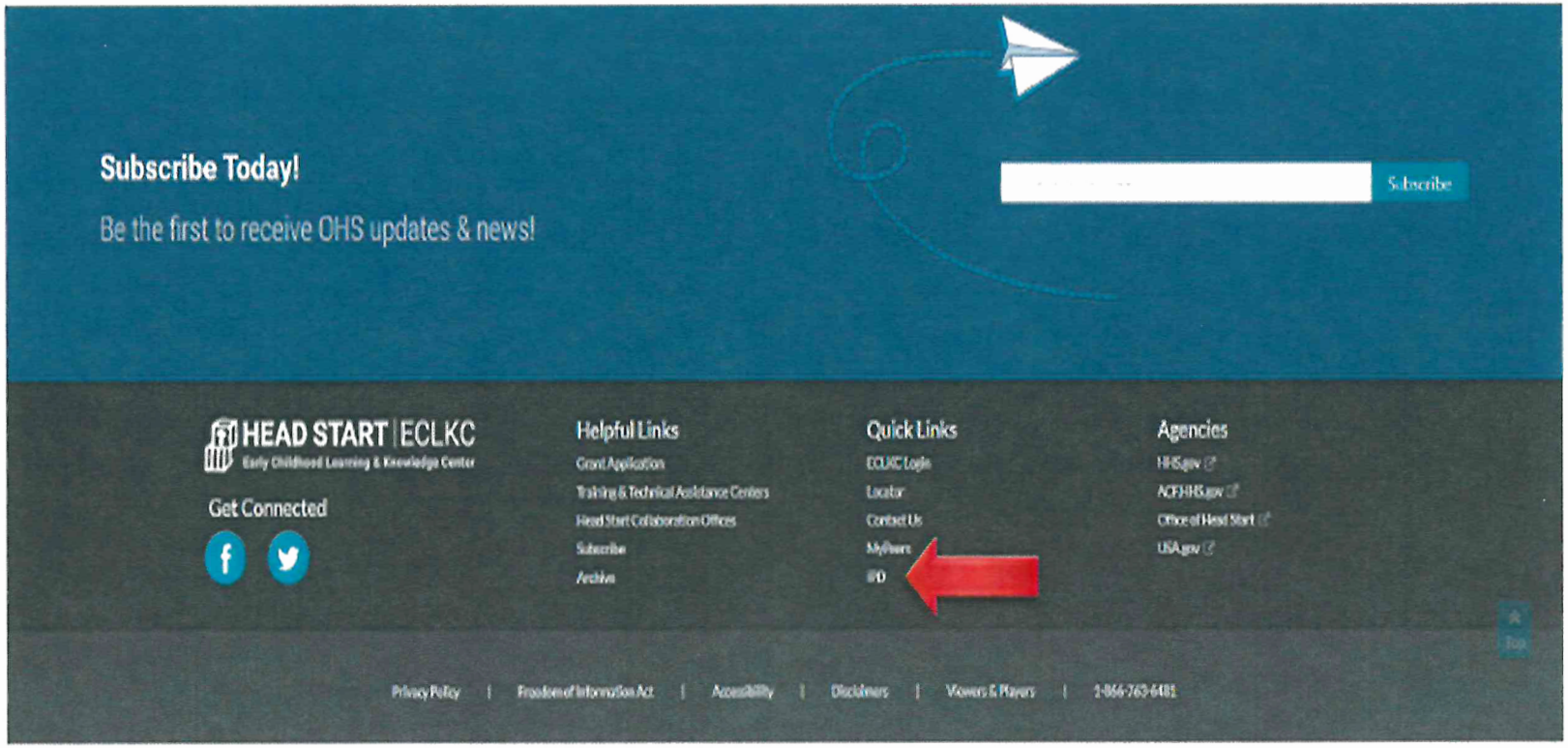
BEGINNING TEACHER SERIES

Log in to ECLKC Website.

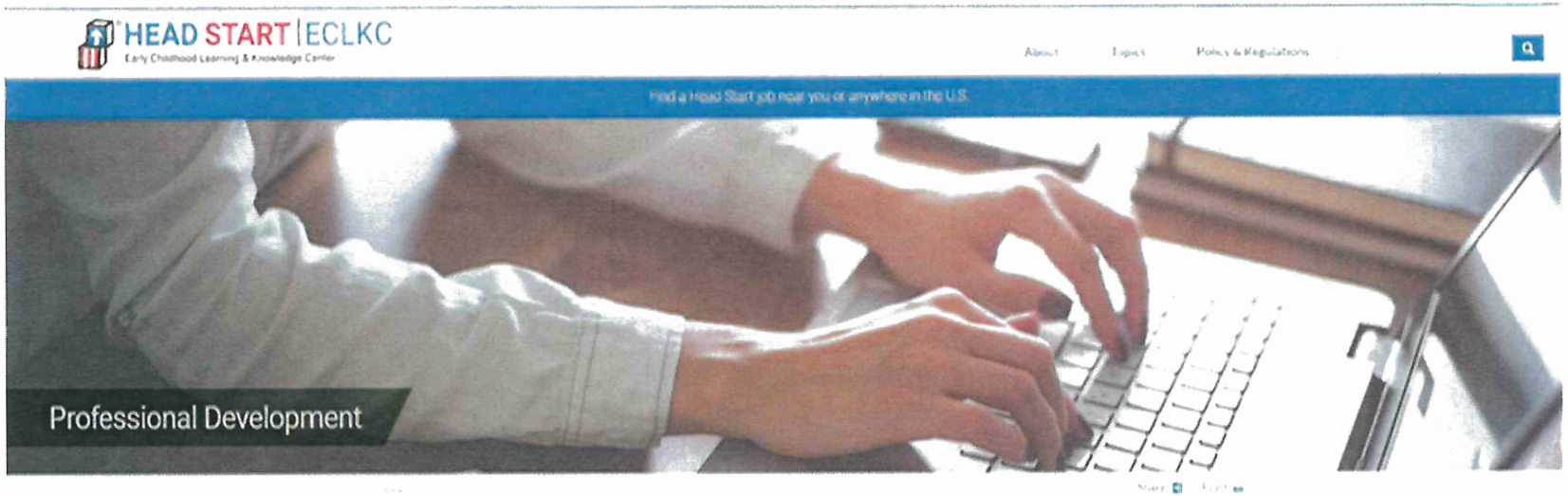
https://eclkc.ohs.acf.hhs.gov/



Scroll Down to the bottom of the page and click on iPD...



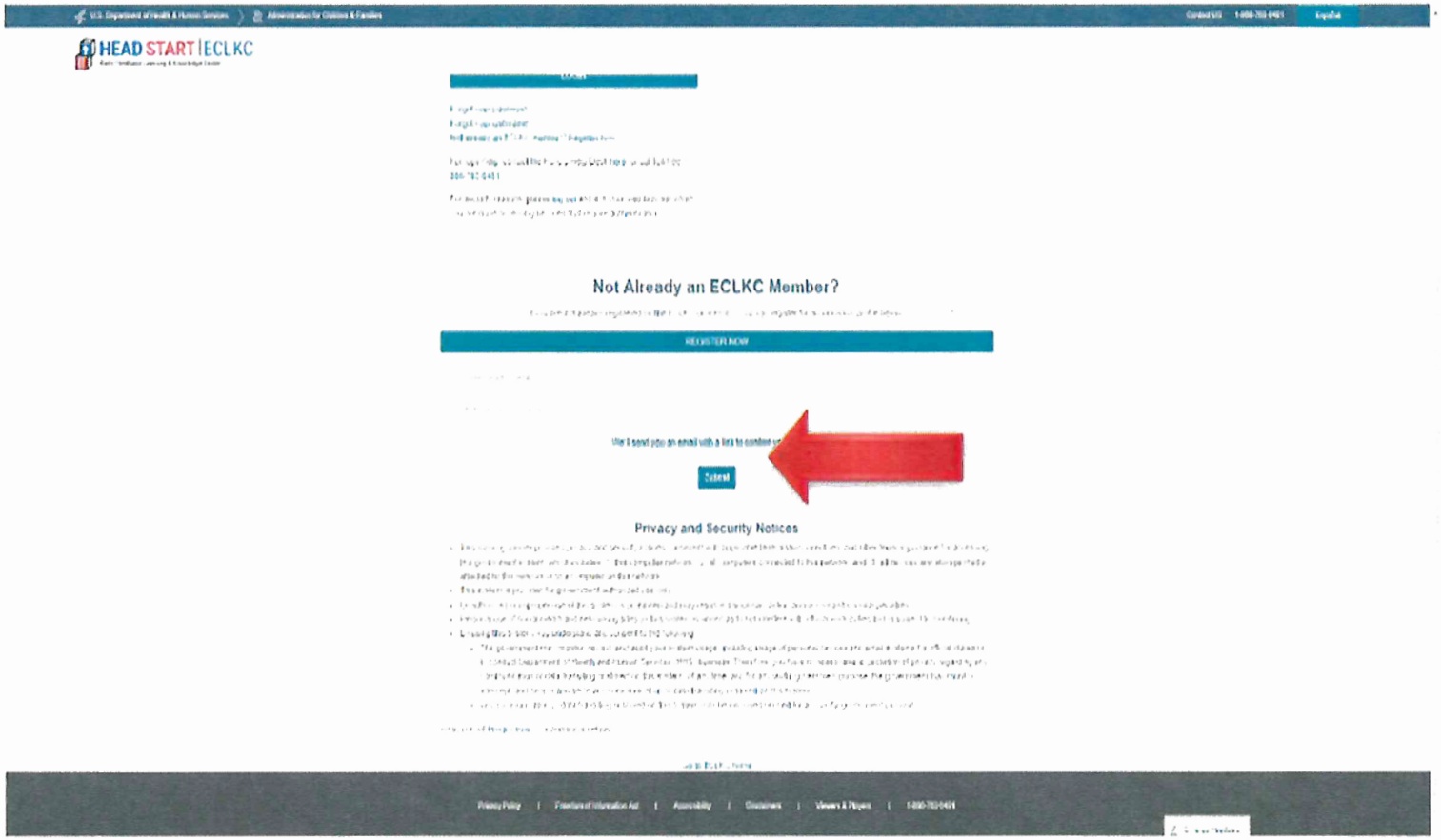
If you're already a member, click Login…





For New Members, click Join…

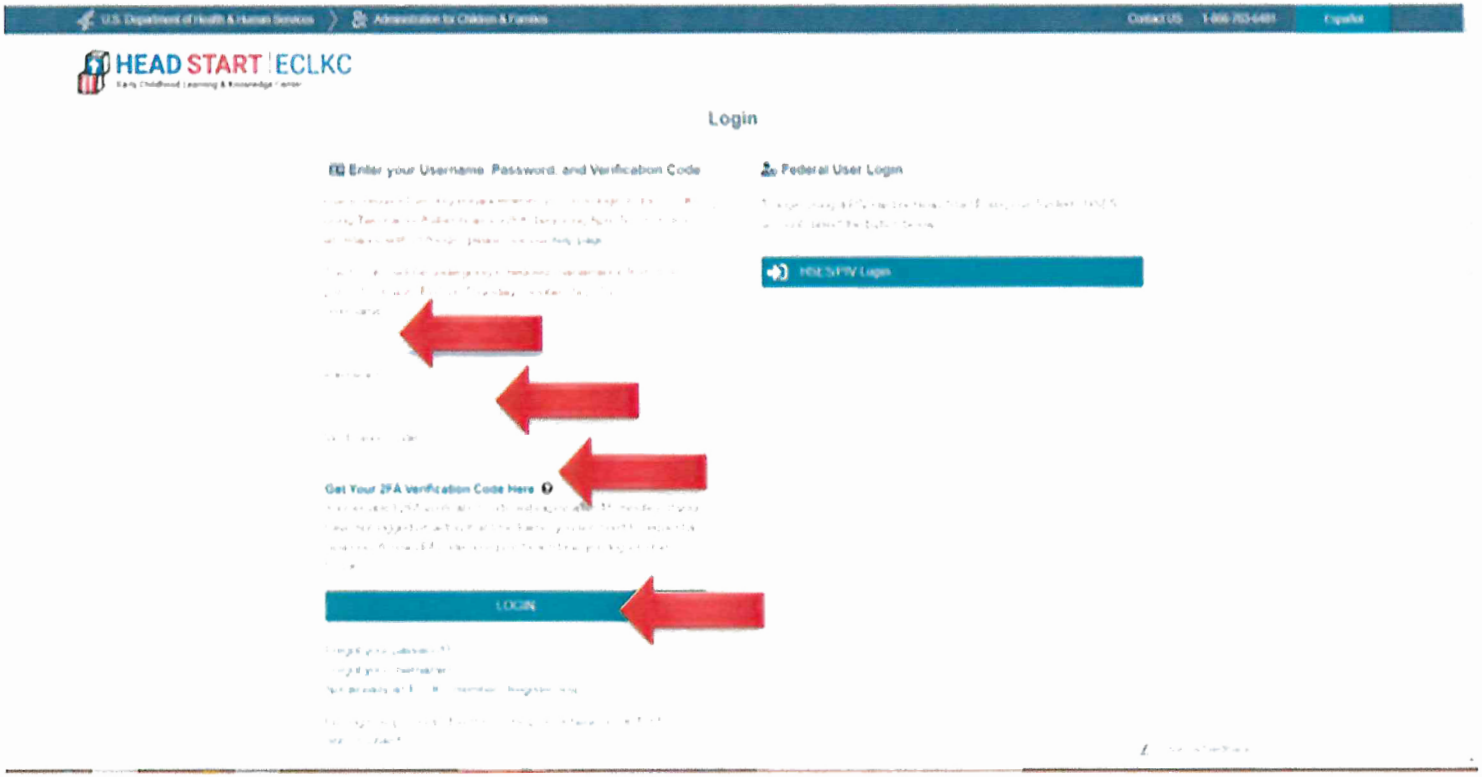
To register, select and create a username and type in your Head Start email address. Once you register, you will create a password…



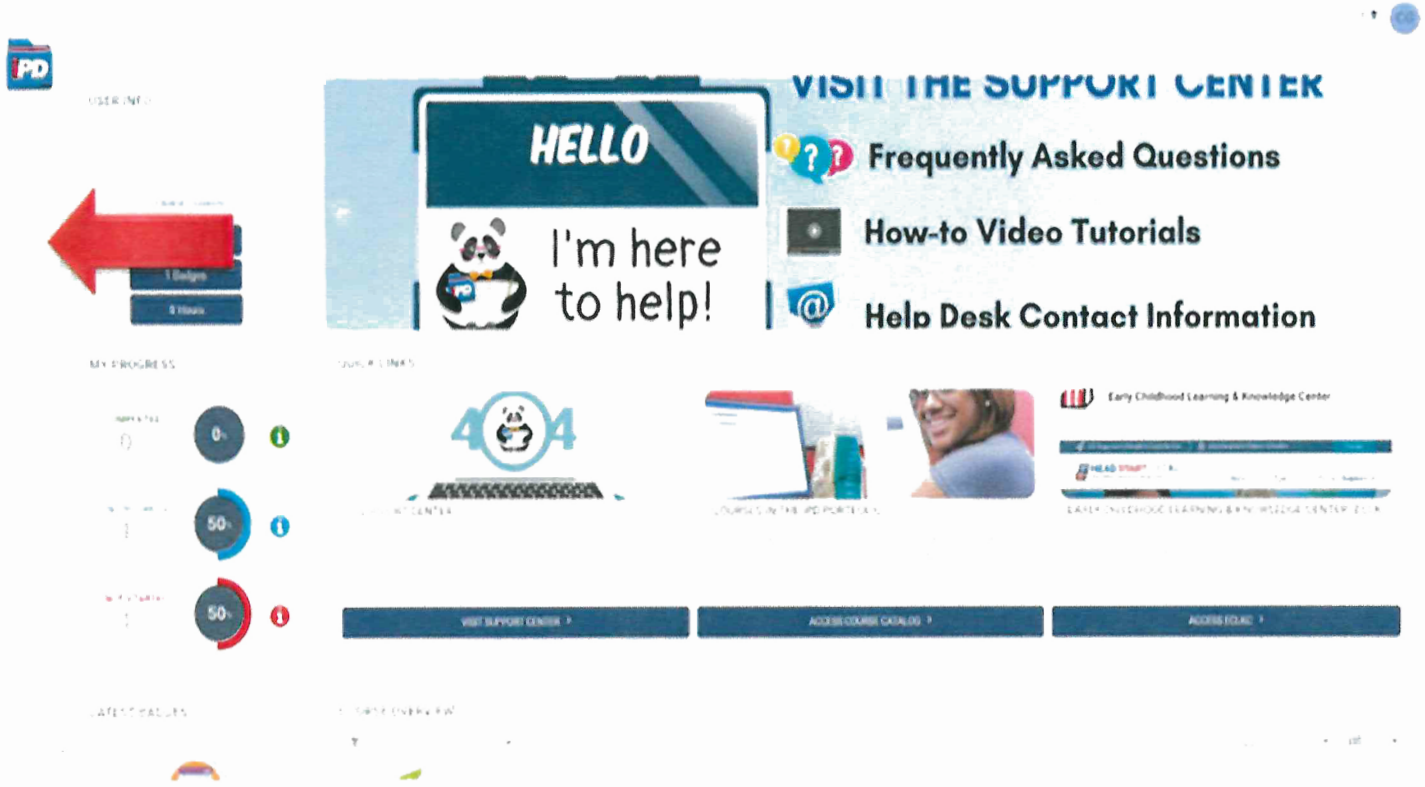
Type in Username and Password and request a verification code.

You must request a verification code each time you log in.

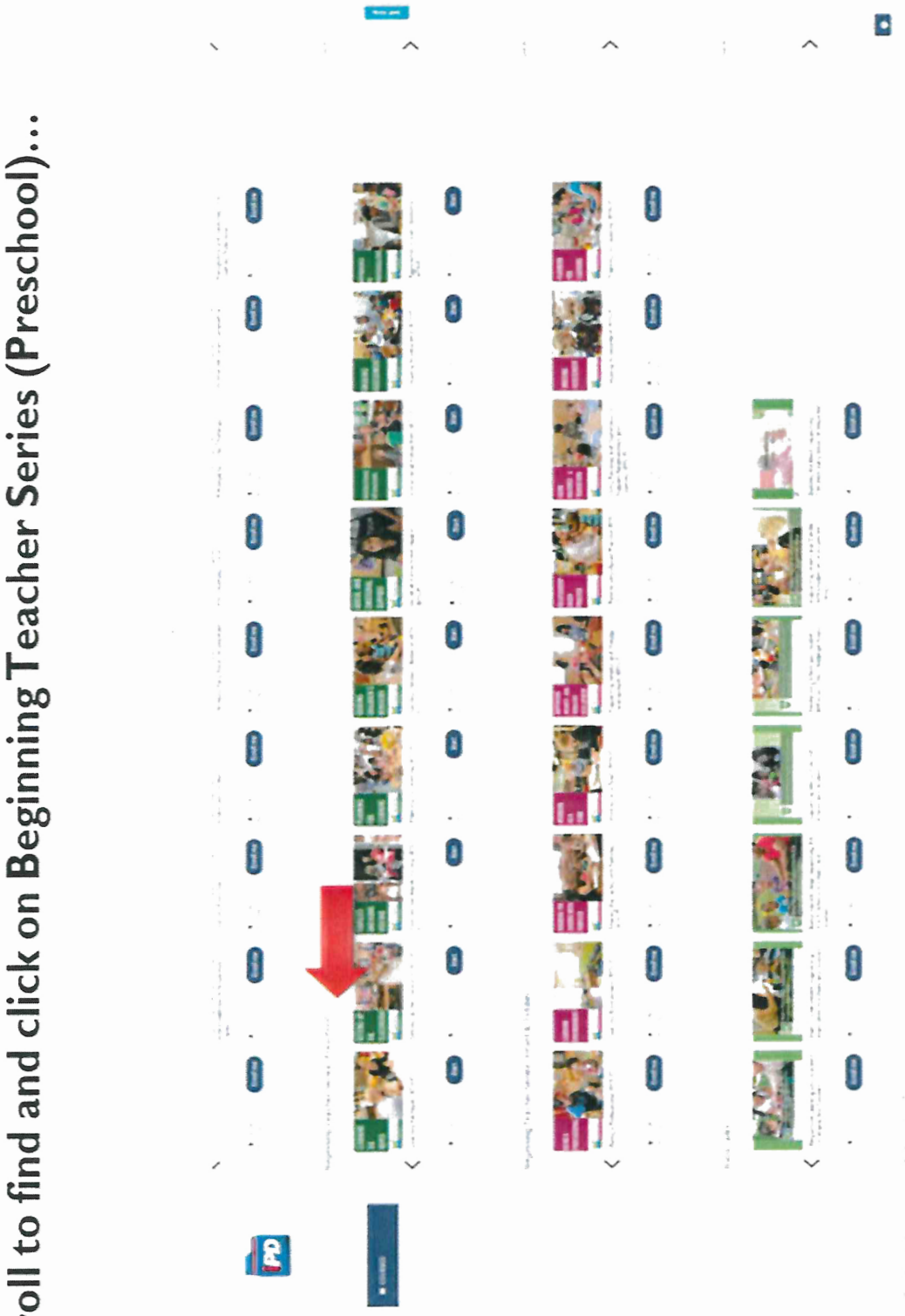
Once you receive an email with the code, type it in and click **LOGIN**…



Once you are in the dashboard, click on the course's icon…



Appendix – A con't.



Appendix – A con't.

You are ready to start the series of courses.

Appendix – B

TUITION REIMBURSEMENT AGREEMENT

WHEREAS, the **HIDALGO COUNTY HEAD START PROGRAM,** (herein referred to as "Head Start") established an educational incentive program for its qualified employees enrolled in higher education courses, as set out in the Programs Policy, which is attached and incorporated by reference; and

WHEREAS, the incentive policy provides for payment and fees by **Head Start** on behalf of the employee, in reliance on the employee's representation of that he/she will reimburse **Head Start** if the employee does not receive at least a grade point average of 2.0 (including the incompletion of a course for whatever reason) or if the employee after having completed the course (s) does not return to work for **Head Start**;

WHEREAS, this agreement serves as the employee's representation that he/she will reimburse **Head Start** under the conditions recited herein.

In consideration of payment of tuition and fees, the undersigned _____, Herein referred to as the "employee" agrees to reimburse **Head Start** the sum of **$**_____("principal") in lawful and legal tender of the United States of America, together with interest of 5% per annum and payable as follows:

1. **INTEREST-**Interest shall accrue on the principal and unpaid balance at the rate of 5% per annum prior to the date of demand for payment and after demand for payment at the maximum rate permitted by law, but in no event less than 5% per annum.
2. **PAYMENT-**Reimbursement of tuition fees and interest is due and payable as follows:

    a. Tuition and fees ('principal") and interest shall be due and payable upon the employment termination of _____(employee's name) from Hidalgo County Head Start _____ hereby expressively authorizes Head Start or the County of Hidalgo to deduct such amount from his/her final paycheck to reimburse Hidalgo County Head Start such amount, otherwise one-third of the principal and interest shall be forgiven on each anniversary date hereafter so long _____(employee) remains an employee of Hidalgo County Head Start Program.

    b. Provide however notwithstanding the above, should (employee) not achieve a grade point average of 2.0 or drop out of a course(s) to which the proceeds of this agreement applied and should _____(employee) remain employed by Head Start, then penalty and interest shall be due and payable in four equal monthly payments; which _____(employee) does hereby expressly authorize Head Start of Hidalgo County to withhold/deduct said amount from employee's paycheck.

Appendix – B con't.

Any check, draft, money order or other instrument given in payment of all or any portion of this agreement may be accepted by Head Start and handled in collection in the customary manner, but the same shall not constitute payment under this agreement or diminish any right of Head Start except to the extent that actual cash proceeds of such instrument are initially received by Hidalgo County Head Start Program.

3. **Prepayment-**Employee, at any time subsequent to the execution of this agreement, shall have the right to prepay this obligation in whole or in part at any time, and in such amounts in whole or in part as the employee shall so desire and from time to time as the employee sees fit. Interest shall immediately cease o accrue as of the date of prepayment on any amount of the principal that is so prepaid. Any repayment of the principal shall be credited to the payment of the installments last accruing under this agreement. Prepayment of a part of this agreement shall not affect the employee's obligations to continue a waiver of Head Start's right to exercise such option in the event of any subsequent default.
4. **Default-**It is agreed that time is of the essence under this agreement. If default is made in any part or the principal or interest of the agreement as the same becomes due and payable upon the performance of any obligation, or covenant contained in any instrument securing payment of this agreement, then in either event, the Hidalgo County Head Start Program shall have the option to declare the entire unpaid balance of both the principal and accrued interest immediately due and payable without notice. Failure of Head Start to exercise this option shall not constitute a waiver of Head Start's right to exercise such option in the event of any subsequent default.
5. **Attorney's Fees-**In the event of default under this agreement, or under any of the accompanying instruments securing payment agreement, or if this obligation, is submitted to an attorney for collection, regardless of whether or not suit if filed, or if the obligation is collected by suit or legal process including, but not limited to, through the probate court or bankruptcy proceedings, employee is obligated to pay an additional sum equal to fifteen percent (15%) of all sums than due on the agreement, including principal and interest, as attorney's fees and expenses of collection, or such greater amount as may authorized by law.
6. **Waivers-**Employee and any and all sureties, guarantors and endorsers of this Agreement, and all other parties now or hereafter liable on this agreement, severally waive grace, demand, presentment for payment, protest, notice of any kind (including, but not limited to, notice of dishonor, notice of protest, notice of intention to accelerate, and notice of acceleration), and diligence in collecting and bringing suit against any party hereto and agree:
    a. to all extensions and partial payments, with or without notice, before or after maturity.
    b. to the release of any part primarily or secondarily liable to this agreement; and:

c. That it will not be necessary for Head Start, in order to enforce payment of this agreement, to first institute, or exhaust Head Start's remedies against employee or any other party liable therefore, or against any security for this agreement.

7. **Personal liability-**This obligation shall be the joint and several obligations of the employee and of all endorsers and shall be binding upon them, individually and severally, their heirs, legal representatives, successors, and assigns. The employee and endorser hereby, jointly and severally, waives presentment for payment, demand, protest, and notice thereof.
8. **Assignment-**This agreement and all rights and powers under this instrument, may be transferred and assigned by Head Start on such time and on such terms as Head Start may deem advisable, and assignee shall succeed to all rights and powers of Head Start under this instrument.
9. **Construction-**This agreement shall be governed by and construed under the laws of the State of Texas and the laws of the United States of America.

IN WITNESS WHEREOF, the undersigned has executed this agreement on the date first written above,

Employee: _____

By: _____

Accepted this day: _____

Hidalgo County Head Start Program

By: _____

DATE OF GRADUATION: _____

EMPLOYEE'S TERMINATION DATE: _____

THREE (3) YEAR COMPLETION DATE: _____

****INVOICES WILL BE ATTACHED TO EMPLOYEE CONTRACT FOLDER**

Appendix – C



HIDALGO COUNTY HEAD START PROGRAM

STAFF DEVELOPMENT DEPARTMENT

EDUCATIONAL LEAVE REQUEST FORM

NAME:	CENTER:
POSITION:	DATE:

EMPLOYEE WORK STATUS: ❑ PROBATION ❑ REGULAR FULL TIME

EMPLOYEE WORK SCHEDULE: ❑ 7:45 – 4:15 ❑ 8:00 – 4:30 ❑ 8:45 – 5:15

REASON FOR LEAVE: _____

NAME OF COURSE(S)	TIME COURSE(S) IS OFFERED
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

AMOUNT OF TIME BEING REQUESTED PER WEEK: _____

DAYS OF THE WEEK COURSE(S) IS OFFERED: _____

_____ _____

EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE

_____ ❑ APPROVE ❑ DISAPPROVE

STAFF DEV. SPECIALIST SIGNATURE DATE

_____ ❑ APPROVE ❑ DISAPPROVE

PROGRAM DIRECTOR SIGNATURE DATE

Educational Leave, up to four (4) hours per week, with pay, is available to eligible Head Start Program employees in order to attend approved course(s) WHICH ARE JOB RELATED.

NOTE: *Please attach copy of your class schedule with your request. If not included, your request will not be processed.*

ORIGINAL - *STAFF DEVELOPMENT DEPARTMENT* YELLOW - EMPLOYEE PINK – *SUPERVISOR* REV.7/19

Appendix – D-1

Hidalgo County Head Start Program
Professional Development Plan

Completed by:
All Staff
(except Teachers & Asst. Teachers)

Name _____Position _____

Center _____Program year _____

Professional Goals:

I will participate in training and staff development activities to:

1._____

2._____

3._____

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

*** Submit copy to Staff Development Department**

END OF YEAR EVALUATION
Evaluation of Goals:

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

**** Submit original form to Staff Development Department**

Appendix – D-2

Hidalgo County Head Start Program
Professional Development Plan

Completed by:

☐ Teacher

☐ Asst. Teacher

Name of employee:	
Center:	**Room #**
Professional Development Goals based on CLASS Results and Professional Growth:	
1.	
2.	
3.	
Targeted date of Completion: End of Year	
Employee Signature: Date:	**Center Manager Signature: Date:**

*** Submit copy to Staff Development Dept. by end of CLASS Cycle 1 & 2 for Head Start Teachers**

END OF YEAR EVALUATION	
Evaluation of Goals:	
Employee Signature: Date:	**Center Manager Signature: Date:**

**** Submit original form to Staff Development Dept. by end of year**

Appendix – D-3

Hidalgo County Head Start Program
Professional Development Plan

Completed by:
District Staff
(Teachers & Asst. Teachers)

Name _____ Position _____

Center _____ Program year _____

Professional Goals:

I will participate in training and staff development activities to:

1. _____

2. _____

3. _____

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

*** Submit copy to Staff Development Department**

END OF YEAR EVALUATION
Evaluation of Goals:

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

**** Submit original form to Staff Development Department**

Appendix – E-1

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER ANNUAL TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee: _____ **ID#:** _____ **Date of Hire:** _____ **Center:** _____

CPR	First Aid
Exp. Date:	Exp. Date:

License Child Care Center or Licensed Child Care Home: Each caregiver must obtain at least 24 clock hours of training.

§746.1309 (b)At least six hours of annual training must be in one or more of the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Child Growth and Development from Infancy to School Age	**Child Growth and Development**	Education Agrilife
1		Positive Guidance & Discipline	**Guidance and Discipline**	Compliance Agrilife
1 1		State Research-Based Curriculum Phonemic Awareness	**Age-appropriate curriculum**	Education Districts Education Dept.
2		CLASS Emotional Support CLASS Classroom Organization CLASS Instructional Support	**Teacher-Child interaction**	Education Department

*§746.1309 (c)At least **one clock hour** of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, including:*

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Reporting Child Abuse and Neglect Policy Child Maltreatment	**Factors indication a child is at risk for abuse or neglect:**	Compliance Agrilife
2		Minimum Standards Child Maltreatment	**Warning signs indicating a child may be a victim of abuse or neglect**	Compliance Agrilife
2		Minimum Standards Child Maltreatment	**Procedures for reporting child abuse or neglect**	Compliance Agrilife
1 1		Community Partners: Meeting the need of Head Start Families	**Community organizations that have training programs available to employees, children, and parents**	Silva-Longoria

§746.1309 (e)While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Minimum Standards- How to Exercise Your Emergency Evacuation Plan	**Emergency preparedness (Emergency planning for childcare providers)**	Compliance Agrilife
1 1		Communicable Diseases Texas Vaccines for Children Program	**Preventing the spread of communicable diseases, including immunizations**	Health
2		Medication Administration in child care	**Administering medication**	Health Agrilife
1		Nutrition Food Allergies	**Preventing and responding to emergencies due to food or an allergic reaction**	Nutrition
1		Procedures on Safety Issues and Preventing Work Related Injuries	**Understanding building and physical premises safety, including identification and protection from hazards that cause bodily injury such as electric hazards, bodies of water, and vehicular traffic**	HR
1		Safety and Hazardous Materials Disposal	**Handling, storing and disposing of hazardous materials**	Field Operations

Appendix – E-1 con't.

§746.1309 (f)The remaining clock hours of annual training must be in one or more of the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Supporting the Establishment of strong peers and adult-child relationship in the inclusive child care environment	**Care of children with special needs**	Special Service Agrilife
1		Child Nutrition Food Program	**Child health (ex. nutrition and activity)**	Nutrition
1		Injury prevention and child safety in child care settings	**Safety**	Compliance Agrilife
1		Procedures on Safety Issues and Preventing Work Related Injuries	**Risk Management**	HR
2		Infection Control in Child Care settings	**Identification and care of ill children**	Health Agrilife
1		Parent, Family & Community Engagement Framework	**Cultural diversity for children and families**	Family Service
1		Effective Communication with Parents	**Professional development (effective communication with families, time and stress management).**	Family Service
2		Social Emotional in Preschool	**Topics relevant to the particular age group the caregiver is assigned (ex. biting and toilet training)**	Special Services Agrilife
1		Lesson Plan and Daily Schedule	**Planning developmentally appropriate learning activities**	Education Districts
1		Progress Monitoring Assessment CIRCLE	**Observation and assessment**	Education Districts
1		Stress, Trama, and Resilience in Preschoolers	**Attachment and responsive care giving**	Mental Health Agrilife
1		Overview of Minimum Standards & How do they apply to you.	**Minimum standards and how they apply to the caregiver**	Compliance

§746.1316 (b) The two hours of transportation safety training are exclusive of any requirements for orientation, pre-service training, and annual training.

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Safety Practices Performance Standards Fixed Routes. Alternate Routes Certification Requirements Documentation Requirement	**Transportation Safety Training**	Transportation

§746.1311(f)(1) Directors: Five or fewer years must complete at least six hours in Management Techniques, Leadership Staff Supervision.

Hours	Date	Title/Objective	Training	Trainer Qual.
		Leadership Training	**Ensure supervision, management and leadership skills for all staff.**	Agrilife

§746.1311(f)(2) Directors: More than five years must complete at least three hours of the annual training in Management Techniques, Leadership Staff Supervision.

Hours	Date	Title/Objective	Training	Trainer Qual.
		Leadership Training	**Ensure supervision, management and leadership skills for all staff.**	Agrilife

Total Self Instructional:_____ **Total Instructor Lead:**_____

§746.1309(g) AT LEAST FIVE OF THE 24 REQUIRED ANNUAL TRAINING HOURS MUST COME FROM INSTRUCTOR-LED TRAINING. THE REMAINING 19 REQUIERED ANNUAL TRAINIG HOURS MAY COME FROM SELF-INSTRUCTIONAL TRAINING, OF WHICH NO MORE THAN THREE HOURS MAY COME FROM SELF-STUDY TRAINING.

TOTAL HOURS EARNED FOR TRAINING YEAR:____24____

_____ _____

Employee Signature Date

_____ _____

Reviewed and Acknowledge by Campus Director Date

Appendix – E-2

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER ANNUAL TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee:_____ **ID#:** _____ **Date of Hire:** _____ **Center:** _____

Hours	Date	Title/Objective	Training

TOTAL HOURS EARNED FOR TRAINING YEAR:_____

_____ _____

Employee Signature Date

_____ _____

Reviewed and Acknowledge by Campus Director Date

Appendix – E-3

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER PRE-SERVICE TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee: _____ **ID#:** _____ **Date of Hire:** _____ **Center:** _____

Pre-Service 24 hours	Orientation/Policies	CPR	First Aid
Date: ED	Date: HR	Exp. Date	Exp. Date

License Child Care Center or Licensed Child Care Home: Each caregiver must obtain at least 24 clock hours of pre service training.

§746.1303. Orientation for employees must include at least the following

Hours	Date	Title/Objective	Training	Trainer Qual.
5		Participants will be able to identify the Texas Department of Health and Human Services-Child Care Licensing Minimum Performance Standard and review how the standards apply to their job responsibilities.	**Overview of the minimum standards**	COMPLIANCE
1		Participants will acknowledge and understand all operational policies including the release of children.	**Overview of operational policies including discipline and guidance; procedures for the release of children**	HR
1		Participants will understand and acknowledge the importance of child maltreatment, warning signs of abuse and neglect through videos, community organizations.	**Overview of policy on prevention, recognition and reporting of child maltreatment including: factors indicating a child is at risk of abuse and neglect; warning signs indicating a child may be a victim of abuse and neglect; procedures for reporting child abuse and neglect; community organizations that have training programs available to employees, children, and parents.**	HR
1		Participants will be able to identify the Texas Department of Health and Human Services-Child Care Licensing Minimum Standard and review how the standards apply to their job responsibilities such as being prepared to respond to emergencies. Contacting the parents, law enforcement, fire department, etc.	**Overview of the procedures to follow in handing emergencies, sharing the emergency preparedness plan with all employees. Emergencies may include fire, explosion, tornado, toxic fumes, volatile person, and severe injury or illness of a child or adult.**	COMPLIANCE

Hours	Date	Title/Objective	Training	Trainer Qual.
1		Participants with hands on activities know where all fire extinguishers are located.	**Location and use of fire extinguisher and first aid equipment.**	FIELD OPERATION
2		Participants will be trained by staff when administrating medication.	**Administering medication, if applicable including compliance with 746.3803**	HEALTH
1		Participants will understand the importance of nutrition food and identify food allergies.	**Preventing and responding to emergencies due to food or an allergic reaction.**	NUTRITION
1		Participants will be able to identify procedures on Safety Issues and Preventing Work Related Injuries.	**Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic.**	COMPLIANCE

Appendix – E-3 con't.

Hours	Date	Title/Objective	Training	Trainer Qual.
1		Participants will identify safety materials and hazardous materials that are disposable.	**Handling, storing and disposing of hazardous materials including compliance with 746.3425.**	FIELD OPERATION
1		Participants will be able to implement rules for safety and will acquire knowledge on the required paperwork to transport children.	**Precautions in transporting children if your center transports a child whose chronological or developmental age is younger than nine years old.**	TRANSPORATION W/COMPLIANCE

§746.1316 (b) The two hours of transportation safety training are exclusive of any requirements for orientation, pre-service training, and annual training.

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Safety Practices Performance Standards Fixed Routes. Alternate Routes Certification Requirements Documentation Requirement	**Transportation Safety Training**	TRANSPORTATION W/COMPLIANCE

746.1305 Pre-service training for caregivers

Hours	Date	Title/Objective	Training	Trainer Qual.
1		Early Learning Outcomes Framework Curriculum - Pacing Guide - Lesson Planning.	**Developmental stages of children**	EDUCATION
1		Phonemic Awareness	**Age-appropriate activities for children**	EDUCATION
1		Minimum Standards and the Emergency Preparedness Plan.	**Positive guidance and discipline of children**	COMPLIANCE
1		Participants will learn and identify meeting the needs of Head Start Children through the Parent, Family & Community Engagement Framework.	**Fostering children's self-esteem**	FAM. SERV
1		Participants will understand all safety Practices and fixed routes. Alternate Routes Certification requirements and document. Children safety on the bus.	**Supervision and safety practices in the care of children**	TRANSPORTATION W/COMPLIANCE
1		CLASS Emotional Support CLASS Classroom Organization CLASS Instruction al Support	**Positive interaction with children**	EDUCATION
1		Participants will learn how to properly care for sick children and prevent the spread of communicable diseases.	**Preventing and controlling the spread of communicable diseases, including immunizations**	HEALTH

Total Self Instructional:_____ **Total Instructor Lead:**_____

NO MORE THAN 80% OF THE REQUIRED ANNUAL TRAINING HOURS MAY BE OBTAINED THROUGH SELF-INSTRUCTIONAL TRAINING. NO **MORE THAN THREE HOURS**
OF THE SELF-INSTRUCTIONAL TRAINING MAY COME FROM A PERSON READING WRITTEN MATERIALS OR WATCHING A VIDEO ON THEIR OWN.
*THE 24 CLOCK HOURS OF ANNUAL TRAINING ARE EXCLUSIVE OF ANY REQUIREMENTS FOR ORIENTATION, PRE-SERVICE TRAINING, CPR AND FIRST AID TRAINING, TRANSPORTATION SAFETY TRAINING AND HIGH SCHOOL CHILD CARE WORK STUDY CLASSES.

TOTAL HOURS EARNED FOR TRAINING YEAR:____24____

_____ _____
Employee Signature Date

_____ _____
Reviewed and Acknowledge by Campus Director Date

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE: _____ PRESENTER: _____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

PRESENTATION TITLE: _____

DATE: _____ PRESENTER: _____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
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1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE: _____ PRESENTER: _____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions?	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

PRESENTATION TITLE: _____

DATE: _____ PRESENTER: _____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions?	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

Hidalgo County Head Start Program
Questionnaire

Name _____ Center _____ Date _____

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual –

Health Services Department

Health Services Director: Yesenia Quintanilla

Policy Council Member Assigned: Crystal Loredo

Hidalgo County Head Start Program Health Services Department Policies & Procedures Manual

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Introduction- Health

At Hidalgo County Head Start Health Services, our primary goal is to promote the well-being of children and families. As a crucial component of the Head Start Program, we deliver excellent healthcare, addressing various needs including physical, emotional, and developmental aspects. By collaborating with parents, caregivers, and community organization

ions, we promote an environment conducive to the flourishing of children. Our Health Services Department Procedures Manual plays a vital role in ensuring that our services maintain the highest standards, including medication administration, emergency management, record maintenance, screenings, and wellness promotion. This comprehensive manual serves as a guiding tool for our staff, enabling them to provide quality care while upholding program standards and safeguarding the well-being of enrolled children. Compliance with these standards and regulations is imperative to maintain the quality and effectiveness of health services within our Hidalgo County Head Start program.

The HCHSP operates its Department Policies and Procedures Manual, as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
- Head Start Act (As Amended December 12, 2007)
- Texas Minimum Standards
- Centers for Disease Control and Prevention (CDC)
- The U.S. Department of Health and Human Services (HHS) (Hidalgo County)
- American Academy of Pediatrics
- Health Insurance Portability and Accountability Act. (HIPPA)
- These policies adhere to the general guidelines of the ECLKC Performance Standards and the Texas Health and Human Services Standards.

ECLKC Performance Standards focus on ensuring children's health and well-being in areas:

- Access to ongoing healthcare (including dental)
- Up-to-date immunizations
- Healthy meals and nutrition
- Mental health and social-emotional development

All health information is made confidential in accordance with HIPAA regulations.

- Staff can only share information with healthcare professionals and support personnel involved in the child's care with written parental consent.

Department Overview

Staff

The Health Department within the Hidalgo County Head Start Program is committed to promoting the health and well-being of children and families in the community. With a dedicated team of professionals, the Health Department strives to provide comprehensive health services and support to children enrolled in the program. Our team consists of:

- Health Services Director (BSN, RN)
- Registered Nurses (RN)
- Licensed Vocational Nurses (LVNs)
- Health Services Secretary

Responsibilities

- Managing reports, monitoring Program Outcomes Portal (POP) and Program Information Report (PIR), and overseeing 30-45-90-day deadlines
- Conducting health screenings.
- Developing individual healthcare plans and referrals for abnormal findings.
- Providing health education, staff training, and organizing health promotion activities.
- Overseeing medication administration processes and administering prescribed medications as ordered.
- Engaging in disease prevention measures, monitoring immunizations, and maintaining health records.
- Responding to emergencies and collaborating with departments, community agencies, and partners.
- Interacting with families to address health concerns, offering guidance and support to staff and families, and ensuring compliance with regulations and standards.
- Coordinating healthcare services for children with complex medical needs and participating in professional development.
- Managing schedules, coordinating meetings, appointments, and correspondence, and facilitating communication among department staff, families, and community partners
- Supporting coordinated care and support for children and families, prioritizing compliance with standards and regulations, and performing organizational tasks.
- Data entry into Go Engage System and ensuring compliance with regulations and confidentiality requirements.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
TB test or questionnaire	Campus Staff & Nurses	1st day or before
Child immunization record	Campus Staff & Nurses	1st day or before, As Needed
Height screening	Campus Staff & Nurses	Sept, As Needed
Weight screening	Campus Staff & Nurses	Sept, As Needed
Daily health checks	Campus Staff & Nurses	Daily
Toothbrushing	Campus Staff & Nurses	Daily
First aid monitor checklist	Campus Staff & Nurses	Weekly
Medical insurance	Campus Staff & Nurses	30 days
Primary care provider, (specialist if applicable)	Campus Staff & Nurses	30 days, As Needed
Child health summary report	Campus Staff & Nurses	Monthly
Program Information Summary (PIS)	Department Director	Monthly
Audiometer Monthly Biological Calibration Check Form	Campus Staff & Nurses	Monthly
Hearing exam	Campus Staff & Nurses	45 days
Vision exam	Campus Staff & Nurses	45 days
Blood count test	Campus Staff & Nurses	90 days
Blood pressure test	Campus Staff & Nurses	90 days
Oral exam	Campus Staff & Nurses	90 days
Physical exam	Campus Staff & Nurses	90 days
Lead test/questionnaire	Campus Staff & Nurses	Annually/ Once
Medication administration training	Campus Staff & Nurses	Annually, As Needed
Communicable disease training	Campus Staff & Nurses	Annually, As Needed
Provider contracts (MOU)	Campus Staff & Nurses	Annually
Health service advisory committee	Campus Staff & Nurses	Annually
Program Information Report (PIR)	Department Director & Nurses	Annually, Ongoing
Toothbrushes/Toothpaste	Campus Staff & Nurses	Twice a year
Referrals	Campus Staff & Nurses	As Needed
Health staffing's	Campus Staff & Nurses	As Needed
Documentation	All Staff	Ongoing
Follow up on late or missing information	All Staff	Ongoing
Submission of Hearing and Vision Report to Texas Department of Health and Human Services	Campus Directors, Family Service Workers	End of year, May

System/Service Area: Health Services	Subject: Accident and Incident Reporting
Related Regulation(s): 1302.47 (c)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy aims to document and address any accidents or incidents occurring on campus during children's presence, ensuring prompt notification to parents/legal guardians and appropriate follow-up actions.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **After an accident or incident occurs, please follow the procedure below:**

Administer First Aid or Cardiopulmonary Resuscitation (CPR):

- In the event of an accident or incident, PROMPTLY administer FIRST AID OR CPR. If the child requires immediate medical attention, dial 911 without delay.

Notify Parent/Legal Guardian:

- Immediately contact the child's parent/legal guardian. If unable to reach them, proceed to call the emergency contacts. Provide a "Parent Notice of Illness/Injury" to the parent/legal guardian to ensure they are informed of the incident.

Complete Reports:

- Fill out a "Notice of Accident/Incident Report" on Go Engage and complete the "Notification of Injury Report" Form. For any inquiries, contact the Head Start Employee Benefits Coordinator (Human Resources Department) and notify the Health Services Department.

Staff Responsibility:

- The staff member who witnessed the accident/incident is responsible for accurately completing the required forms.

Reporting to Authorities:

- Any accident or incident requiring medical attention must be reported to the Head Start Program Compliance Department Director.

Refer to Appendix A - Incident Form

Refer to Appendix W– Health Notice of Illness/Injury

System/Service Area: Health Services	Subject: Anaphylaxis Management and Form Posting
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure: **What is Anaphylaxis?**

Anaphylaxis is a sudden, severe and life-threatening allergic reaction that occurs rapidly and can affect multiple organ systems. Early recognition of symptoms and immediate treatment could save a child's life. Check the airway, breathing and circulation immediately, CPR may be needed.

Common triggers:

- Foods: egg, peanuts, tree nuts, seafood, milk and more,
- Insect bites or stings, latex
- Medications: Antibiotics, NSAIDs and others,
- Inhaled substances.
- Unidentified triggers in some cases

SYMPTOMS OF AN ANAPHYLAXIS REACTION MAY INCLUDE:

- **Skin:** Swelling, hives, itching, warmth, redness, rash.
- **Respiratory/breathing:** Wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion, or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing) or trouble swallowing.
- **Gastrointestinal (stomach):** Nausea, pain, cramping, vomiting, diarrhea.
- **Cardiovascular (heart):** A drop in blood pressure, rapid heartbeat, pale, blue or purple color, weak pulse, passing out, dizzy/lightheaded, shock.
- **Other:** Anxiety, feeling of "impending doom", headache, loss of consciousness.

ACT QUICK! THE FIRST SIGNS OF A REACTION CAN BE MILD, BUT SYMPTOMS CAN GET WORSE FAST! STEPS TO FOLLOW DURING AN ANAPHYLAXIS REACTION:

1. Follow the indications on the child's Anaphylaxis Plan as ordered by his/her medical doctor.
2. If it's a first-time allergic reaction to an unknown allergen, call 911 immediately.

3. Administer epinephrine auto-injector (e.g. EpiPen/EpiPen, Jr.) or Benadryl (Diphenhydramine) as ordered on the anaphylaxis plan at the first sign of the reaction.
4. Contact parent/guardian or emergency contact. If unreachable, conduct a home visit. In case a parent/guardian cannot be reached during the call or home visit, accompany the child to the hospital and stay with the child until the parent/legal guardian arrives.
5. Document all signs, symptoms, and actions taken in case notes on Go Engage. This ensures comprehensive tracking of each incident and facilitates appropriate follow-up and communication with parents or guardians.
6. Initiate a referral if it's the child's first-time allergy on campus.

Staff Responsibility:

- Prior to enrollment, a valid emergency plan must be in place for any child diagnosed with any type of allergy regardless of the severity.
- Children cannot be admitted to campus without a duly signed and dated anaphylaxis emergency plan.
- Individualized anaphylaxis plans detail how to address a child's specific medical needs while on campus, including protocols for managing anaphylaxis, especially during special situations like field trips.
- All staff members are responsible for ensuring the correct posting of food allergy emergency plans in accordance with our Health Bulletin Board Policy.

Food Allergen

- Ensure each child's food allergy emergency plan includes allergenic foods, symptoms, and reaction steps. All diagnosed allergies require a plan, regardless of severity.
- During field trips, bring along food allergy emergency plans and medications, even if food service isn't planned, to address potential cross-contamination risks.

Form Posting:

- Post food allergy emergency plans in designated areas for staff awareness and accessibility.
- Place the form in the kitchen behind the child’s menu to inform kitchen staff of any dietary restrictions related to anaphylaxis.
- Additionally, post the form in the child’s classroom, behind the child’s nutrition menu, and in every room where the child may spend time.

Refer to Appendix B - Anaphylaxis Action Plan

System/Service Area: Health Services	Subject: Appointment Notice
Related Regulation(s): 1302.42 (d) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy supports parents/legal guardians in managing their child's healthcare needs effectively and promotes clear communication between staff and families.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
All Staff

Procedure:

Appointment Assistance Procedure

- If staff assist in scheduling an appointment for a child, they are responsible for informing the parent/legal guardian of the upcoming appointment.

Implementation of Follow-Up Plan

- The process of advising parents/legal guardians about their child's appointment must be documented and implemented as part of the follow-up plan. Staff will utilize a designated form or record to document the communication and scheduling of appointments.

Communication in Primary Language

- Staff will make every effort to communicate appointment details in the parent's primary language to ensure accurate and effective communication.

Parental Consent

- Before assisting in scheduling appointments, staff must obtain parental consent to do so. Parents/legal guardians will be informed of their right to decline assistance with appointment scheduling if they prefer to handle it independently.

Accountability and Documentation

- Staff will be responsible for complying with the appointment assistance policy and adhering to the correct procedures.
- All interactions related to appointment assistance must be documented accurately on Go Engage Case Notes.

System/Service Area: Health Services	**Subject:** Asthma Management
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure: **Asthma Management**

- Every child with asthma should have an Asthma Action Plan on file. This individualized plan explains how to handle a child's specific medical needs at the campus and outlines how to manage asthma for a child in special situations, such as field trips.
- Staff must post this form on the classroom's health bulletin board anywhere that the child may spend time. Staff will be responsible for ensuring that this form is posted following our health bulletin board policy.
- Asthma can be life-threatening. Most asthma episodes can be prevented with proper care and attention, along with clear communication between parents and school staff.

Symptoms/Warning Signs and what to look for:

- Restless and Irritable
- Frequent coughing spells
- Complaining of chest tightness or their chest "hurting."
- Shortness of breath or gasping for air
- Irregular rapid breathing (greater than 25-30 at rest)
- Retractions (visible sinking-in of ribs or stomach area)
- Nasal flaring (widening of nostrils during breathing)
- Trouble speaking because of restricted breathing.
- Fatigue – less energy working or playing
- Rapid heart rate (greater than 120 per minute)
- Abnormal breathing sounds:
    - Decreased breath sounds
    - Wheezing (whistling sound during breathing in or out)
    - Rales/Crackle (bubbling noise during breathing in)
    - Ronchi (rumbling sound mostly heard breathing out)
    - Prolonged exacerbation (breathing out)

What to do in an Asthma Crisis at school:

- Review of the child's Asthma Action Planas ordered by their doctor.
- Have the child sit upright and check their breathing.
- Administer the prescribed medication as ordered (medication should be inhaled slowly and fully).
- Reassure the child and attempt to keep him/her calm and breathe slowly and deeply.
- The child should be able to respond to treatment within 15-20 minutes.
- If NO change or breathing becomes significantly worse, contact parent immediately and call for emergency help.

Seek Immediate Emergency Care by calling 911 if the child:

- Medicine is not working and/or shows no improvement after 15 minutes
- Has pulse greater than 120/minute
- Has lips, nails, mucous membranes that are gray, purple or blue
- Demonstrates severe retractions and/or nasal flaring
- Is vomiting persistently
- Is severely restless

Documentation:

- Document the observed signs or symptoms and what was done to assist the child on Go Engage health case notes.

Refer to Appendix C - Asthma Action Plan

System/Service Area: Health Services	**Subject:** Audiometer Monthly Biological Calibration Check
Related Regulation(s): 1302.40	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure accurate hearing assessments and maintain compliance with Texas Department of Health Services regulations, this policy establishes guidelines for the regular screening and calibration of audiometers.

Time Frame: Monthly

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Monthly Biological Calibration Check:

- Audiometers must undergo a monthly biological calibration check to verify their proper functioning.
- Perform the calibration check on the designated individual each month, ensuring consistency.
- Designate one individual whose hearing record is known for the monthly check.
- All individuals must be able to hear all frequencies at 25 dB or better.
- Audiometric screeners should establish baseline hearing records for three individuals, ideally including themselves and two co-workers, for comparison throughout the year.

Confirmation of Changes:

- If a change of 10 dB or more in the same direction is confirmed by the additional biological checks, an electronic calibration of the audiometer is required.
- Arrange for electronic calibration promptly to maintain accurate screening results.

Record Keeping:

- Document the results of each monthly biological calibration check on a designated form.
- Keep the calibration form with the audiometer for easy reference and audit purposes.

Compliance:

- Ensure strict adherence to the monthly calibration schedule and recording of results.
- Maintain records of all calibration checks as per regulatory requirements.
- Address any deviations or discrepancies promptly to ensure ongoing compliance.

Screening Process:

1. Screen individuals at 25 dB HL in both ears at 1000 Hz, 2000 Hz, 4000 Hz, 6000 Hz, 500 Hz, and 250 Hz to identify eligible candidates.
2. Begin with the right ear and set the frequency dial to 1000 Hz.
3. Set the HL (Hearing Level) dial at 40 dB HL and present the tone for 2-3 seconds.
4. If the individual responds, decrease the intensity by 10 dB HL (to 30 dB HL on the HL dial) and repeat the tone presentation.
5. Continue decreasing the HL dial in 10 dB increments until no response is obtained or until a level of 20 dB is reached.
6. If no response is obtained, increase the HL dial setting to 5 dB steps until the individual again signals that the tone is heard and record this numeric HL setting at 1000 Hz for the right ear.
7. Reset the HL dial to 40 dB HL and turn the frequency control dial to 2000Hz.
8. Repeat the sequence (steps number 3-6) until you establish the numeric HL setting for 2000 Hz and record it.
9. Continue in this manner for each of the frequencies in the following sequence: 4000, 6000, 500, and 250 Hz. Remember, each time you begin screening a new frequency, return the HL dial to 40 dB and begin the sequences of down 10 until the individual does not respond and up 5 until the individual responds or 20dB is reached.
10. Establish and record the numeric HL setting for all six frequencies in the right ear.
11. Set the output selector to the left ear and begin the procedure on that ear at 1000 Hz. The sequence remains the same for the left ear: 1000, 2000, 4000, 6000, 500, and 250 Hz. Numeric HL settings are recorded in the same manner as for the right ear.
12. Once the numeric HL settings for all frequencies in the right and left ears have been recorded, the procedure is complete.

Refer to Appendix D- Audiometer Monthly Biological Calibration Check

System/Service Area: Health Services	**Subject:** Caring for Sick or Injured Children
Related Regulation(s): 1302.47 (b) (7) (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines the procedures for addressing both sick and injured children, ensuring timely and suitable care.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure: **Caring for a Sick Child**

How to take a child's temperature:

- Place the thermometer snug under the child's axilla. Fold the child's arm across chest until temperature is displayed. The body's normal temperature is 98.6˚ F. The parent/legal guardian should be called as soon as possible to pick up their child, when child has a temperature of 100.4˚F or higher.

Take the child's temperature when any of the following signs and symptoms are present:

- Nausea
- Vomiting
- Flushed cheeks
- Warm to the touch (assess temperature)
- Diarrhea
- Excessive coughing
- Fatigue

Isolate the child from other children in a nurturing manner, maximizing available classroom/office space.

- Provide a mat for the child to lie on if necessary while waiting.
- Sanitize all areas touched by the child (e.g., mats, toys, table/desk area) after he/she leaves the campus.
- Please **KEEP** all **reusable ice packs** and **sanitize** them after each use.

Caring for an Injured Child (falls, bumps, cuts or scrapes):

- In case of an accident resulting in bleeding or a serious bump, follow emergency procedures while remaining calm.
- Call 911 immediately if any life-threatening symptoms arise.
- If a bump on the head leads to a " **Hematoma**", Monitor the child's condition closely and assess the severity of the injury.
- Apply an ice pack wrapped in cloth or paper towels to the affected area for 10-15 minutes.
- Bleeding from nose, ears, or mouth - Stop bleeding by applying firm pressure directly over the cut with a clean cloth or bandage for 15 minutes. If a cut is deep or penetrates the skull, emergency treatment is needed as soon as possible, Call 911.
- Utilize first aid skills acquired through training, and when uncertain, promptly contact 911 and the Health Services Department at (956) 383-4189.

Advise parents to seek medical attention for the child if any of the following signs or symptoms occur:

- Difference in pupil size
- Loss of consciousness
- Abnormal behavior
- Nonstop crying
- Persistent dilated pupils even in well-lit environments
- Nausea, vomiting
- Develops a headache
- Develops a seizure
- Disorientation or confusion
- Weakness to any body part
- Continuing drowsiness or lethargy
- Other signs of shock

Documentation:

- Document the observed signs or symptoms and what was done to assist the child on Go Engage health case notes.

System/Service Area: Health Services	**Subject:** Classroom Safety
Related Regulation(s): 1302.47 (b) (4) (i) (G) & (J)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines the guidelines and procedures to be followed to maintain a safe learning environment and effectively respond to emergencies.

Time Frame: Ongoing

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
All Staff

Procedure:

Safety Measures:

- All staff members working with children must undergo regular training in first aid and CPR for infants and children.
- First aid kits and biohazard kits will be kept in designated locations within each classroom, accessible to staff members but out of reach of children. A visible sign indicating the location of the first aid kit must be displayed. (See Dental and Medical Emergencies policy)
- There must be a SIGN in the classroom indicating the location of the First Aid kit.
- Staff members must carry a first aid kit and copies of each child's emergency consent form on all field trips. All emergency consent forms must be signed on the consent e-file of the Go Engage tab.
- For any Head Start Program events, a First Aid Station will be available, and staff will carry their First Aid Kits, such as during field trips.
- Staff will submit a completed Health and Safety checklist to their campus director each month.
- Campus directors will follow up on identified issues.
- Campus directors will post a diagramed evacuation plan near the exits in each classroom and office.
- A fire drill and building evacuation shall be practiced once each month (see Fire Drill policy).
- The fire drills will be documented by the staff in charge on the monthly Health and Safety Checklist and the (weekly lesson plan - must be posted).
- There must be at least one fire extinguisher in each classroom and in the kitchen. Fire extinguishers should be inspected annually.

- All electrical outlets accessible to children will have protective caps in place when not in use.
- All stairways, hallways, and corridors must always have 3 feet of free walk-through access. Storage of supplies or equipment is not permitted in these areas.
- Items of potential danger to children or any other cleaning agent (i.e., hand sanitizer, flammable liquids, toxic materials, aerosols, detergents, etc.) Must:
    - Be kept in the original containers with original label intact, indicating contents
    - Be stored in an area not used by children (away from children)
    - Be stored separately from food and foodservice equipment
    - Be secured with a child-proof lock
- Be accompanied by the Material Safety Data Sheet (MSDS) that talks about potential hazards of the product and be in the MSDS binder in the classroom, kitchen, or office in which the product is located.
- Not be purchased unless our agency has approved it as an acceptable/safe-cleaning agent.
- Children are strictly prohibited from accessing the kitchen area. Under no circumstances are they permitted near the stove, oven, or any drawers containing sharp objects.
- Only panel electrical strips (with surge protection) should be used as extension cords, and they must not be attached to other extension cords; instead, they are to be plugged into the existing wall outlet.
- Wall heating units are prohibited (i.e., microwaves, coffee pots, toasters, etc.)
- An emergency light source (flashlight and working batteries) will be always available.
- Areas and equipment that staff feel are unsafe must be immediately reported to the campus director and kept "off-limits" until repaired or corrected to a safe condition.

System/Service Area: Health Services	**Subject:** Communicable Disease Management
Related Regulation(s): 1302.47 (b) (7) (iii) 1302.42 (d) (1) & (2) & 1302.41 (b) (2); 746.701; 746.1315	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines the procedures for reporting and managing cases of communicable diseases and illnesses to minimize their spread and ensure prompt and appropriate care.

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Reporting Requirements:

- All communicable diseases **among children** must be promptly reported to the Hidalgo County Health Services Department Nurse's.
- Refer to the Communicable Disease Chart for Schools and Child-Care Centers and Guidelines for Exclusions.
- Infectious Cases involving **staff or volunteers** must be reported to Human Resources within 24 hours.
- Document all signs and symptoms, along with the actions taken to assist the child, in the Health Case Notes section of Go Engage.

Parent Notification and Child Exclusion:

- Parent(s) or emergency contacts will be notified to pick up the child if he/she appears to have symptoms of a communicable disease or becomes ill at school (see Caring for a Sick Child).
- The child will be sent home and cannot return to the classroom until, the staff member advises the parent to request a note from the child's Health Care Provider that indicates the name of the disease, the treatment prescribed, and the date when the child can safely return to school.
- A Health Services Notice to Parents Form will be sent out to the parents if there are two (2) or more diagnosed cases of the same Communicable Disease in the child's classroom. The form will inform the parent that the program is taking all precautions to protect the child's health.
- Notification will be sent to parents of all the children in the classroom within twenty-four (24) hours after the disease in question has been verified by a Health Care Provider, or with urgent reports and verified by the Health Services Department Staff.

Refer to Appendix F – Notifiable Communicable Disease and Communicable Disease Chart
Refer to Appendix V – Health Notice To Parents for Information

System/Service Area: Health Services	**Subject:** Consent for Request/Release of Information
Related Regulation(s): 1302.41 (b) (1) & 1302.47 (b) (4) (i) (c) (5); 746.603	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program recognizes the importance of maintaining the privacy and confidentiality of health records. This policy establishes procedures for requesting/ releasing health records from community agencies or healthcare providers while adhering to Health Insurance Portability and Accountability Act (HIPAA) regulations for data security and privacy.

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Explanation to Parent/Guardian:

- Campus staff will use the designated e-file consent form when requesting health records from a community agency or healthcare provider.
- Staff must explain to the parent/legal guardian the purpose and type of information being requested through this form.

Privacy and Confidentiality:

- The privacy of all medical records and other personal health information must be protected.
- Information pertaining to a patient's health care history, diagnosis, condition, treatment, or evaluation is considered personal health information.
- Health information must be kept confidential and can only be shared with written permission from the child's parents/guardians.

Use of Health Information:

- A child's health information can only be used for health purposes.

HIPAA Fax Cover Sheet:

- When requesting medical records by fax, staff must always use a HIPAA Fax Cover Sheet Disclaimer for protection. This ensures that the child's protected health information is safeguarded from public view during transmission.

Retention and Disposal of Information

- Health information is retained in accordance with program record-keeping policies and applicable state regulations.
- A secure disposal of outdated or no longer needed health information is ensured (e.g., shredding paper records, and following secure data deletion protocols for electronic records – administration staff).

Hidalgo County Head Start Program Penalties

- Employees found to breach the privacy and confidentiality of patient health information, whether through disclosure or other means, may face disciplinary measures, up to and including termination of employment from the Hidalgo County Head Start Program.

Penalties for Misuse of Personal Health Information

- **State Penalties**. Various state laws impose criminal and civil penalties on individuals who misuse or disclose individually identifiable health information without explicit consent by the patient.
- **Federal Penalties**. HIPAA (Health Insurance Portability and Accountability Act) is a piece of legislation that directly addresses the privacy and security protection of individually identifiable health information. HIPAA calls for civil and criminal penalties for privacy and security violations, including:
- Fines up to $25,000 for multiple violations of the same standard in a calendar year.
- Fines up to $250,000 and/or imprisonment up to 10 years for misuse of individually identifiable health information.

Refer to Appendix G - Consent, Authorization & Release Form

System/Service Area: Health Services	**Subject:** Daily Health Check
Related Regulation(s): 1302.42 (c) (2) & 1302.42 (d) (1) (2) & 1302.41 (b) (2); 746.701; 746.1315	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Daily

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Assistant Teachers

Procedure: **A health check is a quick evaluation of a child's body, mood, and behavior.**

- This tool is implemented to promptly identify any potential illnesses or health issues affecting the child. Therefore, it is critical that each child undergoes a brief health assessment at the beginning of their day, which should be conducted before the parent or legal guardian departs from the center.

Daily Health Checks

Daily health checks are an essential tool to help identify sick or injured children. The American Academy of Pediatrics (2022) offers several factors in deciding whether a child is too ill for childcare:

- The child cannot participate in activities
- The child's illness presents a risk to other children or staff
- The staff cannot care for the child while maintaining appropriate care for the other children

Following are the Daily Health Check protocols:

- Areas to Observe (use senses – look, feel and smell):
  - Hair: Is it clean and combed? Do you see any lice or nits?
  - Eyes: Are there dark circles around the eyes? Are the whites of the eyes reddened? Are the eyes clear and without tearing or drainage/crust?
  - Ears: Is there any drainage or complaint of pain?
  - Nose & Throat: Is there nasal discharge that was not there the previous day? If the child complains of mouth pain or sore throat, look at the throat and mouth. Is there redness, evidence of infection, such as white spots on the back of the throat, cheeks or gums? Change in size or color of tonsils or a problem with a tooth?
  - Skin: Is the child unusually pale or flushed? If skin feels hot, take child's temperature. Ask the parent/guardian about any rashes, cuts or bruises that you notice.

- Unusual behavior: Observe activity level and mood. Ask parent/guardian about any noted changes.

- Any concerns about the child's condition must be addressed immediately and in the presence of the parent or guardian. If the child appears to be ill, staff will send the child home with his/her parent/guardian.
- If the staff decides that the child will remain at school, they will discuss with the parent/guardian how they will manage the child's condition, and at what point, they will call the parent/guardian. Staff will make the final decision.
- If the child stays at school, staff will note all changes in the child's condition (i.e. activity level, appetite, food intake, bowel movements), and will inform the parent/guardian upon arrival.
- Refer to Temporary Exclusion Policy and Procedure for additional guidance.
- In the event a health care provider note confirms a child was diagnosed with a communicable disease, an Exposure Notice must be posted. Please refer to Exposure Notice Policy & Procedure for more information.
- If a child is not accepted at the center due to illness, please fill out the illness form indicating symptoms observed.
- All observations regarding the child's health check, condition, and interaction with the family will be documented in the child's file on Go Engage case notes.

Parent Health Notice

- The Health Notice of Illness/Injury form if a child becomes ill on the campus, has an accident while at the campus, or arrives at the campus already sick or with an apparent injury.
- If the child's Primary Care Physician (PCP) must examine the child, they must provide a medical excuse indicating diagnosis, treatment, and date when the child may return to school.
- The parent/legal guardian must sign this notice to show acknowledgment after this form has been explained in the parent's primary language.

Refer to Appendix H - Daily Health Checklist

Refer to Appendix W – Health Notice of Injury/Illness

System/Service Area: Health Services	**Subject:** Dental Emergency
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (G)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Assistant Teachers

Procedure:

Immediate Response:

- Assess the situation to determine the severity of the dental emergency.
- Remain calm and reassure the child to alleviate anxiety.
- Contact the child's parent/legal guardian to transport the child to the dentist. If unable to locate parent/legal guardian call 911.
- The classroom teacher will remain with the injured child, while the assistant attends to the other children.

Guidelines for Dental Emergencies:

- Check for bleeding.
- Provide immediate first aid if necessary, such as applying gentle pressure to control bleeding or rinsing the mouth with water if there's debris. Use protective gloves.
- Apply ice wrapped in a clean cloth or sterile gauze to reduce swelling.

Injuries to Teeth:

- If a tooth is hit, fractured, chipped, or loosened:
  - Clean the affected area with protective gloves if dirty.
  - Apply cold compresses to reduce swelling.
  - If the tooth is dirty, rinse it with water and keep it moist until dental care.

Loose Teeth:

- Rinse the child's mouth carefully with protective gloves.
- Do not attempt to move the tooth or jaw.

Injuries to Soft Tissues:

- Rinse the child's mouth carefully with protective gloves.
- Apply ice to reduce swelling.
- Apply pressure to stop bleeding and cover the area with sterile gauze.

Documentation:

- Complete an Accident/Incident Report Form and upload a copy on Go Engage.
- Provide a copy to the parent/guardian.
- Upload the Accident/Incident Report Form to the Incident Report section on Go Engage.
- Notify the Compliance Department and Health Services Department as soon as possible.
- Document the details of the dental emergency, including the time, date, and description of the injury, and any first aid provided.

THIS PROCEDURE WILL BE POSTED IN ALL HIDALGO COUNTY HEAD START CAMPUSES AND/OR CLASSROOM

Refer to Appendix A - Incident Form

Refer to Appendix I - Consent for Child's Emergency Medical/Dental Treatment Transportation

System/Service Area: Health Services	**Subject:** Dental Screen/Exam and Follow-Up
Related Regulation(s): 1302.42 (b)(i)(ii) & (c)(1)(2)(3) & (d)(1) & (e)(2), 746.605	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Within 90 days of enrollment, each child is required to have a comprehensive dental exam annually and a preventive treatment or screening every six months. Parents or legal guardians are strongly encouraged to schedule a dental exam for their child before the first day of school.

Time Frame: Ongoing, 90 days

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Dental Form Distribution:

- The campus staff will print the dental form from Go Engage and provide it to the parent/legal guardian.

Documentation of Treatment:

- The dental provider will document the treatment on the Head Start oral form and will note whether the treatment was complete, parent/legal guardian must return the completed form to Head Start campus. If a child requires further treatment, the dental provider must provide an estimate.

Follow-up on Abnormal Findings:

- The campus staff will follow up with the dentist within seven (7) to ten (10) working days on any abnormal findings in the exam and document on Health Case Notes accordingly.
- **Assistance with Appointment Scheduling: The** Family Service Workers will assist parents with planning in scheduling appointments as needed. The program will also accept results from the child's primary dentist form.

Financial Assistance:

- Children without insurance, staff will print the dental form from Go Engage and provide it to the parent/legal guardian.
- If the child needs complex dental treatment, the parent/legal guardian will be referred to a community resource that may assist with payment.
- Once exhausting all possible community resources to help with dental complex treatments financially, the parent/legal guardian must obtain and provide the Head Start campus with a Denial Letter from MEDICAID proving insurance ineligibility.

- The campus staff must fill out a Healthcare Promissory Note (Refer to Health Care Promissory Note form) and send it along with the Medicaid Denial Letter to the Health Services Department.

Approval of Services:

- Once all documentation is received, the Health Services Director will review, approve, and authorize services through the Hidalgo County Head Start Program funds.
- The parent/legal guardian is their child's primary advocate. They are encouraged to notify the HCHSP or the campus staff of any difficulties they have in acquiring a dental exam or follow-up; if so, the appropriate measures can be taken to assist them in attaining what their child needs.
- A "Parent Notice for Dental Follow-Up" will be sent to inform the parent/legal guardian of their child's six (6) months dental follow-up. The campus staff will be responsible for sending notices according to the procedure and in a timely manner.

Referral Procedure:

- Campus staff will assist the parent/legal guardian in arranging appointments for further diagnostic testing as needed.
- All follow-up treatments are recorded in the Health Case Notes.
- The Health Advisory Committee will be consulted for further action when the dental provider cannot complete the treatment or examination due to the child being uncooperative.
- Campus directors will assist if the family does not comply after receiving two (2) notices of their non-compliance from campus staff. All the information mentioned above must be noted in the Health Case Notes, and everything in the Child's Health Record is confidential.

Refer to Appendix J - Dental Form and Dental Health User Guide

Refer to Appendix Cc – Health Care Promissory Note Form

System/Service Area: Health Services	**Subject:** Diabetes Management
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Assistant Teachers
All Staff

Procedure:

Posting:

- Staff members are responsible for posting this form on the classroom's Health Bulletin Board whenever a child with diabetes is enrolled. This ensures that all staff members have access to essential information regarding the care of diabetic children.

Compliance:

- Staff must adhere to the Health Bulletin Board Policy, ensuring that the form is posted as required and kept up to date.

Staff Awareness:

- All staff members should familiarize themselves with this form's contents to effectively care for diabetic children.

Accessibility:

- The form should be easily accessible to all staff involved in the diabetic child's care. It should be prominently displayed and regularly reviewed to ensure everyone is aware of the procedures.

Emergency medical assistance should be sought immediately if the child shows signs such as unconsciousness, seizures, inability to swallow, or difficulty breathing.

- Call 911.

If blood sugar remains low or high despite treatment and the student displays confusion, parents/guardians should be contacted immediately to pick up the child.

Blood sugar check should be done when:

- The student is symptomatic during or after exercise.
- If a child exhibits symptoms of high or low blood sugar levels:

- Increased thirst – High
- Increased urination – High
- Fatigue – High
- Fruity breath odor – High
- Sudden stomachache – High
- Vomiting – High
- Irritability – Low
- Shakiness – Low
- Dizziness – Low
- Fatigue – Low
- Pale Skin – Low
- Mood Changes – Low
- Irritability – Low
- Blurry Vision – Low
- Rapid Heart Rate – Low
- Trouble Concentrating – Low
- Seizures – Low
- Loss of consciousness or Coma in severe instances – Low

The procedure to follow based on the child's sugar reading (Low to High):

- **Under 60**
- Give juice or milk, followed immediately by food containing 30 carbohydrates. If the student does not respond within (10) ten minutes, the parent should be called for further instructions.
- **61 to 100**
- Give a meal or snack if it is within 30 minutes, the student can wait, otherwise give the student a snack including carbohydrates and protein, such as cheese crackers with peanut butter, or cookies and milk.
- 1**01 to 125**
- The student is fine; if exercise is planned before a meal or snack, the student must **have a snack before participating. This includes recess.**
- **126 to 200**
- The student is fine. The student could feel low if the student was previously high and is dropping.
- **210 to 240**
- The student is a bit high, but this is common for him or her, especially in the early morning.
- **Over 240**
- If the student's blood sugar is too high. The student must be given access to water or other non-caloric fluids. Use of the bathroom must be allowed as needed.

When giving sugar for low blood sugar, the following are roughly equivalent:

- Four ounces of fruit juice
- ½ to 1 cup of milk

- Two Glucose Tablets (there are a wide variety of glucose tablets, it is recommended to take 10-15 grams of sugar, if prescribed).
- Chocolate candy should not be used unless there is no other source of sugar available (it is often not absorbed quickly enough due to fats in candy).

System/Service Area: Health Services	**Subject:** Documentation of Healthcare Promissory Note Form
Related Regulation(s): 1302.42 (e) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This form is intended to serve as a promissory note to cover children attending the Hidalgo County Head Start Program requiring complex medical or dental services.

Time Frame: Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Qualification Criteria:

- The child must be an undocumented immigrant.
- The child does not qualify for state or federal healthcare programs.
- The child lacks access to healthcare services.
- The child's family does not possess the financial resources to cover the expenses of medical or dental complex treatments.

Completion of Promissory Note:

- The parent/legal guardian must complete the Promissory Note form provided by the Hidalgo County Head Start Program.
- The form should include written documentation of the parent/legal guardian's efforts to obtain financial assistance from other community resources.

Submission of Denial Letter from Medicaid:

- Upon exhausting all possible community resources for financial assistance, the parent/legal guardian must obtain a Denial Letter from Medicaid proving insurance ineligibility. The parent/legal guardian must provide a copy of the Denial Letter to the Head Start campus.

Healthcare Promissory Note Submission:

- The staff responsible must fill out the Healthcare Promissory Note form, detailing the child's information and the nature of the required medical or dental services.
- The Healthcare Promissory Note, along with the Denial Letter from Medicaid, must be submitted to the Health Services Department.

Review and Approval:

- Upon receipt of all the required documentation, the Health Services Director will review and approve the request for assistance. If approved, the Health Services Department will authorize the provision of funds through the Hidalgo County Head Start Program.

Refer to Appendix Cc – Health Care Promissory Note Form

System/Service Area: Health Services	**Subject:** Early and Periodic Screening and Testing Consent
Related Regulation(s): 1302.41 (b) (1)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program requires written consent from parents/legal guardians for the performance of developmental screenings and tests as mandated by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program. This consent form outlines the required screenings and tests within specific timeframes after enrollment).

Time Frame: Ongoing, 45 days and 90 days

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Completion and Signature:

- This consent form must be completed and signed by the parent/legal guardian and staff upon enrollment of the child into the Hidalgo County Head Start Program.
- Information will be provided to parents/legal guardians in their primary language to ensure understanding.
- Staff will ensure that parents/legal guardians understand the purpose and importance of each screening/test and the significance of early detection and intervention in child development.
- The completion of this form indicates written consent for the program to perform developmental screenings and tests required by the EPSDT program.

Within 45 Days of Enrollment:

- Parents/legal guardians will be provided with information about the developmental screenings/tests their child needs within 45 days of the enrollment date.
- Developmental screenings/tests include vision/strabismus screening, hearing screening, and height and weight measurements.

Within 90 Days of Enrollment:

- Children must undergo a physical examination, hemoglobin and hematocrit testing, blood pressure measurement, and dental examination within 90 days of enrollment.
- Parents/legal guardians will be informed about the necessity and scheduling of these screenings/tests in their primary language.
- The program staff will facilitate access to these screenings/tests by assisting parents/legal guardians in scheduling appointments and providing necessary forms and information.

Documentation:

- All screenings/tests and related information will be documented accurately and securely in the child's health records.
- Staff will maintain confidentiality of all health information in accordance with program policies and privacy laws.

Follow-up and Support:

- In the event of abnormal findings or the need for further evaluation or treatment, parents/legal guardians will be provided with appropriate guidance and support.
- Staff will initiate a referral for further evaluation.
- Staff will assist parents/legal guardians in accessing additional resources or services as needed to address any identified health or developmental concerns.
- Children who are not up to date with their health screenings will prompt program staff to document all follow-up efforts in Go Engage case notes continuously.
- Collaboratively, program staff and health personnel will engage with parents to identify any emerging health concerns, facilitating referrals to appropriate services when necessary.

Compliance:

- Compliance with this policy is mandatory for all staff involved in the enrollment and health monitoring processes.
- Any concerns or questions about this policy should be directed to the Health Services Department for clarification and resolution.

Refer to Appendix Ff- Screening/Testing Procedures Form

System/Service Area: Health Services	**Subject:** Exclusion Guidelines for Sick Children
Related Regulation(s): 1302.47 (b) (7) (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure the safety and health of our children and staff, children who have any of the following conditions will be excluded from the classroom until we receive a note from the child's doctor stating that the child is no longer contagious and/or can return to campus.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
Teachers
Teacher Assistants
All Staff

Procedure: **Children will be sent home if the following signs and symptoms occur:**

- Axillary temperature at 100.4˚F or higher
- Sore, red throat, even if no fever is present
- Profuse bleeding
- Head injury lesions / Trauma
- Earache
- A severe, persistent, deep, hacking cough
- Severe nasal /chest congestion
- Difficulty breathing or wheezing
- Unexplained rash
- Seizures
- Allergic reaction
- Asthma exacerbation
- Foreign object ingestion or insertion into ear or nose
- Vomiting (more than one time in last 24 hours)
- Diarrhea (more than two times in last 24 hours)
- Complaints of a stiff neck and headache with one or more of the above symptoms (Notify parent and doctor immediately.)
- Thick green nasal drainage
- Yellow discharge from the eyes
- Unusual yellow coloring to the skin or eyes.
- Any contagious disease.

- Parents who suspect or know that their child has a contagious disease must inform the center and seek medical advice from a licensed doctor in the United States.

- Doctors must provide a written excuse to the campus indicating the diagnosis, treatment, and the date when the child may safely return to school.

- In the case of a deep open wound (e.g., stitches or staples), the child's doctor must cover it. Dressing changes should not be performed at the campus; only parents or doctor's office staff can perform that type of dressing changes.

- Fresh air and exercise significantly contribute to a child's health and growth. Parents who believe their child is too ill to participate in outdoor activities must provide a written excuse from a healthcare provider specifying the duration of restriction from outdoor play activities.

- If staff is uncertain about a parent's concern regarding their child's condition or if a child is brought into the classroom exhibiting signs of illness, staff will promptly contact the parent, if available, or another individual listed on the emergency contact form to arrange for the child to be picked up. If there is a disagreement between the parent and staff regarding the child's condition, staff will contact the Health Services Department for additional guidance. Staff will consult the Communicable Disease Chart for Schools and Child-Care Centers and follow the Communicable Disease and Illness Procedure for further direction.

Refer to Appendix F – Notifiable Communicable Disease and Communicable Disease Chart

System/Service Area: Health Services	**Subject:** First Aid Inventory
Related Regulation(s): 1302.47 (b) (1) (vi)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure that all First Aid Kits within the campus are adequately stocked and maintained, this policy establishes procedures for conducting weekly inventory checks and restocking as necessary.

Time Frame: Weekly

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Weekly Inventory Check:

- Campus staff must fill out the First Aid Kit Inventory Form weekly.
- The form must be posted near the first aid kit for easy access.
- During the inspection, staff should mark the corresponding day of the week on the form.

Restocking and Replacement:

- Staff will restock First Aid Kits as needed throughout the program year. All First Aid Kits must be checked for expiration dates and restocked during the summer break by the Health Services Department.
- If any items require restocking or replacement, staff must indicate this with the letter "R" on the form. Upon completion, staff must email the filled-out form to the Health Services Department and retain a copy of their records.

Monthly Confirmation:

- At the beginning of each month, both the Family Service Worker and teachers must sign the form to confirm inspection acknowledgment.

Request for Missing Items:

- If any items are missing from the first aid kit, staff should promptly email their request for inventory replacement to the health secretary.
- **DO NOT THROW AWAY SCISSORS SANTIZE AFTER EACH USE.**

Refer to Appendix K – First Aid Monitor Checklist

System/Service Area: Health Services	**Subject:** Handwashing
Related Regulation(s): 1302.47 (b) (6) (i)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers
All Staff

Procedure: **Hand-Washing**

- Staff and all adults working in the classroom will model and teach handwashing with soap and warm water at appropriate times, including:
  - Before and after preparing and serving food.
  - Before and after mealtimes.
  - After cleaning the bathroom.
  - After toileting.
  - After contact with body fluids (use Universal Precautions).
  - Before and after diapering (refer to the Special Services Diapering Policy).
  - Before putting on or removing disposable gloves (or use anti-bacterial wipes).
  - After caring for any child with nose, mouth eye, or ear discharge.
  - After handling soiled items.
  - After removing a smock/overshirt - a shirt used over clothing.
  - After inspecting hair for lice (refer to Communicable Disease Chart).
  - Before and after giving medication (see Administration of Medications Policy).
  - Before and after handling or touching animals (see Animals in the Classroom Policy).

- Staff will instruct children to wash their hands regularly with soap and warm water including the above mentioned and in addition to: After contact with body fluids including:
  - Nose secretions (sneezing)
  - Saliva (coughing)
  - Urine
  - Vomit
  - Blood
  - Feces
  - Open sores

- Best Practices for Handwashing
  - Wet hands with warm water.

- Apply soap, ensuring it is within the child's reach at each sink.
- Lather hands from front to back, between fingers, and under nails for at least 20 seconds.
- Rinse hands well with warm water.
- Dry hands with a paper towel.

THIS PROCEDURE WILL BE POSTED IN ALL HEAD START CAMPUSES AND/OR CLASSROOM

Refer to Appendix F – Notifiable Communicable Disease and Communicable Disease Chart

System/Service Area: Health Services	**Subject:** Head Lice Management
Related Regulation(s): 1302.47 (b) (7) (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The purpose of this policy is to provide guidelines for managing head lice cases in our campuses while minimizing disruptions to students' education.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers
Teachers
Teacher Assistants

Procedure:

No Exclusion:

- In Texas, there's no law mandating the exclusion of children with head lice from school. The American Academy of Pediatrics advises against missing school due to lice, as they're not a health hazard, and recommends schools drop "no-nit" policies.
- No healthy child will be excluded from school due to head lice or nits.
- Students with head lice will stay in class and participate in school activities.

Identification and Notification:

- Staff should closely monitor and encourage children to minimize head-to-head contact to prevent lice spreading.
- Campus staff who identify a child with head lice or nits (lice eggs), will notify the child's parent as soon as possible, but no later than 48 hours.
- Parents of all children in the same classroom as the affected child will be informed within five (5) school days.

Treatment and Education:

- Affected children will receive lice shampoo, and treatment will begin on the same day.
- The child may return to school the next day after treatment has begun.
- Teachers and staff will encourage good hygiene practices.
- Parents will be provided with CDC recommendations for lice treatment in their primary language to ensure clear understanding and compliance.

Follow-Up Treatment:

- A second lice shampoo will be provided to the affected child after ten (10) calendar days if live lice are still present.
- If lice persist despite treatment, a referral will be initiated to the child's primary doctor for further treatment.

Confidentiality and Sensitivity:

- No student will be publicly identified or embarrassed due to head lice.
- Student privacy will be respected.
- The privacy of all medical records and health information will be strictly protected.
- Individually identifiable health information will only be disclosed with the express written consent of the child's parent and for health purposes only.

Refer to Appendix L - Head Lice Management

System/Service Area: Health Services	**Subject:** Health Case Notes
Related Regulation(s): 1302.42 (d) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Health Case Notes:

- Staff members are responsible for documenting all relevant changes related to a child's health in the Health Case Notes on GOENGAGE.
    - This includes:
        - Updates on health conditions (e.g., allergies, chronic illnesses).
        - Communication with parents or guardians regarding health matters.
        - Any other pertinent information related to the child's well-being.
        - Health Case Notes should be maintained in a secure and confidential manner.

Monthly Medical Conditions Roster:

- Staff will use the Monthly Medical Conditions Roster to track the current health status of all children enrolled on our Head Start Campus.
    - The roster includes essential medical information, such as:
        - Action plan expiration dates (if applicable).
        - Specific health conditions.
        - Emergency contact details.
        - Completion of the Monthly Medical Conditions Roster is mandatory.
        - Staff should update the roster monthly, following the due dates specified on the program's ongoing monitoring calendar.

Compliance:

- All staff members are expected to adhere to this documentation policy. Proper and timely documentation ensures the safety and well-being of the children in our care.
- Please ensure that all staff members are familiar with and follow this policy consistently. If you have questions or need more clarification, feel free to contact the designated personnel responsible for health documentation.

Refer to Appendix Ee- Monthly Medical Conditions Roster

System/Service Area: Health Services	**Subject:** Health Records Monitoring and Compliance
Related Regulation(s): 1302.47 (b) (4) (i) (c) (5); 746.601; 1302.42 (c); 746.609	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy details the Hidalgo County Head Start Program's procedures for monitoring children's health records, ensuring compliance with immunization requirements, and maintaining accuracy and timeliness of health records.

Time Frame: Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Health Record Collection, Review, and Responsibilities:

- Upon enrollment, parents/guardians provide the program with:
  - Child's current health records and immunization records.
  - medical conditions, (heart conditions, allergies, asthma, seizures etc.)
  - medication orders, plans, or forms if necessary.
  - physician or specialist information, Insurance information
- Program staff confirm records are complete and in compliance with Texas Department of State Health Services (DSHS) immunization requirements.
- Parents/guardians promptly inform the Program of any changes to their child's health information, providing necessary documentation for verification.

Program Staff Responsibilities:

- Review and verify updates from parents/guardians.
- Maintain accurate health records and communicate update expectations.
- Follow up on late or missing updates, document all changes as needed, enter notes on all late or missing information monthly.
- Track changes in electronic health record systems and communicate expectations to parents/guardians.

Ongoing Monitoring:

- Program staff monitor changes in a child's health status daily, communicate with parents/guardians about concerns, and document updates in the Go Engage case notes.

Recordkeeping:

- Maintain children's health records securely with limited access.

- Keep records up to date, including changes in health information or medication needs, and document all interactions with medical professionals and parents/guardians in the Go Engage case notes.

System/Service Area: Health Services	Subject: Health Referrals
Related Regulation(s): 1302.42 (a)(e); §746.609	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy outlines how health referrals are initiated and followed up for children in need of additional health services or support. The goal is to improve health outcomes through early intervention and preventive care by enhancing collaboration between Hidalgo County Head Start Program (HCHSP) and community health organizations.

Time Frame: Ongoing

Person(s) Responsible: Nurses, Campus Director
Family Service Workers
Health Services Advisory Committee
Healthcare professionals/specialists

Procedure:

Referral Process

- Program staff observe the child and document any concerns on Go Engage case notes.
- HCHSP Staff consult with the child's parents/guardians, Primary Care Provider (PCP) and Program nurse to discuss concerns.
- Written parental consent is obtained before initiating any referral.
- Staff identify appropriate healthcare professionals or specialists based on the child's specific needs. This might involve consulting with the child's pediatrician, contacting local community resources, or collaborating with the HSAC (Health Services Advisory Committee) for recommendations.
- A referral form is completed, outlining the child's name, date of birth, reason for referral (specific observations and concerns), developmental history (if applicable and/or relevant), any current medications, therapy history, and parent/guardian contact information.

Identification of Needs

- Program staff are trained to identify potential health concerns in children, including signs and symptoms of illness or developmental delays, indications of unmet health needs (e.g., frequent absences due to illness, changes in behavior)

Communication and Follow-up

- Program staff communicate the referral decision to parents/guardians sensitively and supportively. The reason for referral is explained clearly, and resources are offered to address any concerns they may have.

- Staff assist parents/guardians in scheduling appointments with the chosen specialist and obtaining necessary records from the program (e.g., immunization records, physical exams).

Following the appointment, the program staff:

- Collect a copy of the healthcare professional's report, orders, or recommendations (with parental consent). This can be obtained directly from the PCP, specialist or through the parent/guardian.
- Discuss the report with parents/guardians to understand the specialist's findings and recommendations.
- Collaborate with parents/guardians and any recommended support personnel to develop a plan of action to support the child's needs within the Program. This may involve program modifications, accommodations, or incorporating any recommended therapies.
- If necessary, update the child's individual health record to reflect the referral, specialist's recommendations, and any adjustments made within the Program.

Refer to Appendix M – Health Referral Form

System/Service Area: Health Services	**Subject:** Health Resources
Related Regulation(s): 1302.47 (b) (1) (vi) (5); 746.1301	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy ensures that the Hidalgo County Head Start Program (HCHSP) maintains accessible health resources to promote children's well-being and address basic health needs. It aligns with the emphasis on child health and safety. Though specific resources are not mandated, this policy encourages readiness.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Health Information Resources

- Age-appropriate health information materials are readily accessible to staff.
- These may include information on:
  - common childhood illnesses
  - injuries
  - first-aid procedures
  - emergency contact information (poison control center, ambulance).

Community Health Resources

- Program staff maintains a list of local healthcare professionals (pediatricians, dentists) and community resources (clinics, hospitals) readily available for staff and parents/guardians.

Communication and Training

- Campus staff are trained in recognizing signs and symptoms of common childhood illnesses and injuries.
- Proper first-aid procedures and the use of available health resources are included in staff training.

System/Service Area: Health Services	**Subject:** Health Services Advisory Committee (HSAC)
Related Regulation(s): 1302.46; 746.1317	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program (HCHSP) collaborates with the Health Services Advisory Committee (HSAC) to enhance health services, access to care, and health awareness for enrolled children. The HSAC includes representatives from diverse backgrounds, such as healthcare professionals, mental health experts, and community social service agencies.

Time Frame: Annually
As Needed

Person(s) Responsible: Health Services Staff
Health Advisory Committee Members

Procedure: **Collaboration Activities**

- Joint planning and development of health and wellness programs for children.
- Identification of community resources to enhance children's health services.
- Development of strategies to address specific health needs within the Program population.
- Educational workshops or training sessions for staff and parents on child health topics.
- Meetings are held between health services staff and HSAC members annually or as needed.
- Health services plans, policies, and procedures are presented to the HSAC for review and feedback.
- HSAC members provide recommendations and insights on health-related issues affecting children in the program.
- Open communication is encouraged to explore best practices.

System/Service Area: Health Services	**Subject:** Health Education and Parent Involvement
Related Regulation(s): 1302.41 (a); 746.2201; 746.307	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program fosters collaboration between parents/guardians and staff through health education participation, promoting children's health and well-being by strengthening home-program partnerships, reinforcing healthy habits.

Time Frame: Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Participation Opportunities:

- Parents/guardians are invited to participate in health lessons and activities through various means, including:
- Serving as guest speakers on specific health topics, such as nutrition and dental hygiene.
- Volunteering to assist with health-related activities like cooking demonstrations and healthy snack preparation.
- Providing feedback on health curriculum and suggesting topics of interest for future sessions.
- Participating in workshops or presentations alongside their children.

Reinforcing Health Concepts at Home:

- Program staff provide parents/guardians with suggestions on how to reinforce health concepts learned in Head Start at home.
- Take-home materials and activities are distributed to encourage family discussions and engagement in healthy behaviors outside of the program setting.

Communication:

- Program staff maintain clear and consistent communication with parents/guardians regarding upcoming health lessons and activities.
- Information provided includes the topics covered, learning objectives, and any materials required for participation.

- Communication methods may include newsletters, emails, phone calls, or in-person meetings, depending on the preferences of parents/guardians and available resources.

System/Service Area: Health Services	**Subject:** Hearing Screen
Related Regulation(s): 1302.42 (b) (1); 746.605 & 1302.42 (b) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 45 days

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Hearing Screens**

- Hearing screens are performed every twelve (12) months.
- The program will accept the results from the child's primary physician form.
- Staff will follow up within seven (7) to ten (10) working days on any abnormal findings in the exam and will document Health Case Notes in Go Engage.
- Parents are notified via the program acceptance letter sent during the summer that their child must have a hearing screening done before the first day of school.
- If the child begins school without having a hearing screen, the parent will be given a health notice advising them of the concern.
- The health notice will include a deadline in which to comply. Should the parent be unable to comply with the notice, a certified campus staff member may screen the child.
- In the event the child is absent the day of the screening, the parent will be given a second opportunity to transport the child to their primary care physician.
- Certified staff conducting hearing screenings must date and print the complete name on Hearing Report.
- Family Service workers will assist if the family does not comply after receiving one notice of their non-compliance. It is essential that all the above is documented in the Health Case Notes.
- Children may receive a hearing screening using a mobile health unit with parental consent.

Refer to Appendix N – Hearing Form and Hearing Exam User Guide

System/Service Area: Health Services	**Subject:** Height and Weight Screen
Related Regulation(s): 1302.42 (d) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Yearly; September

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Height and Weight**

- All children enrolled in the Hidalgo County Head Start Program must undergo a height and weight screening.
- Parents are strongly encouraged to ensure their children undergo this screening before the first day of school.
- Each child will be weighed and measured to assess and track his/her individual growth and development.
- Children will be weighed and measured once a year in September.
- New Children entering the program after school begins will be measured and weighed within two (2) weeks of their entry.

Responsibility for Measurement and Weighing:

- Staff members are responsible for measuring and weighing children enrolled in the program.
- If unable to perform measurements and weighing themselves, staff members must arrange for these tasks to be completed accurately and promptly.
- The scale must be placed on a hard surface.
    - Have the child take off shoes when weighing and measuring.
    - Child must stand with back against scale to take height and weight readings.
    - Record the child's exact height and weight.
- Staff will enter height and weight readings into the Weight/Height Growth Chart in Go Engage.

Referral Procedure:

- Staff must initiate a Referral Form to Child Nutrition Department (CND) if data entered on Weight/Height Growth Chart in from My HeadStart' outcome is:
    - Between 85% and 95% - Overweight
    - Over the 95% - Obese
    - Under 5% - Underweight
- Staff must include in the Referral Form if a child is receiving Nutritional Counseling by WIC. Also, include if physician has provided anticipatory guidance related to nutrition

status or if the child is being seen by a specialist such as a Dietitian/Nutritionist (This information can be found in the physical assessment form).

*Revised according to a report by the Centers for Disease Control and Prevention (CDC). "Division of Nutrition, Physical Activity, and Obesity, National Center for Chronic Disease Prevention and Health Promotion" April 01, 2019.

Refer to Appendix 0 – Height & Weight User Guide

System/Service Area: Health Services	**Subject:** Immunization Exemption
Related Regulation(s): 1302.15 (e)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program acknowledges the provisions of Texas law regarding immunization exceptions for children enrolled in our program. The following policy outlines the procedures for granting and documenting exemptions from immunization requirements.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Maintaining Exemption Records:

- The Hidalgo County Head Start Program will maintain an updated list of students with exemptions for quick identification during communicable disease emergencies, epidemics, or pandemics declared by the commissioner of public health.

Submission of Exemption Affidavits:

- Parents/guardians opting for exemptions based on conscience or religious beliefs must sign the official exemption affidavit.
- The original exemption affidavit must be completed and submitted to the appropriate Head Start campus.
- Should the parent or guardian choose to proceed with immunization for their child, the exemption will be rendered null and void.
- The original document will be securely stored at the campus and shall be returned upon the child's withdrawal from the program.

Medical Exemptions:

- For children claiming medical exemptions, a written statement from the physician must accompany the original exemption affidavit.
- Unless the statement indicates a lifelong condition, medical exemptions are valid for one year from the date signed by the physician.

Documentation:

- **Scan all exemption-related documents** (exemption affidavits, physician statements) into Go Engage.
    - Use the **Immunization** or **Medical Records** tab for uploading.
- **Document any discussions** about exemptions with parents/guardians.
    - Enter these details in the **Case Notes** section of Go Engage.

Refer to Appendix P – Head Start Immumization Affidavit Exemption and Immumization State Affidavit Exemption

System/Service Area: Health Services	**Subject:** Immunization Requirements
Related Regulation(s): 1302.15 (e) & 1302.16 (c) (1) & 1302.42 (d) (1) & (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program (HCHSP) prioritizes the health and well-being of enrolled children. This policy outlines immunization requirements to safeguard our community.

Time Frame: At Enrollment
Ongoing

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Exception for Homeless Children:

- Homeless children are exempt from the standard immunization requirements.
- Parents or guardians of homeless children should provide any available immunization records.
- If records are not accessible due to homelessness, the child will still be accepted into the program.
- If a child is eligible as homeless, the Hidalgo County Head Start Program allows them to attend for up to 90 days (or as permitted by Texas state licensing requirements) without immunization and other records.
- The program must collaborate with families to get children immunized as soon as possible to comply with the state licensing requirements.

Immunization Compliance:

- Children must have all up-to-date immunizations before the first day of school.
- Children with deficient immunization records will not be allowed to attend school until the required doses are administered.
- The law requires that children be fully vaccinated against the specified diseases.
- Campus staff will collaborate with the parent/legal guardian via telephone conferences, home visits, meetings, and immunization notices informing them about their child's incomplete vaccination status.
- Campus staff will document all efforts made in the Health Case Notes of Go Engage.
- Once enrolled in the Hidalgo County Head Start Program, the campus staff will monitor the child's vaccination status throughout the school year.
- When the child requires the immunization record to be updated, the staff will notify the parent/legal guardian with a "Notice of Information/Immunization", advising them of their upcoming immunization schedule. The original notice must be provided

to the parent/legal guardian in their primary language. Signatures from both staff and the parent/legal guardian are needed for this notice form.

- Parents must provide proof of updated immunizations promptly.
- The Campus staff will inform the campus director/health coordinator if a parent/legal guardian has not complied with the requested medical information.
- The campus staff will document all efforts made in Health Case Notes.
- The campus staff will make several attempts throughout the school year by referring them to community clinics to assist the Head Start population in having their immunizations updated.
- For questions regarding children with parents requesting immunization exemptions, refer to the Health Services Department Procedures Manual for further guidance.

Varicella(chickenpox)

- Children who have never had chickenpox should get two doses of the varicella vaccine.

- If the child has had prior varicella illness, written documentation must be provided by the following methods:

1. A serologic confirmation of varicella immunity (positive varicella Immunoglobulins (IgG) result).

2. The History of Varicella Form must be completed by a physician, school nurse or the child's parent/guardian.

- If a child is unable to submit such a statement or serologic evidence, varicella vaccine is required.

Refer to Appendix U – Notice of Information/Immunization

Refer to Appendix Aa- History of Varicella

System/Service Area: Health Services	**Subject:** Individual Healthcare Plan (IHP)
Related Regulation(s): 1302.42 (c); 746.609 & 1302.42 (b) (1); 746.605	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Individual Healthcare Plan (IHP) policy ensures that children with medical conditions and specific healthcare needs receive appropriate care and support within the Head Start program.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Identification of Children with Healthcare Needs:

- The Health Services Department identifies children with medical conditions or specific healthcare needs through parent or guardian disclosure, health screenings, and medical records.

Assessment and Completion of the IHP:

- A nurse conducts a comprehensive health review of the child's medical condition and healthcare needs during a virtual or in-person meeting with the parent or guardian.
- The nurse and campus staff collects essential information from the parents, including the child's medical history, current health status, medications, treatments, emergency contact information, healthcare provider details, and any necessary accommodations or modifications.
- The nurse creates and completes the IHP form on Go Engage accurately and thoroughly based on the assessment findings and parent response.

Documentation and Upload:

- The child’s health records are uploaded to Go Engage Medical Records section for easy access and reference.
- The nurse ensures that all information provided is accurately documented and up to date.

Entry into GoEngage System:

- Within thirty days or as needed, the nurse enters all Individual Healthcare Plans into the GoEngage system.
- This allows for centralized management and tracking of each child's healthcare needs.

Collaboration with parents and staff:

- Campus Directors, Family Service workers and parents will collaborate with the Health Services Department to document the outcome of the IHP on Health case notes.
- This documentation includes information about the child's condition, any accommodations or modifications implemented, and ongoing support provided.

Review and Updates:

- The IHP is reviewed and updated regularly to reflect any changes in the child's medical condition, treatment plan, or healthcare needs.
- Parents or guardians are actively involved in the review process and provide input as needed.

Confidentiality and Privacy:

- All information collected and documented in the IHP is treated with the utmost confidentiality and privacy, in compliance with federal regulations and Head Start Performance Standards.

Refer to Appendix Q - Medical Record User Guide

System/Service Area: Health Services	**Subject:** Medical Emergency
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (G)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers
Parents/Guardians

Procedure: **Emergency Steps to follow during an emergency:**

1. Do not leave an ill or injured child alone.
2. When a child has an emergency, a trained program staff employee will stay with the injured child; other staff/teacher/assistant will stay with the other children.
3. Staff trained in First Aid/CPR will provide **FIRST AID** as necessary.
4. Seek Medical assistance from:

- 911
- Preferred physician listed on child's emergency form.
- Local emergency room or clinic

5. Staff must send emergency information with the child if emergency treatment is needed.
6. Notify the Health Services Director or Nurses as soon as practicable.
7. Classroom staff (or whoever was present at time of accident) will fill out the Accident/Incident Report Form on Go Engage. A copy will be sent/given to the parent/guardian and notify the Health Services Department.

<u>CALL 911 FOR THE FOLLOWING EMERGENCIES:</u>

- RESPIRATORY DISTRESS – DIFFICULTY BREATHING OR ABSENCE OF BREATHING
- CHOKING
- HEMORRHAGES
- SERIOUS BURNS
- HEART CONCERNS – DETERIORATION OF BLOOD CIRCULATION
- ANAPHYLACTIC SHOCK
- POISONINGS
- HEAD, NECK, BACK OR BONE INJURY
- LOSS OF CONSCIOUSNESS/FAINTING
- MOTOR VEHICLE ACCIDENTSDROWNING
- SMOKE INHALATION
- SEIZURES
- ALLERGIC REACTION

- ANY OTHER SITUATION THAT IS LIFE THREATENING

THIS PROCEDURE WILL BE POSTED IN ALL HEAD START CAMPUSES AND/OR CLASSROOMS

Refer to Appendix A - Incident Report

System/Service Area: Health Services	**Subject:** Medical Provider / Medical Insurance Policy
Related Regulation(s): 45 CFR § 1302.41	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program prioritizes the health and well-being of enrolled children by ensuring access to continuous healthcare. This policy outlines procedures for monitoring children's medical providers and insurance coverage throughout the school year.

Time Frame: At Enrollment, 30 days

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Medical Provider Form Completion: a.

- Campus staff must complete the Medical Provider Form for each enrolled child within 30 days of registration.
- The form will document the child's designated medical provider, ensuring they have a continuous and accessible source of healthcare.
- If the family does not have a medical provider, the parent/legal guardian will be referred to community partners for assistance in finding suitable healthcare options.

Medical Insurance Form Completion:

- Campus staff must complete the Medical Insurance Form (Forma de Seguro Médico) for each enrolled child upon enrollment.
- The form will monitor any changes in the child's medical home and primary insurance throughout the school year.
- Staff must make a copy of the child's insurance card and upload it to the medical records section on Go Engage for documentation purposes.

Monitoring and Documentation:

- Campus staff will monitor children's medical provider and insurance information regularly throughout the school year.
- Any changes in medical providers or insurance coverage must be promptly documented and updated in the child's records on GoEngage.
- Staff will ensure that all information regarding medical providers and insurance is kept confidential and compliant with privacy laws and regulations.

Collaboration and Referral:

- Staff will collaborate with parents/legal guardians to ensure that children have access to appropriate medical care.
- If families have trouble accessing healthcare or encounter changes in insurance coverage, staff will provide support and refer them to community partners for assistance.

Compliance and Review:

- Compliance with this policy will be monitored regularly by program administrators.
- The policy will be reviewed periodically to ensure its effectiveness and compliance with relevant regulations.
- Any necessary revisions or updates to the policy will be made with program stakeholders and legal authorities.
- If unable to obtain insurance of medical provider information, document all attempts on health case notes.

Refer to Appendix R – Medical Insurance Form and Medical Provider

System/Service Area: Health Services	**Subject:** Medication Administration Agreement
Related Regulation(s): 1302.47 (b) (4) (i) (C) & 1302.47 (b) (7) (iv)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure the safe administration of medication on campus, the following policy is established

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Medication Administration Agreement Form:**

- This form explains that a person other than the program nurse will administer all medication at the campus.
- Campus Staff and parent/guardian must fill out the Medication Administration Agreement Form.
- Campus staff will explain the Medication Administration Agreement Form to the parent/guardian in their primary language to ensure a clear understanding of its purpose and terms.
- Campus staff and parent/guardian must sign this form which will be uploaded to the medical records section on Go Engage.

Refer to Appendix S – Consent for Medication Agreement

System/Service Area: Health Services	**Subject:** Medication Administration Checklist
Related Regulation(s): 1302.47 (b) (4) (i) (c) & 1302.47 (b) (7) (iv)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: To ensure the safe and effective administration of medication by non-licensed direct care staff, the following policy is established:

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers
All Staff

Procedure:

Staff Education and Training:

- All staff members involved in medication administration will receive education and training on medication administration and vital signs.
- A PowerPoint presentation on medication administration and vital signs will be provided as educational material to staff members.
- A TEST will be conducted at the conclusion of the education training to evaluate learners' understanding.

Medication Administration Checklist Form:

- The Health Services Department will exclusively use the Medication Administration Checklist Form for the yearly Medication Administration training.
- This form is designed to prepare non-licensed direct care staff to be authorized to administer medications as a delegated task by the Health Services Department.

Training Content:

- The Medication Administration Checklist Form addresses informational and interventional competencies related to safe medication administration.
- These competencies include understanding concepts supporting safe medication administration, knowledge of body systems and medication interactions, safe administration techniques, and identification and reporting of medication errors.
- All standards outlined in the checklist must be addressed during the training session.

Competency Demonstration:

- Safe medication administration competencies outlined in the checklist must be demonstrated by non-licensed staff before they are authorized to administer medications.

- Training sessions will provide opportunities for practical demonstrations and assessment of competency.

Documentation:

- A copy of the completed Medication Administration Checklist Form will be provided to each trainee.
- Trainees must file this checklist in their Professional Development portfolio for documentation purposes.

Refer to Appendix Dd– Medication Administration Checklist

System/Service Area: Health Services	**Subject:** Medication Administration Procedure
Related Regulation(s): 1302.47 (b) (4) (i) (C) & 1302.47 (b) (7) iv)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing
As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Training and Qualification:

- Staff undergo **one** medication administration training cycle per year to be qualified and maintain compliance to:
  - Witness
  - To handle medications
  - Administer medications
  - Store medications
- Teachers participate in one medication administration training per school year for:
  - Compliance in administering medications during emergencies.

Authorization Requirements:

- All prescription and non-prescription medications require written authorization from the child's PCP and parent/legal guardian medication administration consent form.
- PCP's authorization must align with medication labels and Action Plan instructions.
- Staff must complete Medication Authorization Form, Individual Medication Daily Log, and Medication Administration Record for each child.

Medication Administration Protocol:

- Staff identify the five rights of medication administration accurately and understand medication errors and appropriate actions.
- They can read, follow, and understand doctor's orders, use a clean technique, monitor children for side effects, and report incidents.
- Medications are never transported or given on the bus, except in medical emergencies.

Receipt and Verification:

- Staff only receive medications directly from parents/legal guardians in original labeled containers with necessary information.
- Health Services Department reviews all medication details for clearance.

Health Staffing and Individual Healthcare Plans:

- Hidalgo County Head Start permits medication dispensing only for chronic conditions or when home administration isn't possible.
- Parents should give short-term illness medications at home unless a doctor specifies school-time administration. This applies to all prescribed over-the-counter medications.
- At Head Start campuses, both prescription and non-prescription medications—including diaper rash ointments, insect repellents, and sunscreen—require a written authorization from the child's Primary Care Physician (PCP) and a consent form for medication administration signed by the parent or legal guardian.
- The PCP's written authorization must match the medication label and Action Plan instructions (if applicable.) The staff must complete a new Medication Authorization Form and an Individual Medication Daily Log (Health Services Procedures Manual), and a Medication Administration Record (Health Services Procedures Manual) for each child.

Procedure:

- Medications will never be transported nor given to any child on the Head Start bus. However, in case of a medical EMERGENCY, while children ride the bus, staff will provide First-Aid/CPR, and 911 will be activated.

- At the campus, the staff in charge of medication administration will only receive medications directly from the parent/legal guardian or appointed individual. The parent/legal guardian must bring the medication(s) to the campus in their original labeled container prepared by the pharmacy, PCP's office, or pharmaceutical company (i.e., no envelopes, foil, or baggies). The label must include the child's first and last names, name of the medication, the dosage of medication to be given, frequency of administration, route of administration, name of physician ordering medication, date of prescription, medication's expiration date, medication's administration, and storage instructions. The medication administration staff will not administer medicines that do not contain the above information.

- All medication information will be reviewed by the Health Services Department.
- The Health Services Department will **only** conduct health staffing on children with complex medical history backgrounds or specific cases.
- A health staffing is requested for a child with the conditions mentioned above, the parent/legal guardian must bring all the pertinent documentation for the Health Services Department to create a specific individual healthcare plan.
- A health staffing will require the presence of the campus director, family service worker, child's teacher, the parent/guardian, and the nurse only if the condition is of complex nature.

- Health staffing for children with chronic conditions will be conducted by the campus manager, support service assistant, child's teacher, and parent/guardian. If any questions arise during a health staffing, please call the Health Services Department.

- Once the Health Services Department has authorized medication administration for a specific child, parent/legal guardian must sign the Medication Administration Agreement Not Requiring Supervision and the Medication Authorization Form (Health Services Procedures Manual). The Parent/legal guardian must continue to sign the Medication Authorization Form every month to confirm that there are/are no changes. In addition, the parent/legal guardian must always give the first dose of medication at home.

- The medication administration staff must wash their hands properly and use gloves when administering any medication.

- Before administering any medication to a child, the staff in charge of medication administration must verify the name, the strength, the date, the time, the dose, and the route of the medication. Then they will document and provide a full signature (No initials); in conjunction, the witness will also provide a full signature (No initials) on the Individual Medication Daily Log (Health Services Procedures Manual). Finally, the staff in charge of medication administration will advise the teacher to report any changes observed after the medication has been given on the child's state or behavior. Also, if no side effects were noted document on GoEngage health case notes.

- In the absence of the staff in charge of medication administration, campus staff must notify the parent/legal guardian to come to the campus to administer medication or for the child to stay at home. In addition, the parent/legal guardian may administer medication to their child at the campus if requested. If the parent/legal guardian must give the medicine, it must not be administered in the classroom but in the designated area for medication administration. The parent is to stay with the child at least ten (10) minutes after giving the medication to monitor for adverse reactions. The staff in charge of medication administration must still verify that the medication is prescribed for that child and supervise the parent/ legal guardian giving the medication to the child. After the medication is given, the staff in charge of medication administration will document observations accordingly in the Health Case Notes in GoEngage.

- If a medication dose is missed, the staff in charge of medication administration must notify the parent, PCP, and Health Services Department. Medication doses that are not given should be documented appropriately (i.e., child absent, left early, refused medication). The staff in charge of medication administration will write their observations in the Health Case Notes in GoEngage.

- For new medication or changes in medication dosages (increase or decrease), a copy of the new prescription and a copy of the new medication labeled container must be

emailed/faxed to the Health Services Department for review. After approval, input a new Medication Authorization Form and Individual Medication Daily Log (Health Services Procedures Manual) and a Medication Administration Agreement Not Requiring Supervision Form (Health Services Procedures Manual). Also, it must be documented in the Health Case Notes.

- All medication must always be in a locked medication cabinet, away from food and out of reach of children. Medications must be refrigerated if necessary. Exceptions are rescue medications, such as EpiPen and asthma medications. These medications will be stored in carrying cases and will be placed in the classroom, being always available to the corresponding child. All medications will be labeled individually per child, utilizing a name-to-face recognition system (Child's photograph).

- Unused/expired medications must be returned to the parent/legal guardian for disposal and obtain their signature. No medication that has expired will be administered at the Head Start campus - This information is also included in the Medication Authorization Form and the Individual Medication Daily Log form (Health Services Procedures Manual). However, when the medication is close to the expiration date (one [1] month before the expiration date), the parent/legal guardian must be informed of the soon-to-expire medication and bring a new medication refill (If applicable). For controlled medications, a new prescription is required.

- New controlled substances or refills, such as attention-deficit/hyperactivity disorder (ADHD) medications, must be counted or measured and verified by both the staff in charge of medication administration and parent/legal guardian and must be documented on the Medication Authorization Form and Individual Medication Daily Log (Health Services Procedures Manual). Also, the staff in charge of medication administration will keep a weekly count to check for medication quantity accuracy and document in the Health Case Notes.

- The staff in charge of medication administration must contact the prescribing physician if the medication label is unclear to request clarification in writing or they have any questions regarding the medication to be administered. If questions still arise, they must call the Health Services Department for assistance.

- The Health Services Department will train the staff in charge of medication administration to use any equipment needed to administer medication. The staff in charge of medication administration shall not perform medication administration, treatment, or procedure (i.e., nebulizer treatment, injection, etc.) without first being trained or checked off by the Health Services Department.

System/Service Area: Health Services	**Subject:** Medication Administration Record (MAR)
Related Regulation(s): 1302.47 (b) (4) (i) (C) & 1302.47 (b) (7) (iv) & 1302.42 (c) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Medication Authorization Form and Individual Medication Daily Log methods are intended to ensure the safe administration of medication to children with chronic conditions, mild illnesses, or special health needs. This consent and policy apply to all medication administration for any child within the facility.

Time Frame: As Needed

Person(s) Responsible:
Nurses
Campus Director
Family Service Workers

Procedure:

Medication Administration Record (MAR)

- Medication will be administered at best if the parent/legal guardian has agreed, signed, and dated consent to include:
- Child's first and last name
- Name of medication
- A time when the staff should give medication and how often
- Medication criteria
- How much medicine to give
- How the staff shall administer the medication (oral, topical, injection, etc.)
- Medical conditions or possible allergic reactions
- Length of time the authorization is valid if less than six months

- A parent/ legal guardian may withdraw their authorization to administer medications at any time. They must provide a stop medication order in a letter or prescription form, signed by the doctor stating why the child will stop receiving the medication. The staff will upload the original letter/prescription order to the child's medical records section and notify the Health Services Department for revision and approval.

- The parent/legal guardian signature must be present on this form before the staff administers any medications to the child. Control substances, such as ADHD medications, must be counted or measured and verified by both staff and parents

On-Site Real-Time Monitoring for Medication Administration Tool

- The Health Services Department will use the On-Site Real-Time Monitoring for Medication Administration Tool to document medication administration when on-site to children in real-time while visiting the Head Start Campuses.

- This document must include the name of the center, the person completing the monitoring, the printed name and signature of the staff handling and administering medication, date, time, and observation comments. If the Head Start staff does not follow the medication administration process, this issue will be brought to the attention of the Health Services Department Director.

An Exception to Parental Authorization

- A caregiver may administer the child's prescribed medication without parental authorization in an emergent medical condition. The child's prescribed medication must be administered following Head Start Emergency Protocols and following the instructions of a healthcare provider/911 operator.

In Case a Reaction to the Medication is Noted

- In such case, any noted reaction's signs or symptoms must be documented in the Health Case notes and brought to the attention of the parent/legal guardian, Health Services Department, and child's doctor, **IMMEDIATELY**!

Refer to Appendix T – Individual Daily Medication Log and Medication Authorization Form

System/Service Area: Health Services	**Subject:** Parents/Guardians Emergency Communication
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (G)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: This policy ensures that essential emergency contact information is readily available to program staff to facilitate prompt communication with parents or legal guardians in case of emergencies involving children enrolled in the Head Start Program.

Time Frame: At Enrollment

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Information Needed for Emergency Purposes

- Parents are to fill out Child Emergency Information forms at the time of enrollment.
- Parents are to list their home and work telephone numbers and addresses where they can be reached while their child is at Head Start.
- Parents are to list the names of other adults that can be notified in case they cannot be reached (Emergency Contacts). Keep a copy of all emergency contacts in the campus director's office, next to the telephone.

Emergency

- In an emergency involving a child, the Campus Director or Family Service Worker will be immediately notified and will be responsible for contacting the parent.
- Campus Director or Family Service Worker will assign another staff member to contact the parent if he/she is providing first aid to the injured child.
- Staff will continue making calls to the listed telephone numbers until the parent or emergency contact is located.
- Home Visit: If the parent or emergency contact person cannot be reached by telephone (i.e. no telephone service), staff will immediately go to the address listed on the form and advise the parent of the emergency.
- When informing parents or emergency contacts about the emergency, staff will remain calm and provide a brief explanation of the accident, the care being provided to the child, their current location, and any necessary actions the parent needs to take. (e.g., meeting in the emergency room).
- Staff will offer support and assistance to parents and children during emergencies, including providing transportation if needed and offering emotional support.

Documentation and Informing

- After the emergency has been resolved, the staff member that witnessed the accident will fill out the appropriate "Accident Report Form and Notice of Illness Injury Forms" and upload it to GOENGAGE, medical records section.
- Staff will document all contacts made with the parent in the Health Case Notes.
- Staff must inform the Health Services Director at (956) 383-0706 and the Licensing
- Department about the emergency and the action taken immediately but no longer than 24 hours of an emergency. This does not include minor cuts or bumps. (Things to report include serious accidents such as: broken bones, deep wounds/severe bleeding, trouble breathing, severe allergic reactions or anytime 911/EMS is called.)

Refer to Appendix I – Consent for Child Emergency/Dental Treatment Transportation

System/Service Area: Health Services	Subject: Physical Examination
Related Regulation(s): 1302.42 (a) (b) (1) (i) & (ii); 746.629	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 90-day deadline

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Initial Health Examination**

- All children entering the Program must have a physical examination performed by a U.S. licensed/certified healthcare professional (e.g., pediatrician, physician).

Healthcare professional's Physical examination should include:

- Review of Systems/Head-to-Toe Assessment (i.e., Appearance, head/fontanels, skin/lymph nodes, eyes, ears, nose, mouth/throat, teeth, neck, chest/breasts, heart/pulses, lungs, abdomen, genitalia/anus, spine, extremities, muscle tone, and deep tendon reflexes (DTR's).

- Height and weight measurements for children can be taken by staff at the campus if these measurements are not documented on the physical exam form.

- TB questionnaire from the back of the physical exam form or TB questionnaire done at the campus.

- If the Parent/Guardian answer yes to TB questionnaire, a TB skin test must be done immediately by a medical doctor/clinic.

- Tuberculosis Screening (TB test),
  9 mm or less = Normal
  Should have at least one result on file.
  Usually administered between 1- 2 years of age.

- Lead questionnaire from the back of the physical exam form or Lead questionnaire done at the campus.
- If the Parent/Guardian answer yes to Lead questionnaire, a Lead blood test must be done immediately by a medical doctor/clinic.

- Blood Lead Level

<3.5 ug/dL = Normal
Should have at least one result on file.
Usually done at 1 and 2 years of age.

- Blood Pressure Screening, staff can screen at campus.

- Hematocrit or Hemoglobin screening
  1 year old 11.0-16.0 g/dL Hemoglobin
  1 year old 34.0-40.0%/dL Hematocrit

Testing and Screening Parent Involvement

- The exams, tests, and screening procedures are determined by the Head Start Program's mandates and allow for parent/guardian to accompany their child, based on the type of procedure.

- Procedures include invasive and non-invasive:
  Invasive – blood finger prick for hemoglobin, hematocrit, tuberculosis, lead test and immunizations.
  Non-invasive – height & weight, hearing & vision, blood pressure, physical examinations, and oral examinations.

- Only one parent/guardian per child is allowed in the testing area. Parents are encouraged to accompany their child during the physical exam.
- If an exam is provided at the campus and the parents cannot accompany their child during the physical exam, campus staff will then accompany the child.

Re-examinations

- Program staff may recommend follow-up examinations as needed based on the initial assessment or ongoing health concerns.
- Re-examinations are conducted at the frequency recommended by the child's healthcare provider.

Responsibilities

- Parents/Guardians are responsible for scheduling, ensuring their child receives the initial physical examination, and any recommended follow-ups, and providing complete and accurate health information.
- Program staff will secure parental/guardian consent and facilitate appointment scheduling for parents if not able to schedule. Alternatively, they will arrange for physical exams to be conducted at the Head Start Campus through a scheduled mobile clinic visit.
- Program Staff are responsible for assisting parents/guardians in understanding the importance of the physical examination BEFORE the start of the school year, collecting a copy of the completed physical exam form (There should be NO

WRITING on the physical form after the physician fills it out), and maintaining documentation of health examinations.

- Physical exams will be paid through Medicaid, CHIP insurance program, or private insurance. Head Start will pay for physical exams on children enrolled in the program who are not eligible for Medicaid, CHIP, or private insurance, upon submitting a Medicaid Denial Letter and Indigent Health Care Denial Letter. Use of funds must be approved by the Health Services Director.

Child Health Record:

- Physical Exam & Assessment, Child Health Record (3, 4 or 5 years) will be completed in accordance with Texas Health Steps, Periodicity Schedule. Parents are strongly encouraged to have all exams prior to the first day of school. The program will also accept the child's Primary Care Physician's form. Any abnormal results found on this physical exam form must physical exam addressed within seven (7) to ten (10) working days and documented on the proper forms.

Refer to Appendix E – Lead Questionnaire, TB Questionnaire, Tb User Guide.

Refer to Appendix X - Physical Exam 3-year-old, Physical Exam 4-year-old, Physical Exam 5-year-old, and Physical Exam User Guide

System/Service Area: Health Services	**Subject:** Program Information Report (PIR)
Related Regulation(s): C. 1-6, C. 7-20	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Annually
Ongoing

Person(s) Responsible: Health Services Director
Nurses
All Staff

Procedure:

Medical Services – Children

- **C.7**: Ensure children receive age-appropriate preventive and primary health care according to the state's EPSDT schedule.
- **C.8**: Identify and address chronic conditions diagnosed by health care professionals.
    - Provide medical treatment for diagnosed chronic health conditions.
    - Address reasons for non-treatment (e.g., no insurance, missed appointments).

Immunization Services – Children

- **C.11**: Verify children are up to date on all appropriate immunizations.
- **C.12**: Address incomplete immunizations based on age-appropriate requirements.
- **C.13**: Document exemptions from immunizations as per state guidelines.

Oral Health

- **C.17**: Ensure continuous, accessible dental care for children.
- **C.18**: Provide preventive dental care during the program year.
- **C.19**: Conduct professional dental examinations and address treatment needs.

Body Mass Index (BMI) Monitoring

- **C.10**: Monitor weight categories (underweight, healthy weight, overweight, obese) based on CDC BMI-for-age growth charts.

Health Insurance and Accessible Health Care

- **C.1-6**: Address health insurance coverage and ongoing accessible health care.
    - Include information on Medicaid, CHIP, and other insurance options.

Responsibilities

- Program Director: Oversee implementation and compliance with this policy.
- Health Services Coordinator: Coordinate health-related activities.
- Staff: Follow procedures and collaborate with parents and health care professionals.
- Families: Participate in health-related activities and provide necessary information.

System/Service Area: Health Services	**Subject:** Program Information Summary (PIS)
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Department Director

Procedure: Department will submit Health activities monthly to Executive Director/Secretary.

- Immunizations
- Hearing and Vision
- Physicals
- Dentals
- Children and Chronic Health Issues
- Individual Health Plans (IHP)

System/Service Area: Health Services	**Subject:** Refusal of Services
Related Regulation(s): 1302.41 (b) (1)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Hidalgo County Head Start Program provides Parent/Guardian with the right to refuse services. A Refusal of Services Form will have to be signed by Parent/Guardian for HCHSP records.

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Parents or legal guardians have the right to refuse any health, nutrition, mental health, or disability services. The following procedure is to be followed in acquiring written documentation of the refusal of services:

- The staff will explain the services being offered and the benefits they provide to the child.
- The staff will describe the treatment or service being refused to ensure the parent/legal guardian has a clear understanding.
- The staff will be respectful to the parent/legal guardian about their decision to refuse the services provided.
- Staff will serve as a **liaison** between the parent/legal guardian and the healthcare provider to ensure clear communication when the parent/legal guardian feels uncomfortable engaging directly with the health care office staff or doctor.
- If the parent/legal guardian continues to refuse the services for their child, the appropriate staff will fill out the "Refusal of Services" form. A signature will be required from the parent/legal guardian (Staff will only use this form for denial documentation).
- The staff will go over the "Refusal of Services" form with the parent/legal guardian, pointing out that the services will still be available throughout the school year.
    - The staff will continue to work with the family:
        - Continue to offer the services every month following the refusal.
        - “Parent Notice of Information/Immunization,” form must be signed by the parent/legal guardian every month even if services are still being refused.

- For every interaction with the family, make sure to document each attempt in the Go Engage case notes. Additionally, upload the "Parent Notice of Information/Immunization" form under the medical records section on Go Engage.

Referral:

- The campus director or family service worker will be asked for assistance if the family should not comply.
- The family will be referred to **Child Protective Services** for possible neglect if a refusal of services and the child suffers from a complex medical condition.

Refer to Appendix Y – Refusal of Services

Refer to Appendix U – Parent Notice of Information/Immunization Form

System/Service Area: Health Services	**Subject:** Sanitation/Infection Protocol
Related Regulation(s): 1302.47 (b) (4) (i) (A)1302.47 (b) (6) (i) & (iii)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Hygiene:**

- Protects campus staff and children from the spread of infection.

- Avoid direct contact with bodily fluids: (Urine, feces, vomit, blood, nasal discharge, saliva)
    - Always wear non latex gloves when contact is anticipated such as:
        - cleaning a cut or scrape,
        - changing a diaper,
        - wiping a nose.

- Wash your hands thoroughly with soap and water before and after using gloves.

Sanitation:

- After cleaning the area with soap and water, proceed to disinfect the area by wiping it down with a bleach solution made of one (1) part bleach to ten (10) parts waters.

- To minimize infection risks, it's important to use disposable personal hygiene items like individual wipes for each child's personal cleansing.

- All Head Start staff, including volunteers, are covered by the standard Law. Civil Practice and Remedies Code, Chapter 74, Section 74.001, also known as "The Good Samaritan" Law.

- If an employee or volunteer is exposed to a blood-borne pathogen, they must advise their supervisor immediately. The Hidalgo County Head Start Program will make available to the employee or volunteer, at no cost, a laboratory test by an accredited laboratory. There will be a follow-up confidential medical evaluation documenting the circumstances of the exposure. The Hidalgo County Head Start Program will offer counseling after the exposure incident.

- Employees will receive training on blood-borne pathogens upon being hired and annually thereafter. The Hidalgo County Head Start Program will review and update the plan at least once a year and as needed.

- In the event that a child attends to one of the Hidalgo Head Start campuses presenting signs and symptoms of a contagious disease; Hidalgo County Head Start Program employees will request a medical evaluation and the child will be reported to the Texas Department of County Health. The result will influence the admission of the child and any special care that the child needs during their stay at the campus.

Note:

This policy is approved by the Health Advisory Committee and Policy Council.
THIS PROCEDURE WILL BE POSTED IN ALL HEAD START CAMPUSES AND/OR CLASSROOMS.

System/Service Area: Health Services	**Subject:** Seizures Management
Related Regulation(s): 1302.41 (b) (2) & 1302.47 (b) (4) (i) (C)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: As Needed

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Seizures**

The "Procedures for Handling a Seizure" form enumerates the procedure followed at all Head Start campuses to care for a child having a seizure. Staff will be responsible for ensuring that this form is posted following our Health Bulletin Board policy.

When encountering a child/adult having a seizure, many people feel unprepared to handle the situation.

The following essential steps will guide how to respond when a child/adult is having a seizure

NOTE:
Document in the Health Case Notes ALL the Signs & Symptoms noted during the seizure episode, including all the following information:

- If the seizure lasts seconds or for how many minutes
- If the child/adult is not breathing or is having difficulty breathing after a seizure.
- If the skin remains bluish gray in color after the seizure.
- If the child/adult has not regained consciousness after the seizure.
- If the child/adult has two or more seizure episodes without regaining
- consciousness.
- If the child/adult sustained severe injury.
- **IF IT IS A FIRST TIME SEIZURE**

1. The staff must turn the child/adult on the left side to keep the airway open and prevent saliva or vomit aspiration. Remove oral secretions by suctioning when possible.
2. Any objects that may obstruct breathing must be removed (pillows, bedding, clothing).
3. Restrictive clothing should be loosened, if possible.

4. It is necessary to protect the child/adult from injury, but it is dangerous to restrain the extremities or the head forcibly.
5. Apply emergency procedures as needed.
6. Note the length (time) of the seizure.
7. Note the behavior immediately before and after the seizure.
8. Note the type of body movements.
9. Note the loss of consciousness (if any).
10. Note if the victim was incontinent and if any injury occurred.
11. Note the victim's condition after the seizure.
12. Document observations in the Health Case Notes.
13. Call 911 immediately, primary physician, and notify the parent/legal guardian. Should the parent not be located, notify the emergency contacts. Provide/send a notice of illness to the parent/legal guardian. Request a doctor's excuse for readmission to the classroom.
14. Notify the licensing department.
15. Notify the Health Services Department and send a copy of the accident/incident report.
16. Every child/adult suffering from seizures should have a Seizure Action Plan in their file. This individualized plan explains how to handle the child/adult specific medical needs at the campus. It outlines how to handle seizures in situations like field trips.

NOTE:
Do Not Put Anything in The Child/Adult's Mouth While Having a Seizure.

Refer to Appendix Z– Seizure Action Plan

System/Service Area: Health Services	**Subject:** Tooth Brushing Programs in Schools and Group Settings
Related Regulation(s): 1302.43	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: On Going

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Tooth brushing Programs in Schools and Group Settings:**
Tooth brushing in group settings should always be supervised to ensure that toothbrushes are not shared and that they are handled properly. The likelihood of toothbrush cross-contamination in these environments is very high, either through children playing with them or toothbrushes being stored improperly. In addition, a small chance exists that toothbrushes could become contaminated with blood during brushing. Although the risk for disease transmission through toothbrushes is still minimal, it is a potential cause for concern. Therefore, officials in charge of tooth brushing programs in these settings should evaluate their programs carefully.

Recommended measures for hygienic tooth brushing in schools:

- Children must have adult supervision while brushing their teeth.
- Ensure that each child has his or her own toothbrush, clearly marked with identification (labeled with the child's full name). Do not allow children to share or borrow toothbrushes.
- To prevent cross contamination of the toothpaste tube, ensure that a pea-sized amount of toothpaste is always dispensed onto a piece of paper before dispensing any onto the toothbrush.
- After the children finish brushing, ensure that they rinse their toothbrushes thoroughly with tap water, allow them to air-dry, and store them in an upright position so they cannot contact/touch each other with those of other children.
- Provide children with paper cups to use for rinsing after they finish brushing. Do not allow them to share cups and ensure that they dispose of the cups properly after a single use.

NOTE:
DO NOT THROW AWAY TOOTHBRUSH HOLDERS AND MESH; SANTIZE AFTER EACH USE

System/Service Area: Health Services	**Subject:** Vision Screening
Related Regulation(s): 1302.42 (b) (2)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: At Enrollment, 45 days

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure: **Vision Screening**

- A vision screening is required annually.
- Health professionals or certified staff members conducting the screening will provide the necessary information to complete the form.
- The screening must occur within 45 days of the enrollment date.
- Parents are strongly encouraged to have their children screened before the first day of school.
- Any abnormal findings will be communicated with the parent/legal guardian.
- A referral will be issued for the child to visit their primary care physician (PCP).

- The Hidalgo County Head Start Program will accept the vision screening results from the child's PCP's physical exam form.
- The staff will follow up with the child's PCP within seven (7) to ten (10) working days on any abnormal findings in the exam and document the child's health case notes.
- Parents are notified via the program acceptance letter sent during the summer that their child must have a vision screening done before the first day of school. However, should the child begin school without having had a vision screening, the parent will be given a health notice advising them of the concern.
- The health notice will include a deadline by which to comply. Should the parent be unable to comply with the notice, a certified staff member may screen the child.
- If the child is absent the day of the screening, the staff will instruct the parent/legal guardian to transport the child to their PCP to have the vision test done at their office.
- The certified staff conducting vision screening must date and print the complete name on the Vision Screener Report.
- The certified staff conducting vision screening must complete the Distance Activity Screen as required by Texas.

The Family Social Worker will assist if the family does not comply after having received **one** notice of their non-compliance. All the above must be documented in the Case Notes.

Refer to Appendix Bb - Vision Form and Vision Exam User Guide

System/Service Area: Health Services	Subject: Vital Signs and Measurements
Related Regulation(s): 1302.42 (b) (1); 746.605	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 90-day deadline

Person(s) Responsible: Nurses
Campus Director
Family Service Workers

Procedure:

Monitoring Frequency

- Vitals (temperature, pulse, respiration) may be monitored periodically based on program needs and individual child considerations (e.g. health status, activity level).
- More frequent monitoring may be necessary during illness outbreaks or for children with specific health conditions.
- Blood pressure (90-day deadline) may be done by the trained program staff at the centers or nurses and enter all results on Go Engage.

Monitoring Techniques

- Staff trained in proper techniques utilize appropriate equipment to measure vitals (e.g., digital thermometers, blood pressure machine, height, and weight scales).
- Height and weight are measured during September using calibrated equipment or obtained from the physical exam form. Results will be entered under Medical Tests or Physical Exam on Go Engage for appropriate Body Mass Index (BMI) calculations.

Documentation and Communication

- Vital signs are documented in each child's individual health record on Go Engage.
- Any abnormal readings or concerns are promptly communicated to parents/guardians and, if necessary, the child's healthcare provider. Provide a referral after 2 abnormal results at the campus.
- Follow up on referrals until a normal result is acquired or medical documentation of the abnormal finding is cleared by the child's Primary Care Provider (PCP).
- Parents/guardians are informed and encouraged to discuss any health concerns or specific monitoring needs for their child with HCHSP staff.

Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

Procurement Department

Procurement Director: Ambrosio Tovar

Policy Council Member Assigned: Carlos Finol

Procurement/Warehouse Department

Manual

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Introduction

Purchasing and Contracting Manual

This manual has been prepared as a general guide to acquaint and clarify for bidders and Head Start personnel with the procurement procedures for the Head Start Program. This information will be revised periodically to keep it updated with any changes in procedure(s) that may come about in the future.

The Procurement Director, by virtue of being the Hidalgo County Head Start Program's designated representative, *supp*lies equipment and services(s) for the use of all Head Start departments and will coordinate the purchase and provide for the purchasing of materials for the program.

No purchase of materials, supplies, equipment, or service will be executed by a Department Director independent of the Procurement Office, except when such purchase need arise before 8:00 A.M. or after 5:00 P.M., Monday through Friday or on Saturday, Sundays, and program observed holidays. This does not relieve the Procurement Department from making every effort possible to seek the best and most advantageous prices, unless the situation is of an emergency nature (as defined by Tex. Loc. Govt. Code 262.024(a) (1), (2) & (3) and Hidalgo County Purchasing Policies and Procedures (IX 9.01), then the purchase may be directed to the source that would have the item(s) readily available. In such instances, the Department Director will submit to the Procurement Department (by the next working day) the definite statement(s) of occasion stating reasons for such emergencies, copies of invoices (if available) and requisition forms properly filled out and manually signed. To expedite purchases more expediently, the following steps need to be taken.

The Purchasing Department coordinates the purchases made by Hidalgo County Head Start Program. The Purchasing Director is authorized to make all purchases not subject to competitive bidding requirements, supervise the competitive bidding process, and receive and deliver materials purchased in accordance with contracts awarded by bids. In addition, the Purchasing Director is required by statute (Tex. Loc. Govt. Code § 262.023) to adopt, to the extent practicable procedures calling for competitive bidding of all purchases of items not required to be competitively bid under the County Purchasing Act, Tex. Loc. Govt. Code, Ch. 262 Sub Ch. C and other applicable statutes.

DEFINITION - Purchasing:

Purchasing is the act and function of responsibility for the acquisition of equipment, materials, supplies, and services. In a narrow sense, the term describes the process of buying – In a broader sense, the term describes determining the need, selecting the vendor or contractor, arriving at a fair and reasonable price and terms, preparing the contract or purchase order, and following up to ensure timely delivery.

Procurement - Purchasing, renting, leasing, or otherwise acquiring any supplies, services, or construction; includes all functions that pertain to the acquisition, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Department Overview

The policies described in this section apply to all purchases made by the Hidalgo County Head Start Program. The HCHSP operates its Procedures Manual as mandated by:

- Head Start Program Performance Standards
- Head Start Act
- 45 (CFR) Part 75
- Texas Local Government Code

Staff

- Procurement/Warehouse Director
- Procurement Manager
- Procurement Bookkeeper
- Warehouse Courier(s)

Responsibilities

- Maintains compliance with Federal, State, and County regulations.
- Reviews submitted requests, writes and review specification with administrative staff and vendors to secure full descriptions of items that specify the desired products, construction effort, and or services.
- Review distribution of bid invitations to vendors and prepare tabulations of bids.
- Ensures that solicitation procedures are conducted in full compliance with County, State and Federal standards.
- Assists with yearly audit.
- Maintains adequate records of the performance of the department's functions.
- Assists with the Feral Reviews of campuses to ensure that they are complying.
- Reviews bids for goods and services to ensure purchase orders meet criteria for compliance with funding source.
- Oversee the solicitation of bids, proposals, and statement of qualifications for services and products.
- Organizes and maintains documents files for RFQ, RFBs, RFPs. And legal advertisements files for audit purposes.
- Reviews department requisition requests submitted to determine the appropriate account for accuracy, account codes, and allowability of item or service.
- Assists Head Start Departments with order status.
- Organizes the delivery of bids with appropriate data.
- Assists with preparation of Policy Council Agenda items.
- Ensures all Program requisition requests are timely processed daily.
- Works closely with Finance Department to reconcile purchase, encumbered expenses, resolve discrepancies with purchase orders.

- Assist with the selection of vendors, assess vendor capabilities, develop alternate sources and evaluate vendor performance and negotiate price and delivery.
- Assists with the purchase of materials, supplies, equipment, and services in accordance with county policy and applicable purchasing statues.
- Assist with tabulation and analyzes of bids and proposals.
- Participates in and attends seminars, workshops, and symposia to further training education as requested.
- Works with all departments to maintain and process purchase orders in meeting departmental needs.
- Keeps track of merchandise and investigate issues with shipping and receiving when applicable.
- Assists in coordinating with the finance department the execution of timely payments to vendors for utilities, rents, services, etc.
- Assists Procurement Director with the preparation and execution of contracts and leases.
- Maintains Tracks the private and public facilities utilized by Head Start.
- Processes request for materials and supplies for campuses and departments.
- Prepares material for delivery to campuses and departments.
- Delivers and maintains delivery documents for campuses/departments for inventory.
- Ensures correct delivery of materials in quantities requested.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Program Information Summary (PIS) Report	Procurement Manager	Monthly
Policy Council Agenda Item	Procurement Director	Monthly
Policy Council Agenda	Procurement Director	2nd Wk of Month
Newspaper Ad	Procurement Manager	Upon Request
Weekly Activity Report	Procurement Director	Weekly
P.O. Submit For Signatures	Procurement Bookkeeper	Daily
P.O. Submit For Payment	Procurement Manager Procurement Bookkeeper	Every Wednesday
Invoices	Procurement Manager Procurement Bookkeeper	Daily
Open P.O. List	Procurement Manager Procurement Bookkeeper	Daily
Void P.O.	Procurement Manager Procurement Bookkeeper	Weekly
P.O. Pending List (Department)	Procurement Manager	Ongoing
Quote Form	All Procurement Staff	Upon Purchase
Monthly Janitorial & Classroom Supply Request	Campus Directors	20th of Month
Warehouse Inventory	Warehouse Courier	Monthly
Small Items Request Form	Campus Directors	As Needed
W-9 Form	Vendor	Upon Doing Bus.
Conflict of Interest	Vendor	Upon Doing Bus.
Davis Bacon Wage Report	Vendor	Upon Doing Bus.

System/Service Area: Compliance Department	Subject: Accounting Codes
Related Regulation(s): 45 CFR Part 75.327 General Procurement Standards	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Procurement Director
Procurement Manager
Bookkeeper

Procedure: Accounting Codes

When preparing the requisition, these accounting codes will be used to properly account for the purchase being requested**.**

Head Start: Fund #19

TDA: Fund #29

Administrative Departments: Account #10

Department Name	Department Number
Administration	105
Finance	110
MIS	115
Personnel	120
Procurement	125

Programmatic Departments: Account #20

Department Name	**Department Number**
Education	205
Health Services	305
Disability Services/Mental Health	405
Field Operations	505
Family Services	605
Transition Services	610
Child Nutrition	705 (TDA)

General Ledger Expense Accounts

Account Name	GL #	Account Name	GL #
Bank Fee	5150	Dental Services	5254
Utilities	5151	Mental Health Services	5256
Rent	5152	Disabilities Services	5257
Telephone Expense	5154	General Liability Insurance	5305
Maintenance	5156	Professional Services	5352
Office Supplies	5201	Local Travel	5401
Postage Supplies	5203	T&TA	5404
Janitorial Supplies	5204	Vehicle Maintenance	5451
Classroom Supplies	5205	Vehicle Fuel	5455
Medical Supplies	5206	Small Equipment	5503
Classroom Copiers	5208	Equipment Maintenance	5504
Operational Supplies	5209	Equipment Repair	5505
Medical Services	5252	Printing Expense	5553
Nutrition Account – Fund 29	----------	Department 705……	Program #20
Non-Food Supplies	5210	Subscriptions	5552

Equipment	5506	Food Expense	5555

System/Service Area: Compliance Department	Subject: Allocable Cost
Related Regulation(s): 45 CFR Part 75.405	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost:

- Is incurred specifically for the Federal award.
- Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
- Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.
- All activities which benefit from the non-Federal entity's indirect (F&A) cost, including unallowable activities and donated services by the non-Federal entity or third parties, will receive an appropriate allocation of indirect costs.
- Any cost allocable to a particular Federal award under the principles provided for in this part may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and condition of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.
- Direct cost allocation principles. If a cost benefits two or more projects or activities in proportions that can be determined without undue effort

or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the in work involved, the, notwithstanding paragraph of this section, the cost may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchases of equipment or other capital asset is specifically authorized under a federal award, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.

- If the contract is subject to Cost Accounting Standards (CAS), costs must be allocated to the contract pursuant to the Cost Accounting Standards. To the extent that CAS is applicable, the allocation of costs in accordance with CAS takes precedence over the allocation provisions in this part.

System/Service Area: Compliance Department	Subject: Bids
Related Regulation(s): 45 CFR Part 75.329 Procurement Procedures	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP adheres to Hidalgo County's policy regarding bid requirements.

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: The Procurement Department will receive all quotations and bids from prospective vendors. Quotations and/or bids received by the Procurement Departments will be.

- Telephone (Verbal)
- Written quotation (Fax, Email, U.S. Mail)

The description of an item, part number and specifications must accompany the purchase request for a bid item. It will be a violation of these procurement policies for any employee of the program to intentionally, knowingly, or willingly "Separate Purchases with the intent to circumvent the Purchasing Policies and Procedures with respect to the purchasing authority found in this regulation. Example: Dividing one purchase request into two smaller requests of less than $49,999.99.

Formal Sealed Bids - All formal sealed bids received because of solicitation by the Hidalgo County Head Start Program will be opened and read out loud publicly and thereafter subject to public inspection. The Head Start Program Director, after the receipt of the formal sealed bids may reject all bids and the Grantee Board will authorize the re-advertising for new bids. The Procurement Department may require all bidders or the successful bidder to furnish security, conditioned upon payment of the wages and compensation of all laborers employed by the contractor, subcontractor, agent, or other person, on work for which a contact is awarded or conditioned upon both, as provided by law. Purchasing of materials, supplies, or commodities under contract will be made in the manner as non-contractual materials, supplies, or commodities.

Single Bids - Except for single source items, bid opening held with only one bid received, at the discretion of the Head Start Program, may be returned to the bidder unopened, and same item(s) will be re-bided. Every possible effort will be exercised to create interest and receive more than one bid. If an item(s) has been

bid on more than once and only one bid is received each time, the bid will be opened and processed accordingly.

Informal Bids - Informal bids will be opened at a specific time and day and will be made public at the Hidalgo County Head Start Program (LBJ Administration) Monday through Friday of each week. The Procurement Department will automatically mail or fax bid invitations to all prospective contactors/ vendors that are on the Hidalgo County Head Start Program bidders list for the particular type of service(s) or product(s).

System/Service Area: Compliance Department	Subject: Bonding Requirements
Related Regulation(s): 45 CFR Part 75.334 Bonding Requirements	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP adheres to Hidalgo County's policy regarding bonding requirements. The Program will follow this requirement to ensure contracts are adequately covered to ensure completion of projects exceeding the Simplified Acquisition Threshold.

Time Frame: Ongoing

Person(s) Responsible: Procurement Director
Procurement Manager

Procedure: Bonding Requirements

For construction or facility improvement contracts or subcontract exceeding the Simplified Acquisition Threshold, the HHS awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the HHS awarding agency or pass –through entity has decided that the Federal interest is adequately protected. If such a determination has not been made the minimum requirements must be as follows:

A bid guarantee from each bidder is equivalent to 5 percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid execute such contractual document as may be required with the time specified.

A performance bond on the part of the contractor for 100 percent of the contract price.

A "performance bond" is one executed with a contract to secure fulfillment of all the contractor's obligations under such contract.

A payment bond on the part of the contractor for 100 percent of the contract price. A "Payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Where bonds are required in the situations described herein, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR Part 223.

The Hidalgo County Head Start Program may, and if mandated by statue, shall, require a bid bond, a performance bond and /or payment bond, to the extent, permitted by applicable state statutes, for any contract by including such requirement in the bid specifications or request for proposals. Any such bond so required shall be executed with a Surety Company authorized to do business in the State of Texas.

Bid Bond - If a contract is for the construction of public works or is a contract exceeding One Hundred Thousand Dollars ($100,000) the bid specifications or request for proposals may require the bidder to furnish a good and sufficient bid bond in the amount of five percent (5%) of the total price.

Performance and Payment Bond-Permissive - In the event the contract exceeds Fifty Thousand Dollars ($50,000) and is not covered by Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms., the County may require the successful bidder to furnish a payment bond and a performance bond to the County the full amount of the contract within thirty (30) days after the date of signing of the contract or issuance of a Purchase Order following the acceptance of a bid or proposal, but in any event prior to the commencement of actual work.

Contracts less than Fifty Thousand ($50,000) - In the event the contract is for Fifty Thousand Dollars ($50,000) or less, the Hidalgo County Head Start Program may provide in the bid notice or request for proposal that no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County.

Regulation Bidder-No Performance or Bid Bond - A bidder or proposal offeror whose rates are subject to regulations by a state agency may not be required to furnish a performance bond or a bid bond.

Performance and Payment Bond-Mandatory - If a contract is for the construction, alteration or repair of public buildings or public works, the bid specifications shall require a performance bond for a contract more than One Hundred Thousand Dollars ($100,000) and shall require a payment bond for a contract more than Twenty-Five Thousand Dollars ($25,000) as required by Tex. Govt. Code Ch. 2253.

System/Service Area: Compliance Department	Subject: Canceling Purchase Orders
Related Regulation(s): 45 CFR Part 75.327 General Procurement Standards	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Upon proper notification the Program will cancel purchase orders which have already been processed.

Time Frame: Ongoing

Person(s) Responsible: Procurement Director
Procurement Manager

Procedure: Canceling Purchase Orders

The Procurement Department will be the only department authorized to revise or cancel a Purchase Order. Department Directors may request the revising or cancellation of a Purchase Order by submitting the request in writing to the Procurement Department which will in turn initiate the action necessary as per the request of the initiating Department.

System/Service Area: Compliance Department	Subject: Campus Location Codes
Related Regulation(s): 45 CFR Part 75.327 General Procurement Standards	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Procurement Director
Procurement Manager
Bookkeeper

Procedure: A location number will be assigned to the GL designating the location where the expenditure is being made for. These location codes are listed below.

Campus Codes and Campus Location Coding

	CENTER	LOCATION #		CENTER	LOCATION #
1	Alvarez Campus	10058	19	Salinas Campus (Mission)	10003
2	Camarena Campus	10060	20	Sam Fordyce Campus	10043
3	Carmen Anaya Campus	10055	21	San Carlos Campus	10039
4	Chapa Campus	10023	22	San Juan Campus	10041
5	Clover Campus	10037	23	Seguin Campus	10051
6	Donna Campus	10004	24	Singleterry Campus	10059
7	Edinburg Campus	10012	25	Stainke Campus	10061
8	Edinburg North Campus	10013	26	Tabasco Campus	10018
9	Escandon Campus	10057	27	Travis Campus	10062
10	Farias Campus	10006	28	UTRGV Campus	10054
11	JRG Campus	10008	29	Wilson Campus	10046
12	Longoria Campus	10050	30	Zavala Campus	10056
13	Marcia Garza Campus	10002			

14	MEL Campus	10026			
15	Mission Campus	10029			
16	Monte Alto Campus	10033		LBJ Administration	10000
17	Palacios Campus	10049		Edcouch Kitchen	10009
18	Salinas Campus-Donna	10044		Palmview Kitchen	10032

System/Service Area: Compliance Department	Subject: Certificate of Interested Parties
Related Regulation(s): 45 CFR Part 75.112 Conflict of Interest	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Vendors awarded a contract must submit a certificate of Interested Parties within 30 days.

Time Frame: Upon entering into a contract

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: Vendors conducting business entering a contract must submit Form 1295

CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)

As of January, 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFB packet. In accordance with these requirements, business must submit a completed Certificate of Interested Parties Form 1295 to the Program before the Program may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the RFB No. as shown on the packet. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed in the presence of a notary and submitted to our office either by facsimile transmission to (956) 381-0439 or via email to the Procurement Department. Hidalgo County Head Start Program cannot enter a contract until **Form 1295** is submitted. Therefore, failure to timely submit Form 1295 signed and notarized may result in delay of award. Full instruction for completion and submittal of Form 1295 may be found on the Texas ethics Commission website:

https://www.ethics.state.tx.us/tec/1295-Info.htm

THE AWARDED VENDOR WILL HAVE THIRTHY (30) DAYS TO SUBMIT THE SIGNED NOTARIZED FOR 1295. *HIDALGO COUNTY HEAD START PROGRAM CANNOT ETER INTO A CONTRACT UNTIL FORM 1295 IS SUBMITTED.*

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

SAMPLE ONLY

5 **Check only if there is NO Interested Party.** ☐

6 **AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

_____
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

_____ _____ _____
Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

System/Service Area: Compliance Department	Subject: Competition
Related Regulation(s): 45 CFR Part 75.328 Competition	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The program ensures all procurement transactions will be conducted in a manner providing open competition. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals will be excluded from competing for such procurements.

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business.
- Requiring unnecessary experience and excessive bonding.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive contracts to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process. 45 CFR 75.328(a)

System/Service Area: Compliance Department	Subject: Competitive Bidding
Related Regulation(s): 45 CFR Part 75.328,329 Texas Local Government Code 262.0295/262.030	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will have conduct full and open competition without restrictions

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure:

Competitive Bidding Required. Before any person, department, official or agent of the Program may purchase one or more items under contract that requires an expenditure exceeding Fifteen Thousand dollars ($15,000), the competitive bidding requirements prescribed by Chapter 262, Texas Local Government Code must be utilized with the assistance of the Purchasing Agent. In applying the competitive proposals, all separate, sequential or component purchases (purchases made separately, purchase made over a period of time, or purchases of component parts of an item or items that in the normal purchasing practice would be purchased) are treated as if they are part of a single purchase and of a single contract. This requirement includes leases, installments payments and lease purchases in the event the total amount of payment exceeds Fifteen Thousand Dollars ($15,000) over the life of the contract.

Competition - 45 CFR Part 75.328 (c) (1)
All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of 45 CFR 75.328.

To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest.

- Specifying only a “Brand Name” product instead of allowing “an equal” product to be offered and describing the performance of other relevant requirements of the procurement, and
- Any arbitrary action in the procurement process.

Exceptions. The only exceptions to the competitive bidding process outlined in this Article VI are set forth in section 262.024, Texas Local Government Code, and Article VIII herein. These exceptions shall be determined solely as provided in Article VIII.

Specifications/Procedures
When the purchase of one or more items requiring competitive bidding pursuant to Chapter 262, Texas Local Government Code, and this Article 7, is required, the person desiring to purchase the item shall first submit written specifications to the Purchasing Director. The Purchasing Director shall, upon request, assist in developing the specifications.

No specifications shall be written, which by design exclude legitimate competition between vendors. No brand names shall be utilized unless a disclaimer is used which opens the specification to competing brands of equal or superior quality.

The proposed specifications and a bidding timeline, are submitted to the Commissioners Court which shall approve the form and content of the specifications and determine when the bids will be opened and when results will be submitted to the Commissioners Court.

After approval of the specifications and bidding timeline, the Purchasing Department will proceed with advertising for bids in accordance with the Timeline and applicable provisions of the Local Government Code.

The Purchasing Director may mail an Invitation to Bid form to potential vendors when in the judgement of the Purchasing Director, such Invitation to Bid would enhance the bidding process.

Alternative competitive proposals may be obtained on purchases of insurance and high-technology items (as defined by statue), and for items for which it is impractical to prepare detailed specifications. The procedure for this is prescribed in Sections 262.0295 and 262.030 of the Texas Local Government Code and may be utilized by the Purchasing Director when approved by the Commissioners Court.

Selection of successful bidder:

The Purchasing Director shall present the bids to the Commissioners court at a meeting of the Commissioners Court.

In the event two (2) responsible bidders submit the lowest and best bid, the Commissioners Court shall decide between the two (2) by drawing lots in a

manner prescribed by the County Judge or reject all bids and publish a new notice.

No contract shall be awarded to a bidder who is not the lowest dollar bidder meeting the specifications unless, before the award, each lower bidder is given notice of the proposed award and is given an opportunity to appeal before the Commissioners Court and present evidence concerning the lower bidder's responsibility.

In the event the Alternate Competitive Proposal Procedure or Alternative Multistep Competitive Proposal Procedure are utilized the lowest responsible bidder selection in accordance therewith may be determined through negotiation with priorities submitting proposals.
If information on cost of the repair, maintenance or repurchase of earth moving, material-handling, road maintenance or construction equipment is requested in a bid notice or specification, such information can be considered by the Commissioners Court in selecting the most responsible bidder.

In considering the purchase of road construction materials, the location for pickup and delivery, and the cost to the County for hauling tor delivering materials may be considered in selecting the most responsible bidder.

Multiple contracts may be awarded for the purchase of road construction materials if more than one bidder submits the lowest and best bid or a particular type or location of material.

Prior to the selection of a successful bidder, The Purchasing Department shall confirm the submission of the required Debarment Form, and thereafter, consult and search the following website: www.sam.gov to verify debarment of the bidder(s) and retaining the printed information from the website with the project file/purchase order. Unless otherwise "waived as technicality" by CC pursuant to the legal notice contained in procurement packet.

System/Service Area: Compliance Department	Subject: Conflict of Interest
Related Regulation(s): 45 CFR Part 75.112	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will have in writing conflict of Interest policy to make sure there are no conflict of interest on any federal award.

Time Frame: Ongoing

Person(s) Responsible: Procurement Director
Procurement Manager
Bookkeeper

Procedure: Conflict of Interest

HHS awarding agencies must establish conflict of interest policies for Federal awards. The non-Federal entity must disclose in writing any potential conflict of interest to the respective HHS awarding agency or pass-through entity in accordance with applicable HHS awarding agency's policy. As a general matter, HHS awarding agencies' conflict of interest policies must:

- Address conditions under which outside activities, relationships, or financial interests are proper or improper.
- Provide for advance notification of outside activities, relationship, or financial interests, and a process of review as appropriate; and
- Outline how financial conflicts of interest may be addressed.

System/Service Area: Compliance Department	Subject: Contracts
Related Regulation(s): 450CFR Part 75.329	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will have contracts approved by legal counsel the HCHSP Policy and the Hidalgo County Commissioners Court.

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: Contracts- All contracts and leases must be approved, reviewed, and approved by Head Start's legal counsel before placing on the agenda to the Hidalgo County Head Start Policy Council and the County Commissioners' Court.

- Compliance Requirements –When procuring property and services under a Federal award in accordance with 45 CFR 75.326 through 45 CFR 75.335, which are hereby incorporated by reference.
- The County, as a non-Federal entity other than State, will follow 45 CFR 75.327 General Procurement Standards through 45 CFR 75.335. [See 45 CFR 75.326].
- Procurement Procedures – HCHSP will use its own documented procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal statutes and the procurement requirements identified in 45 CFR Part 75. [See 45 CFR 75.327 (a)].
- Conflicts of Interest/Standard of Conduct: The HCHSP will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. In addition to the following, HCHSP incorporates standards referenced above and Standards of Conduct in applicable HCHSP personnel manuals. [See 45 CFR 75.327 (c)].

- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported a federal award if he or she has a real or apparent conflicts of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of this or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parities indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. [See 45 CFR 75.327 (c)(1)].

- Officers, employees, and agents of the HCHSP may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. [See 45 CFR 75.327 (c)(1)].

- If HCHSP has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the HCHSP will also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the HCHSP is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

- The HCHSP will disclose any potential conflicts of interest in writing to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy. (See 45 CFR 75.112). Additionally, the HCHSP will disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Further, if applicable, the HCHSP will make post-award reports as provided by Appendix XII to Part 75. Failure to make a required disclosure may result in any number of significant remedies, including suspension or debarment. [See 45 CFR 75.113 & 75.371].

- Violation of this policy may result in disciplinary action consistent with HCHSP disciplinary policy, including but not limited to dismissal. Further, violations may be referred to the appropriate law enforcement agency for investigation and possible prosecution.

- Oversight – Once the contract is awarded, oversight must be maintained to ensure that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders. [See 45 CFR 75.327(b)].

- All proposed procurement actions shall be reviewed to avoid the purchase of unnecessary or duplicative items. Where applicable, consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternative, and any other appropriate analysis to determine the most economical approach. [See 45 CFR 75.327(d)].

- The HCHSP may enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. [See 45 CFR 75.327(e)].

- Federal excess and surplus property may be used in lieu of purchasing new equipment and property whenever such use is feasible and reduces project cost. [See 45 CFR 75.327(f)].

- Construction project contracts of sufficient size may use value engineering clauses, as defined in 45 CFR 75.327(g) to offer reasonable opportunities for cost reductions.

- Contracts should be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources, as well as whether the contractor is suspended or debarred from receiving federal funds. [See CFR 45.75 327(h)].
  HCHSP will maintain records sufficient to detail the history of procurement in accordance with 45 CFR 75.327(i).

- HCHSP, in accordance with provision set forth in 45 CFR 75.327(j), may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

- HCHSP alone shall be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements pursuant to provisions set forth in 45 CFR 75.327(k).

System/Service Area: Compliance Department	Subject: Cooperative Purchasing
Related Regulation(s): 45 CFR Part 75.327 (e)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will use Cooperative Purchasing Programs to obtain the best possible prices.

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: Cooperative Purchasing

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

The HSHSP Procurement Department shall advantageously enter cooperative purchasing arrangements. The program will use state and local cooperative agreements when appropriate to ensure greater economy and efficiency. Examples of Co-ops to be utilized are Texas Facilities Commission, Texas Association State Buy Board (TASB), Harris County Department of Education, Department of Information Resources (DIR), The Texas Purchasing Cooperative Network (TPCN) and the Region One Education Service Center-South Texas Cooperative Program.

Local Cooperative - The County shall whenever be advantageous to do so, enter cooperative purchasing arrangements with other local governments pursuant to the Inter-local Cooperation Act, Tex. Govt. Code Ch. 791. In the event such an arrangement is made, purchases thereunder shall be made in accordance with the stricter requirements of relevant statutes and purchasing policies. For example, the County is not required to address the issue of Historically Underutilized Business ("HUB"), but municipalities must do so in purchases over $3,000.00; therefore, in a cooperation agreement with a municipality, purchases over such amount must follow state statues governing the use of HUB.

The Non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws, and regulations, provided that the procurements conform to applicable Federal law and the standards

identified in this part. Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Non-Federal entity must maintain written standards of conduct covering Conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.

All prequalified list of persons, firms, or products which are used in acquiring goods and services shall be kept current and include enough qualified sources to ensure maximum open and free competition, and potential bidders will not be precluded from qualifying during the solicitation period. 45 CFR 75.328(d).

System/Service Area: Compliance Department	Subject: Copeland Act
Related Regulation(s): 45 CFR Part 75	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will adhere to the Copeland Act to ensure wages are protected.

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure:

Copeland "ANTI-KICKBACK" Act (CA)
Purpose of Copeland Act: The Copeland "Anti-Kickback" Act and implementing regulations in 29 CFR Part 3 collectively provide for the following three safeguards:

- Prohibits "kickbacks" of wages and back wages.
- Requires contractors on DBA covered projects to submit weekly a "statement of compliance" (i.e. that the contractor has paid the required wages).
- Regulates payroll deductions from wages.

Requirements of Copeland Act: Regulation of payroll deductions:
Regulations, 29 CFR Part 3, permits the following deductions from wages without the approval of the Secretary of Labor: See Section 3.5

- Deductions for Social Security of Federal or State withholding income tax.
- Deductions for bona fide prepayment of wages.
- Deductions for court ordered payments.
- Deductions for contributions to fringe benefit plans-provided that the deduction is not prohibited by law, that it is either voluntarily consented to by the employee in writing or in advance of the time the work is done or provided for in a collective bargaining agreement, that no profit or other benefit is obtained by the contractor and that the deduction serves the convenience of the employee.
- Deductions for purchase of U.S. Savings bonds when voluntarily authorized by the employee.
- Deductions to repay loans or to purchase shares in a credit union.
- Deductions voluntarily authorized for contributions to organizations such as the Red Cross, United Way, or similar charitable organizations.
- Deductions to pay union initiation fees & membership dues-provided that a collective bargaining agreement provides for such deductions.

- Deductions for the "reasonable cost" of board, lodging, or other facilities meeting the requirements of section 3 (m) of FLSA.
- Deductions for the cost of safety equipment purchased by the employee if such equipment is not required by law to be furnished by the employee, is such deduction is not prohibited by FLSA or other law, if the coat on which the deduction is based does not exceed the actual coast to the employer.

Under Regulations, 29 CFR Part 3, the Secretary of Labor approves payroll deductions whenever all the following conditions are met: See Section 3.6.

- The contractor does not make a profit or benefit directly or indirectly from the deduction.
- The deduction is not otherwise prohibited by law.
- The deduction is either voluntarily consented to by the employees in writing and in advance of the time the DB work is done or is provided for in a bona fide collective bargaining agreement,
- The deduction serves the convenience and interest of the employee.

"Statement of Compliance":
Regulations, Part 3, requires contractors and subcontractors on DB covered construction projects to submit each week a "statement of compliance" certifying compliance with the DB requirements. This "statement of compliance" is usually referred to as the certified payroll.
Falsification of the certified payrolls is a criminal violation and can result in a $5,000 fine, 5 years in prison, or both.

The "Anti-Kickback" Provisions

- The "Anti-Kickback" section of the Copeland Act prohibits the kickback of wages and back wages.
- To induce any person working on a federally funded or assisted construction project to give up any part of the compensation to which he/she is entitled to a criminal violation punishable by a fine of $ 5,000 or 5 years in prison, or both. As early as possible, Wage and Hour should be notified of potential criminal violations such as the kickback of wage and the falsification of the certified payroll records.

System/Service Area: Compliance Department	Subject: Creating Requisitions
Related Regulation(s): 45 CFR Part 75	
Related Forms: Requisition Information	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Upon requesting any supplies or materials the Department will utilize the accounting software to creating a requisitions for the purchase.

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure:

Creating a Requisition

When a department wishes to obtain supplies, goods, services and/or equipment they should prepare a requisition. The request for purchase must be initiated by utilizing the Micro Information Products (MIP) Electronic Requisition module. This is the only method used by the departments to initiate a purchase request (not exceeding $49,999.99 annually). The purpose of the electronic requisition is to inform the Procurement Department of what to buy, when it is required. The department needs to give a definite description of the items being requested.

- LOGIN: Electronic Requisition
- Select: Activities
- Scroll down and Select: Requisition

You will then have a choice of;

- Create/Approve Requisition
- Manage Requisition
- Select: Create/Approve Requisitions

The process mentioned above will open the requisition form to be filled by user to start the process to purchase anything the department may need, i.e., supplies, equipment, perishable supplies, classroom supplies, operational supplies, autos, and buses.

- Requisition Number: TAB: This number will automatically appear.
- Title: Write in the type of purchase being made, Office Supplies, Auto Parts, etc.

Review requisition for the following: vendor name, vendor identification number, coding, purpose of purchase, quantity, price.

- Must check on budget balance on the general ledger account being used.
- Requisitions with errors will be rejected to originating department for corrections.
- For requisitions over the threshold of $3,500 will have three (3) quotes obtained in writing, verbal, or phone call. The Purchasing Coordinator will call the vendors with the specifications.

Once quotes are received, Login to the electronic requisition software and open the specific requisition. Complete the requisition with the new information. Print out the requisition to process a purchase order document.

The Electronic Requisition form should be completely filed out as follows:

- Title: Office Supplies
- Request for: Name your department.
- Date Required By: Submit date.
- Date Approval Needed By:
- Do Not Allow Changes:
- Category Code: EX: Office Supplies, Classroom Supplies, Janitorial Supplies, Non-food supplies etc.
- Item Code: View Selection and Pick item needed:
- If selection is not available, contact Procurement to add the item to the category code.
- Special Instructions: Include item # description of item, location, vehicle #, bus #.
- Date need by center needed for. Etc.
- Distribution Code: make sure your department code appears: D00505, D00205
- Unit of Measure: Each, Cs, Pk, Dz
- Quantity: Amount needed
- GL code: Account to be charged (nonfood supplies, classroom supplies etc.)
- Price: Procurement will verify price.

Requisition Information (SAMPLE)

Requisition Number: 24-00222 **Status**: Modified Request

Title: Office Supplies **Requested by**: Education Dept.

Requested For: Procurement **Date Submitted**: 06/30/2024

Vendor: Rio Grande Valley Off. **Date Required By**: 06/30/2024

Shipping Method: **Date Approval Needed By**: 07/01/2024

Urgent: **Shipping Address Code**: <Main>

Do not allow Changes: **Billing Address Code**: <Main>

Category Code	Item Code	Item Description
Office supplies	OS3468	Pens

Special Instructions	GL Code	Distribution code
ZPC22510-Gemini Clip Ballpoint Pen All Centers	5201	D00125

Purchase Unit	Quantity	Unit price	Total	PO Number
Each	2.000000	$ 24.00	$ 48.00	

All requisitions will be initiated by the department into the electronic requisition module. This electronic requisition will then be forwarded to the Department Director (or designee) for electronic approval. Upon approval by the Department Director, the electronic requisition will be forwarded to the procurement department for final approval.

This form is routed to the Procurement Department who checks for:

- Accuracy,
- Reasonableness of cost,
- Allowability
- Allocability,
- Completeness
- Proper coding (to Include the center location code)
- Account number to be charged.

If the account being charged does not have sufficient funds available the Requisition will be routed back (REJECTED) to the Department Director by the Procurement Director (or Procurement Manager), at which time the Department Director may withdraw the request for purchase and/or modify the request. At times of an emergency a "Walk Through" is initiated. To avoid work interruption, loss of services or significant added cost of operations, the requesting department will hand carry the required documentation through the purchasing process. The requisition form consists of one copy. (Refer to Exhibit "A"). Departments will have access to copies of their department requisitions through the MIP (Requisition) system.

System/Service Area: Compliance Department	Subject: Davis Bacon Act
Related Regulation(s): 45 CFR Part 75.335	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will request from the vendor to follow the Davis Bacon Act (DBA) requirements when doing any renovation, construction or addition to real estate belonging to the Program exceeding the threshold of $2,000.

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: Davis Bacon Act - A new provision is Section 644 (g) (3) of the Head Start Act signed into law by the President on May 18, 1994 requires that all contracts entered into by any Head Start Program, on or after October 1, 1994, which are in excess of $2,000 and are for the construction, renovation or repair of buildings used by Head Start programs, are subject to the requirements of the Davis-Bacon Act (DBA).

The Davis-Bacon Act requires that any contractor hired to construct, renovate, or repair a Head Start facility (if the contract exceeds $2,000) must pay the laborers and mechanics engaged in the construction, renovation, or repair "prevailing rate" wages. These "prevailing rate" wages are determined by the Department of Labor for each county in the country and are updated, as necessary. The Davis-Bacon Act also includes provisions about fringe benefits to the paid to laborers and mechanics limitations on wage withholding, and payroll and record keeping requirements.

Requirements of the Davis Bacon Act - The stature requires contractors and subcontractors to pay "all laborers and mechanics employed directly upon the site of the work, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, the full amount accrued at the time of payment, computed at wage rates not less than those in the advertised specifications, regardless of any contractual obligation which may be alleged to exist between the contractor or subcontractor and such laborers and mechanics".

- Individuals must be employees of a contractor or subcontractor.

- Employees must be laborers and mechanics.
- Employees must be performing on the “site of the work”.
- Employees must be paid weekly.

Employees must be paid the prevailing wage rate regardless of any contractual arrangement, e.g., and independent contractor or owner-operator relationship.

U.S. Department of Labor
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

U.S. Wage and Hour Division
Rev. Dec. 2008

OMB No.: 1235-0008
Expires: 01/31/2015

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☐	ADDRESS	
PAYROLL NO.	FOR WEEK ENDING	PROJECT AND LOCATION	PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	DT OR ST	(4) DAY AND DATE HOURS WORKED EACH DAY	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS FICA	WITH-HOLDING TAX			OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that is will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

(over)

System/Service Area: Compliance Department	Subject: Disclosure of Conflict of Interest
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Disclosure of Conflict of Interest

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: Disclosure of Conflict of Interest

Effective January 1, 2016, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant, or contractor considering doing business with Hidalgo County Head Start Program ("Program") to disclose in the Conflict-of-Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person, consultant or contactor's affiliation or business relationship that might cause a conflict of interest with the Program. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County Head Start Program for the sale or purchase of property, goods, or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors, and others who desire to conduct business with Hidalgo County Head Start Program are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor. Completed Form CIQ must be submitted to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Court House.
COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE RESPONDENT. QUESTIONS REGARDING COMPLIANCE SHOULD BE DIRECTED TO YOUR LEGAL COUNSEL.

EXHIBIT D

CONFLICT OF INTEREST QUESTIONNAIRE — FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person Becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006 Local Government Code. An Offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of person doing business with local governmental entity.

2 ☐ Check this box if you are filling an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

_____
Name of Officer

This section (item 3 including subparts A,B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additonal pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income other than investment income from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local government entity?

☐ Yes ☐ No

C. Is the filer of the questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? ☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4 _____ _____
Signature of person doing business with the governmental entity — Date

System/Service Area: Compliance Department	Subject: Duties of the Procurement Director
Related Regulation(s): 45 CFR Part 75.327 (k)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Duties of the Procurement Director

Time Frame: Ongoing

Person(s) Responsible: Procurement Director

Procedure: Duties of the Procurement

Generally. The duties of the Procurement Director shall include purchasing or approving the purchase of all supplies, materials and equipment required or used and contracting for all repairs to property used by the Hidalgo County Head Start Program, except purchases and contracts required by law to be made on competitive bid pursuant to Chapter 262, Texas Local Government Code. Except where expressly permitted herein, no person other than the Procurement Director may purchase supplies, materials or equipment or make contracts for repairs.

Supervise All Purchases. The Purchasing Director shall supervise all purchases made by competitive bid and shall ensure that all purchased supplies, materials, and equipment are delivered to the proper department in accordance with the purchase order to contract.

Inter-local Cooperation. The Procurement Director may cooperate with the purchasing agent or department of the State of Texas and/or any local government unit to purchase any item in volume as may be necessary.

Inter-Department Transfers. To prevent unnecessary purchase, the Purchasing Director shall transfer Program supplies, materials and equipment from, a Head Start department or employee of the Program that are not needed or used, to another, Head Start department, or employee of the Program requiring the supplies or materials or use of the equipment.

Disposal of Salvage Property. The Procurement Director shall dispose of surplus or salvage property. A list of all the materials, supplies, equipment, etc. is prepared and submitted for approval to the Hidalgo County Head Start Policy Council and Commissioners' Court. Once

approved a copy is submitted to the County Purchasing Department Fix Asset Division so that it may be included in the County Auction.

Prepare Specifications. The Purchasing Director, along with the person requesting the purchases of any item or items requiring competitive bids, pursuant to Chapter 262, Texas Local Government Code, shall prepare bid specifications which shall be approved by the Commissioners Court and advertised, received, and awarded, in accordance with Chapter 262, Texas Local Government Code.

System/Service Area: Compliance Department	Subject: Emergency and Sole Source Purchases and Other Exempt Purchases
Related Regulation(s): 45 CFR Part 75.329 (f)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Emergency and Sole Source Purchases and Other Exempt Purchases

Time Frame: Ongoing

Person(s) Responsible: Procurement Director
Procurement Manager

Procedure: Purchases: EMERGENCY AND SOLE SOURCE PURCHASES. OTHER EXEMPT Emergency purchases are governed by Tex. Loc. Govt. Code §262.024(a)(1)(2)(3) and are not utilized at all, except:

- In the case of public calamity if it is necessary to make the purchase promptly, to relieve the necessity of the citizens or to preserve the property of the County;
- To purchase an item necessary to preserve or protect the public health or safety of the residents of the County; or
- To purchase an item necessary because of unforeseen damage to public property.

The following procedures must be followed for Emergency purchases.

- Qualification. The purchases must qualify as an emergency purchase under the definition in Procedures 8.01.01, or Tex. Loc. Govt. Code §262.024.
- Designation. The designation of Emergency indicates a situation of such urgency that the normal purchasing procedure must be modified in the interest of speed, and therefore no competitive bids or quotations are required.
- Normal Working Hours. All emergency purchases occurring during normal working hours are processed through the Procurement Department as follows:
- The using department will notify the procurement office by telephone immediately, with as much information as possible about the emergency purchase required, so that the purchasing action can be initiated immediately.
- Simultaneously, a purchasing requisition is prepared, and hand carried through the normal channels.

- The Procurement Department or using department director contacts as many vendors as are necessary to arrange the emergency purchase. Otherwise, the purchase is completed by telephone, and the PO is completed after the fact and delivered to the vendor.

- The buyer requests expedited delivery, and if not available, the using department or Procurement arranges to pick up the emergency purchase from the vendor.

Evening, Weekends, and Holidays. For other than normal working hours, when Procurement support is unavailable, emergency purchase shall be processed as follows:

- The responsible employee of the using department takes whatever steps are needed to procure needed supplies, services, or equipment situation. If possible, only goods or services needed during the evening, weekend or holiday are procured.
- On the first working day following the emergency, the responsible employee prepares a requisition and hand-carries it to the procurement office, as described in procedure 8.01.02 (c)(ii), above, attaching the invoices, bills of materials, receipts or other documents related to the purchase.
- Certification. The employee in charge of the using department must certify in writing on the next business day, or as soon thereafter as possible, that the purchase involved was necessary because of one of the reasons listed.
- Commissioners Court Approval. If a competitive bid would normally have been required under Article VII hereof to accomplish the purchase, the Commissioners Court must, by order, accept the certification of the official and enter it into the minutes of the Commissioners Court at its next meeting, together with authorization of the exception from the requirements of Article VIII.

Sole Source Defined, Procedures

A purchase qualifies as “Sole Source” purchase when the item or service requested can only be obtained from one source, including:

- Item from which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies.
- Films, manuscripts, or books.
- Electric power, gas, or other utility services.
- Captive replacement parts or components for equipment.

Sole Source purchases are handled the same as other purchases, with these exceptions:

- If the requesting department determines that the item is a Sole Source item, a statement must be attached to the request stating that

enough vendors have been contacted to determine that only one practical source of supply exists. The Requisition is otherwise completed in the normal manner.

- If the Procurement Department concurs that the item is a Sole Source purchase, a similar statement must also be attached to the requisition. If the Procurement Department does not concur, the requisition is to be returned to the requesting department with an explanation of the reasons therefor.
- For Sole Source purchases in amounts which otherwise require competitive bidding under Article VII thereof, the Procurement Director shall tender to the Commissioners' Court a signed statement stating the reasons that the item is a Sole Source purchase. If the Commissioners' Court concurs that the item is Sole Source purchase, it shall, be order, enter the statement into its minutes, and grant an exception from the requirements of Article VII.
- Purchases of items described in Procedures 8.02.01 (a-d) are hereby deemed Sole Source and are exempted from the requirements of these procedures.
- After the requisition is approved, a PO is prepared.

Other Exempt Purchases

In addition to emergency and Sole Source purchases, the following purchases may be exempted from the procedures outlined in Article VII, and the procedures outlined in Article VIII, provided that, for purchases falling under Article VII, and order of the Commissioners Court is entered authorizing the exception, and for purchases falling under Article VIII, the Procurement Director approves the exception in writing:

- A personal or professional service.
- Any work performed and paid for by the day, as the work progresses.
- Any land or right-of-way (including a lease of land or a building, in accordance with Attorney General Opinion No. MWW-353 (1982);
- Any item of food, provided however, that in lieu of competitive bidding for purchases over $5,000.00, the procedures outlined in Procedure 8.03 are followed at intervals established by the Commissioners' Court.
- Personal property sold at auction by state licensed auctioneer, at a going out of business sale conducted in accordance with Texas Business & Commerce Code Chapter **17,** Subchapter F, or by a political subdivision of this state, or an entity of the federal government.

System/Service Area: Compliance Department	Subject: Facility Disconnect Checklist
Related Regulation(s): 45 CFR Part 75	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Upon Terminating a Facility Lease

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: Upon the decision by the Hidalgo County Head Start Program Administration to terminate a lease agreement the following steps will be followed to ensure HCHSP cancels all expenses such as rent, utilities, security alarm, fire alarm, telephone, etc.

Upon the termination of a lease agreement, the HCHSP will do the following:

- Meet with the Maintenance Department to determine the date when the program will exit the facility. The Maintenance Department will make the necessary repairs/patch work to the facility to make it presentable as it was when the HCHSP moved into the facility.
- Issue the 30/60/90 day notice to the landlord in accordance to the terms and conditions of the lease agreement.
- Notify the finance department so they will stop the rent payment.
- Call the electric provider to disconnect the power.
- Call the security/fire alarm provider to disconnect the service.
- Call the telephone land line to disconnect the phone service.
- Call the water provider to disconnect the water supply.
- Call the sewer provider to stop service.
- Call the waste pick-up provider to stop service.
- Call the internet service provider to disconnect the service.

Facility Disconnect Checklist:

	Disconnection Checklist LOCATION:	YES	NO	Date Completed
1	Notify Maintenance Department.			
2	Issued 30/60/90-day notice to landlord.			
3	Notify Finance Department.			
4	Notify the electric provider.			
5	Notify the Security/Fire alarm provider.			
6	Notify the telephone company.			
7	Notify the (City) water supply provider.			
8	Notify the City to terminate sewer service.			
9	Notify the waste pick-up provider.			
10	Notify the internet provider.			

System/Service Area: Compliance Department	Subject: Geographical Limitation
Related Regulation(s): 45 CFR Part 75.328(b)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will not restrict the area in which business is solicited from. geographical Limitation

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: *Geographical Limitation* Unless specifically excepted as provided in 45 CFR 75.328 (b), the County will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals. The Requisition is processed in the normal manner and submitted to Procurement.

- Procurement verifies the Requisition, approves same, and, after obtaining approval of the Assistant Director and Asasistant Program Director, issues a PO to the most responsible vendor, as determined by the Procurement Director. If the approved quotation is not the lowest quotation, the reason must be stated in writing on the Requisition.
- If the Requisition is disapproved for any reason, the Requisition is returned to the User with a written reason for the disapproval.
- The Purchasing Director shall establish policies requiring the random verification of written quotation, and may, whenever the Procurement Director deems appropriate, solicit additional written quotations before authorizing a purchase.

System/Service Area: Compliance Department	Subject: Intangible Property and Copyrights
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Intangible Property and Copyrights

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure:

Intangible Property and Copyrights: Intangible property such as trademarks, copyrights, patents and patent applications and property, i.e. loans, notes, and other debt instruments, lease agreements, stocks and other instruments of property ownership whether the property is tangible or intangible and purchased with Federal Grant Award funds will vest in the Program upon acquisition. Intangible Property shall be used by the Program for its originally authorized purpose and shall not encumber the property without approval from the HHS awarding agency. The Program may develop work that is subject to copyright however, the federal awarding agency shall reserve a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and/or otherwise use the work for Federal purposes and/or may authorize others to do so. If the Program should terminate and or completion of project should terminate, disposition of the intangible property must occur in accordance with §75.320 (e) as indicated in §75.322 Intangible property and copyrights. The Program shall be subject to applicable regulations governing patents and inventions.

The Federal Agency shall have the right to obtain, reproduce, publish, and use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, and use data as indicated in §75.322 (d)1.

System/Service Area: Compliance Department	Subject: Invitation to Bid
Related Regulation(s): 45 CFR Part 75	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will notify prospective contractors to bid and/or advertise in the local newspaper of opportunity to submit a bid.

Time Frame: When Required

Person(s) Responsible: Procurement Director
Procurement Manager

Procedure:

Invitation to Bid

The Procurement Department will automatically mail/email bid invitation(s) to all prospective contractors that are on the Hidalgo County Head Start Program Bidders List for the type of service and product. The invitation to bid (Bid Notice) will identify the project name, type of service and product, bid date and time, bid opening, time and location, where plans and specifications can be obtained, from whom, and deposit amount for the plans and specifications if any.

Pre-Bid Conference

The Hidalgo County Head Start Program schedule(s) pre-bid conferences on all construction projects as a courtesy to all contractors concerned. This is a rather informal gathering for the purpose of answering any questions that the contractor may have in reference to the plans and specifications. Attendance is optional, (Unless otherwise specified).

Non-Competitive Proposals

Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies.

- The item is available only from a single source, based on a good faith review of available resources.
- The emergency for the requirement will not permit a delay resulting from competitive solicitation.
- After solicitation of several sources, competition is determined inadequate.
- Each procurement based on noncompetitive proposals will be supported by written justification of the circumstances requiring uses of such procedures, approved in writing by the Program Director and will be subject to cost analysis to ensure reasonableness of price.

Pre-Construction Conferences

- The Hidalgo County Head Start Program schedules preconstruction conferences on all construction projects. These meetings are between representative(s) of the successful contractor, Project Engineer and the Procurement Department. All applicable requirements reference Federal and State laws. County regulations and applicable municipal ordinances are discussed. Attendance at Pre-construction conferences is mandatory.

HIDALGO COUNTY HEAD START PROGRAM
PRE-CONSTRUCTION CONFERENCE

TO: _____

FORM: HIDALGO COUNTY HEAD START PROGRAM - Labor Standard Officer

Subj: Award of Contract / Pre-Construction Conference

Date:

This to inform you that: _____
(Name of company / I. D Number)

At _____
(Address)

Has been awarded a contract—_____
(Contract number)

To: To Construct_____
(Brief description of work)

In the city of _____. The number of the applicable Wage Decision is, 3-12-10 TX_____

20100006 3-12-202 TX6. The contract is for $_____. The estimate start of construction is
(Amount)

_____. Contract completion is estimated to be approximately _____. A
(Date)

Preconstruction conference will be held concerning this project at _____on _____
(Time) (Date)

_____
(Address)

Notice to Proceed: Once all procedures have been completed a "Notice to Proceed" will be issued to the awarded contractor as an official notice to start the construction project.

NOTICE TO PROCEED

PROJECT NAME: _____

PROJECT LOCATION: _____

PROJECT ACCOUNT NUMBER(S): _____

WAGE DECISION: _____

To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals will be excluded from competing for such procurements.

APPROVED BY:

HIDALGO COUNTY COMMISSIONERS' COURT ON: _____

This is to inform you that _____
CONTRACTOR

_____
ADDRESS/CITY/STATE

may proceed with the construction of the above referenced project as of _____.

_____ _____
Executive Director DATE

Hidalgo County Head Start Program
1901 West State Highway 107
McAllen, Texas 78504
(956) 383-0706

System/Service Area: Compliance Department	Subject: IRS Form W-9
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Upon conducting business with the Program all prospective vendors must submit the IRS Form W-9.

Time Frame: Upon Request

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: Submitting W-9 Form

A W-9 Form will be filled out and submitted by all interested parties who desire to conduct business with the Hidalgo County Head Start Program. Once submitted,

The Finance Department will submit the Form W-9 to the IRS portal for verification that the identification number and name match the IRS records.

If there is an error, HCHSP will notify the interested party of the error(s).

If there is no error, a vendor account will be activated for payment for any merchandise or service provided to the Program.

The address listed on the W-9 form will be used for all correspondence mail-outs.

Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return.

Form **W-9**
(Rev. December 2014)
Department of the Treasury

Request for Taxpayer
Identification Number and Certification

Give Form to the requester. Do not send to the IRS

Print or type See **Specific Instructions** on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

Individual/sole proprietor or Partnership | C Corporation | S Corporation | Trust/estate | single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation,

4 Exemptions (code apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Social security number

Employer identification

Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and

he FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here_____

Signature of

U.S. person ▶ _____ **Date** ▶_____

System/Service Area: Compliance Department	Subject: Method of Procurement
Related Regulation(s): 45 CFR Part 75.329	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will utilize one of several Method of Procurement base on the type of purchase is being made.

Time Frame: Ongoing

Person(s) Responsible: Procurement Director
Procurement Manager
Bookkeeper

Procedure: Methods of Procurement with Federal Funds

The County will use one of the following five procurement methods as discussed in 45 CFR Part 75.329 when making purchases with federal funds. Should State or local procurement requirements applicable to a purchase being made with federal funds be more restrictive than Federal requirements, the more restrictive requirements or methods will be followed. The type of procurement process to use will depend on the cost and type of services or item(s) being purchased:

- Micro-purchase
- Small purchase procedures
- Sealed bids
- Competitive proposals
- Noncompetitive proposals (sole source)

The non-Federal entity must use one of the following methods of procurement:

Procurement by micro-purchases: Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of $10,000 (Texas Department of Agriculture-March 2020 Child and Adult Care Food Program – Adult Day Care Handbook, page 12). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.
Procurement by small purchase procedures: Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotation must be obtained from an adequate number of qualified sources. *Simplified acquisition threshold* means the dollar amount below which a non-Federal entity may

purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures to expedite the purchase of items costing less that the simplified acquisition threshold.
Procurement by sealed bids (formal advertising). Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the materials terms and conditions of the invitation for bids is the lowest in price.

In order for sealed bidding to be feasible, the following conditions should be present:

- A complete, adequate, and realistic specification or purchase description is available.
- Two or more responsible bidders are willing and able to compete effectively for the business; and
- The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- If sealed bids are used, the following requirements apply:

  (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

  (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

  (iii) All bids will be opened at the time and place prescribed in the invitation for bids, for local, and tribal governments, the bids must be opened publicly;

  (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

  (v) Any or all bids may be rejected if there is a sound documented reason.

Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

Proposals must be solicited from an adequate number of qualified sources;

The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Procurement by noncompetitive proposals. Procurement by non-competitive proposals are procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- The item is available only from a single source.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- The HHS awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- After solicitation of several sources, competition is determined inadequate.

Authorizations and Purchasing Limits

All completed purchase orders must be signed and approved by the Procurement Director, Chief Financial Officer, and Assistant Program Director.

All purchases more than $49,999 between the Hidalgo County Head Start Program and outside parties must be bid on and reviewed and approved by the Hidalgo County Head Start Policy Council and the County Commissioners. Tex. Loc. Govt. Code 262, Competitive Requirements for Certain Purchases.

System/Service Area: Compliance Department	Subject: Non-Bid Purchasing
Related Regulation(s): 45 CFR Part 75.404 and 75.405	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will follow the Non-Bid Purchases when the purchase is under $3,500.

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Procedure: Non-Bid Purchases

Purchases Not Exceeding $3,500.00

An authorized person shall complete an electronic requisition: Note: Purchasing Department encourages, recommends, and suggest the "better business practice" of soliciting pricing to achieve a "best value" result. In addition, users are under notice that a Requisition not exceeding the new $3,500.00 limit needs to be inclusive of the entire goods or services required as a PO increase may not be eligible for consideration and/or approval.

The departments are delegated to purchase materials and supplies. These purchases may not exceed Three Thousand Five Hundred Dollars ($3,500). This delegation does not exclude: (1) obtaining a purchase order before making the purchase, (2) obtaining a receipt, and (3) signing for the purchase. The purchaser will adhere to allowability, allocability, and reasonableness of cost. {45 CFR Part 75.404, Part 75.405}.

The Requisition is processed in the normal manner and submitted to Procurement.

Procurement verifies the Requisition, approves same, and issues a PO to the most responsible vendor, as determined by the Procurement Director. If the approved quotation is not the lowest quotation, the reason must be stated in writing on the Requisition.

If the requisition is disapproved for any reason, the Requisition is returned to the user with a written reason for the disapproval.
The Procurement Director shall establish policies requiring random verification or telephone or written quotation before authorizing a purchase.

Purchases between $3,500.01 and $50,000.00 (Revision to the $25,000.00 Statutory Bidding Limited was enacted to $50,000.00 pursuant to the State of Texas' 82st Legislature Regular Session, HB 987 (SB624 identical), Texas Local Government Codes 262 (various clauses), effective June 22, 2009.

All purchases in excess of $50,000 between the Hidalgo County Head Start Program and outside parties must be bided and reviewed and approved by the Hidalgo County Head Start Policy Council and the County Commissioners. Tex. Loc. Govt. Code 262, Competitive Requirements
for Certain Purchases.

An authorized person shall complete a listing of at least three (3) potential suppliers, together with written, firm quotations from such suppliers. Vendors who are located throughout the County and state should be contacted. A record of all quotations shall be maintained. The list of vendors contacted should be rotated so that over time, all vendors are contacted approximately equally. The Procurement staff shall obtain three (3) always written quotes. If a vendor fails to submit a written quote, the procurement staff shall seek another quote until the required three quotes are obtained.

Information Contained in Quotes. For all oral or written quotations obtained, the following information must be exchanged between the vendor and the County.

Information related to the prospective vendor should include:

- A description of the Item (or items),
- The quantity required (in standardized units, if applicable),
- The required delivery date,
- The last date quotations will be accepted, and5. The terms and conditions of purchase.
- The vendor shall be informed that the price quotation are required to be honored during the stated period.
- Information obtained for the prospective vendor must include the name, address and telephone/tele-copier numbers of the vendor, the total or unit price, as specified, the date through which the quoted price will be effective, the name of the representative providing the quote, and the specific (i.e.…name brand and model number) product offered. For written quotations, this information must be included on the face of the written proposal.

The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: 45 CFR 75.328

Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such a description must not, in competitive procurements, contain features which unduly restrict competition. The Description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, must set forth those

minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specification should be avoided if possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used to define the performance or other salient requirements of procurement. The specific features of the name brand which must be met by offers must be clearly stated; and

Identify all requirements which the offerors must fulfill and all other factors to be used in evaluation bids or proposals.

Selection of Vendor. In selecting the most responsible vendor, the Procurement Director will consider such matters as price (all other factors being equal, the lowest price should always be taken), relative quality of goods and services (if more than one vendor can deliver at an acceptable price, the relative quality should be considered), reliability of vendor (based on actual, documented experience of procurement director, not on intuition or rumor), ability to service items purchased other relevant factors as determined by the Procurement Director.

The selection of a vendor for vehicle mechanic services.
The County of Hidalgo covers a large land space. The Program will conduct business with vendors (mechanics) in several areas so that the Head Start Centers will not have to travel long distance to get mechanic services. A designated mechanic will be selected on the east side of the county and another mechanic for the west side.

System/Service Area: Compliance Department	Subject: Outstanding Purchase Order Report
Related Regulation(s): 45 CFR Part 75	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Bookkeeper

Outstanding (Aged) Purchase Order Report

The aged report is generated at the beginning of each month or upon request. This report shows all open purchase orders from the previous months. The report is listed by vendor and date, and it can be filtered by the Department. Each Department, with an open purchase order, is given a copy of the report.

This procedure will ensure that each department has:

- Knowledge on the status of their (Department) purchases,
- Ensures that vendors are paid in a timely manner,
- Alerts the Program if backorders are not being completed,

Hidalgo County Head Start

Outstanding PO's (SAMPLE)
For Period Ending December 31, 2024

	Vendor	Date	PO#	GL Code	Dept.	Req#	Total
1	EXERPLAY, INC.	12/18/2024	107609	5205	EDUCATION	20-02147	$ 41,527.50
2	GULF COAST PAPER	12/18/2024	107620	5204	F.O.	20-02122	$ 15,010.80
3	JOLVAZ, LLC	12/18/2024	107601	5156	F.O.	20-02130	$ 8,400.00
4	JOLVAZ, LLC	12/18/2024	107602	5156	F.O.	20-02131	$ 680.00
5	M.J.A CONSTRUCTION	12/11/2024	107530	5160	F.O.	20-02068	$123,987.52
6	RABA KISTNER	12/18/2024	107605	5160	F.O.	20-02134	$ 14,494.15
7	REFCO (CORPORATION)	12/18/2024	107619	5156	F.O.	20-02157	$ 3,335.00
							$ 207,434.97

System/Service Area: Compliance Department	Subject: Program Information Summary
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Program Information Summary

Time Frame: Monthly

Person (s) Responsible: Procurement Manager
Procurement Bookkeeper

Procedure: Department will submit Procurement activities monthly to Executive Secretary.

- Total monthly number of Requisitions processed.
- Total monthly number of Purchase orders for TDA.
- Total monthly number of Purchase orders HCHSP.
- A count of new and renewed contracts.
- A count of new and renewed MOUs.

System/Service Area: Compliance Department	Subject: Property Appraisal
Related Regulation(s): 45 CFR 75.306(i)(1)(3) Cost Sharing or Matching	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will hire an appraisal agency to conduct property Appraisal .

Time Frame: Once every 3 years

Person(s) Responsible: Procurement Director
Procurement Manager

Procedure: Property Appraisal – To obtain professional services in assessing the rental market value on leased properties to comply with federal regulations.

- Every 3rd year, the Procurement Department, in collaboration with the Finance Department, will select the locations needed to be appraised.
- Procurement will contact the County Purchasing for the list of Appraisal Consultants who are approved.
- Selected Appraisal Consultant will be submitted to Commissioners Court for approval.
- Upon approval, the selected appraisal consultant will be notified to negotiate and obtain the price for their services.

System/Service Area: Compliance Department	Subject: Protest-Contractual and Administrative Issues
Related Regulation(s): 45 CFR 75.327(k)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Purchase Orders

Time Frame: Upon Request

Person(s) Responsible:
Procurement Director
Procurement Manager
Procurement Bookkeeper

Procedure: Protest – (Contractual & Administrative Issues)

Hidalgo County Head Start Program will be responsible in accordance with good administrative practice and sound business judgement for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. All contractual and administrative issues will be addressed to the HCHSP Procurement Department. Should the issues not be agreed upon the Assistant Program Director will address the issues.

Contract Clauses / Contract Provisions – See Appendix II to Part 75

- In addition to containing a clause identifying the contract type, all contracts shall include any clauses required by Federal Statues, Executive Orders, and their implementing regulations, as provided in 24 CFR; 85.36(i), such as the following:
- Termination for convenience
- Termination for default
- Equal Employment Opportunity
- Anti-Kickback Act
- Davis-Bacon provisions section 644 (g) (3) of the Head Start Act
- Contract Work Hours and Safety Standards Act, reporting requirements.
- Patent Rights
- Rights in date
- Examination of records by Comptroller General, retention of records for three (3) years after closeout

- Clean Air and Water
- Energy Efficiency Standards
- Bid Protests and Contracts Claims

- Value Engineering
- Payment of Funds to influence certain Federal transactions.

System/Service Area: Compliance Department	Subject: Purchase Orders
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Purchase Orders

Time Frame: Upon Request

Person(s) Responsible:
Procurement Director
Procurement Manager
Procurement Bookkeeper

Procedure: Purchase Orders

It is the policy of Hidalgo County Head Start Program to utilize a purchase order system. A properly completed purchase order shall be required for each purchase decision, with the exception of travel advances and expense reimbursements. A properly completed Purchase Order shall contain the following information, at a minimum:

- Specifications or statement of services required.
- Vendor name, address, point of contact and phone number.
- Source of funding (if applicable).
- Delivery or performance schedules.
- Delivery, packing and transportation requirements.
- Special conditions (if applicable).
- Catalog number, page number, etc. (if applicable).
- Net price per unit, less discount, if any.
- Total amount of order.
- Authorized signature.
- Date PO prepared.

Purchase orders, when printed, are assigned a purchase order number from the "DHHS-USDA Purchase Order Log". This file is found in the procurement share drive.

Unused purchase order forms are kept in a secure area in the procurement department.

PRINTING PURCHASE ORDERS

Create a Purchase Order.

In Preparing to print a purchase order the following steps need to be followed. This will allow you to complete the Purchase Order correctly.

Login into the Accounting - Abila Fund Accounting Software.

- Username and Password are assigned for security.
- Select: Activities/Manage Purchase Orders/Create-Modify Purchase Orders
- Number Type: Reference (Tab)
- Number: Write Requisition Number
- Date: Current Date
- Status: In Process
- Description: Department Name or Center Name
- Vendor ID: From Requisition
- SKIP: Address/Shipping/Billing Address/FOB/Buyer/Shipping Method
- Comments: Type in the Requisition Number
- Select Purchase Order Vouchers (Picture of Clip Board)
- Select: Available Filter/Requisition Number/Criteria
- Select Same Requisition Number
- Select: Display Record (click once) {Magnifying Glass}
- Select: Select All / Click OK
- Select: Coding: Enter Location
- Select: P.O. Information
- Status: Ready To Print
- Select Printer
- Print: Load Purchases Orders/OK
- Encumbrances Sessions:
- Select: + Tab
- Session ID: AUTO
- Description: HCHSP/TDA
- Status: AUTO
- Date: AUTO - Click Start
- Select: PO Print –OK (Yes or No)

PURCHASE ORDER (SAMPLE)

Vendor Address
Kyocera Document Solutions America
PO Box 105710
Atlanta, Ga 30348-5710

Billing/Shipping Address:
1901 W. State Hwy 107
McAllen, TX 78504

Tax Exempt	Requisition No	Telephone: (956) 380-4050
#44-4444444	23-00222	Fax: (956) 380-2588

REQ# 99999

	Item Description	Unit	Quantity	Unit Price	Total
	Kyocera CS-7353ci **DF-7353ci** **PH-7A Punch Unit** **Fax System 12** **BF-730 Booklet & Tri-Folding Unit** **Surge Protector** 36 Month Rental Agreement – Monthly Payment of $696.50. This PO and schedule to the Master Lease Agreement DIR CPO-4428 This purchase option at end of the term is Fair Market Value. Approved: PC 2-16-2024 HCCC: 02-22-24	Ea.	2	$348.25	$ 696.50

Purchase Order Total: $696.50

Internal Coding:

Notice to Vendors:

1. In accepting this order, vendor agrees to deliver the merchandise at prices stated hereon, or at lower prices and any better terms and discounts prevailing or quoted up to date of shipment.
2. In accepting of this purchase order you must comply with the delivery of goods within 10 working days.
3. No payment on any and all partial orders will be made.
4. Vendors will be paid 30 days after receiving merchandise.
5. _____

Signature _____
Program Director

Signature _____
Procurement Director

Signature _____
Chief Financial Officer

COMPLETION of PURCHASE ORDER

- Upon printing the Purchase Order, the Procurement Department will fill out the GL account number,
- Fill out the location number codes.
- This section is on the purchase order form at the bottom half of the page.

Internal Coding:

19	5257	20	10000	405

Purchase Orders Distribution

The purchase order document is printed and once approved this document is distributed by the Procurement Department. The Purchase Order document consists of an original and five (5) copies.

Distribution of P.O. to Departments

Once approved, Copies are distributed to appropriate department.

- White Copy: Accounting
- Canary Copy: Vendor
- Pink Copy: Department (payment copy)
- Golden Copy: Procurement
- Green Copy: Warehouse
- Blue Copy: Department

All purchase orders shall be recorded in a purchase order log. This log will maintain the number sequence. This log will be maintained in the U: drive for the Procurement Department under the file name: 2018-DHHS USDA PO Log. At the end of each month, an aged outstanding purchase order report shall be prepared in order to monitor purchases over 30 days. Special attention will be given to purchases over 30 days to establish if the supplies or service(s) are backordered.

General Procurement Procedures - 45 CFR Part 75.327,
Reasonable costs - 45 CFR Part 75.404,
Allowable Cost - 45 CFR Part 75.405

System/Service Area: Compliance Department	Subject: Purchasing Code of Ethics
Related Regulation(s): 45 CFR Part 75.327(c)(1)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Purchasing Code of Ethics

Time Frame: Upon Request

Person(s) Responsible:
Procurement Director
Procurement Manager
Procurement Bookkeeper

Procedure:

Purchasing Code of Ethics

The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

Statement of Purchasing Policy: Public employment is public trust. It is the policy of the County to balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Purchasing Department.

To achieve the purpose of this article, and these policies, it is essential that those doing business with the County also observe the ethical standards prescribed here.

General Ethical Standards

It shall be a breach of ethics to attempt to realize personal gain through public employment with the County by any conduct inconsistent with the proper discharge of the elected official's department head or employee's duties.

It shall be a breach of ethics to attempt to influence any elected official, department head or public employee of the County to breach the standards or ethical conduct set forth in this code.

It shall be a breach of ethics for any elected official, department head, or employee of County to participate directly or indirectly in a procurement when the elected official, department head or employee knows that.

The elected official, department head or employee or any member of the elected officials', department head's or employee's immediate family has a financial interest pertaining to the procurement;

A business or organization in which the elected official, department head or employee, or any member of the elected officials', department head's or employee's immediate family, has a financial interest pertaining to the procurement;

Any other person, business or organization with whom the elected official, department head or employee or any member of the elected officials', department heads' or employees' immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or any former elected official, department head or employee, of the County, Hidalgo County Head Start Program, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.

It shall be breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor

or higher tier subcontractor for any contract for the County, Hidalgo County Head Start Program, or any person associated therewith, as an inducement for the award of a subcontract or order.

The prohibition against gratuities and kickbacks prescribed in subparagraph 4 and 5 above shall be conspicuously set forth in every contract and solicitation, therefore.

It shall be a breach of ethics for any current or former Department Director or employee of the County knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain or any person, entity or organization.

System/Service Area: Compliance Department	Subject: Reasonable Cost
Related Regulation(s): 45 CFR Part 75.404	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Reasonable Cost

Time Frame: Upon Request

Person(s) Responsible:
Procurement Director
Procurement Manager
Procurement Bookkeeper

Procedure: Reasonable Costs

A cost is reasonable if, in its nature and amount, and it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally-funded. In determining reasonableness of a given cost, consideration must be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award.
- The restraints or requirements imposed by such factors as Sound business practices; arm's length bargaining; Federal, state, local, tribal, and other laws, and regulations; and terms and conditions of the Federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity, its employees, where applicable its students or membership, the public at large, and the Federal Government.
- Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.

System/Service Area: Compliance Department	Subject: Requisition Process
Related Regulation(s): 45 CFR Part 75.327	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Requisition Process **??**

Time Frame: Ongoing

Person(s) Responsible:
Procurement Director
Procurement Manager
Procurement Bookkeeper

Procedure: Requisition Process

Requisitioning is the process of formally requesting that a purchase be made. Counties are required by statute (Tex. Loc. Govt. Code §113.901) to use a requisitioning system. The purpose of the Requisition is to inform the Purchasing Department of what to buy, when it is required, and where to deliver.

Procedures and Forms - All purchases of goods and services shall be commenced by the requesting department completing an electronic requisition and submitting it to the Purchasing Department.
The electronic requisition should be completed well in advance of the date that the goods or services are required by the requesting department to allow the Purchasing Department and the vendor sufficient time to ensure that the goods are delivered, or services performed by the date required by the requesting department. The electronic requisition must be completed in its entirety. Incomplete requisitions will be returned to the requesting department and will delay the order and delivery of the requested goods and services.

Requisitions are electronically generated, approved, and submitted to the Procurement Department. Once approved by the Procurement Director, or authorized individual, the requisitions are printed. Requisition documents are reviewed for errors before printing; Vendor/ Amount/ GL Code/ Distribution Code/Purpose of purchase and for allowability.

System/Service Area: Compliance Department	Subject: Supplies
Related Regulation(s): 45 CFR Part 75.321	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: The Program will safeguard supplies and keep inventory for proper accountability.

Time Frame: Upon Request

Person(s) Responsible:
Procurement Director
Procurement Manager
Procurement Bookkeeper

Procedure:

Supplies

The Program shall secure under lock and key all supplies and materials purchased with Federal Grant Award funds for use of Program objectives.

Title to supplies will vest in the Program upon acquisition.

If the Program should terminate and a residual inventory of unused supplies exceeding $5,000 in total aggregate value are not needed for any other Federal award, the Program shall retain the supplies for use on other activities and/or sell them and shall compensate the Federal Government for its share as indicated in 45 CFR §75.321.

An inventory of all supplies and materials will be conducted by the Procurement Department to determine the value of inventory at the time of Program termination and/or completion of the project.

The Program shall not use the residual inventory acquired under a Federal Grant Award to provide services to other entities for a fee that is less than what private companies charge for equivalent services.

System/Service Area: Compliance Department	Subject: Suspension and Debarment
Related Regulation(s): 45 CFR Part 75.213 and 75.335	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Suspension and Debarment

Time Frame: Upon Request

Person(s) Responsible:
Procurement Director
Procurement Manager
Procurement Bookkeeper

Procedure: Suspension and Debarment

The requirements for procurement of goods and services financed with federal awards are contained in the Common Rule of the Office of Management and Budget (OMB) Circular A-102, "Grants and Cooperative Agreements with State and Local Governments." The Common Rule of OMB Circular A-102 has been adopted by reference in the Uniform Grant Management Standards (UGMS). Recipients and sub-recipients of federal pass-through and other funds from state agencies are subject to the requirements of UGMS.

UGMS prohibits grantees and sub-grantees from making any award or permitting any award (sub-grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs under **Executive Order 12549, "Debarment and Suspension."**

Vendors who have received or will receive payments over $25,000 must provide a registered Duns number to be complying.

To comply with federal and state requirements regarding debarment and suspension, Departments are required to verify that vendors are not suspended or debarred or otherwise excluded prior to awarding a contract and/or purchase order. This verification may be accomplished by checking the Federal Government's System for Award Management (Unique) located at http://www.sam.gov/.

Instructions on how to perform a search on SAM are located at: https://sam.gov/sam/transcript/Quick Guide for Searching Exclusions

The verification must be printed and maintained on file for audit purposes. If a vendor does not have Unique verification, they will not be allowed to conduct business with the Program. Steps to Create an Individual Account in SAM

Go to SAM by typing www.sam.gov into your internet Browser address bar.

- From the SAM homepage, tab to and select Create an Account.
- On the Create an Account page, tab to and select Create individuals Account to create your user account.
- On the User information page, enter the data for the mandatory fields and select next.
- After your user account is created, you need to log into the email account you provided. Look for the email notification from notification@sam.gov with log in instructions to active your user account.

Steps to Register in Sam

- Go to www.sam.gov and tab to the username field. Login by providing your user name and password in the appropriate fields.
- Once you are logged into SAM, there will be a Terms & Conditions page. Review the conditions, then use the tab key to find the Accept or Decline buttons. Select the desire button. The Terms & Conditions page appears every time you log into SAM.
- After accepting the Terms and Conditions, you may navigate the rest of the site by tabbing. To register a new entity in SAM, select Entity Registrations and then select Register New Entity.
- Although the tab key will take you to all hyperlinked areas of the site and form fields, it is recommended that users select "Skip Navigation" link and arrow down through each page; particularly in the Register or Update Entity process as several pages contain information not found by tabbing (e.g. information not associated with a form field).
- SAM has a timeout feature that will log you out after 30 minutes of inactivity. Page-level, not just field-level, activity is required within those 30 minutes. This means if you make no page-level changes on that page (e.g. selecting previous or save and continue to navigate to another page), you will need to log back in and locate your partially complete registration (select Entity Registrations and then Existing Entity Registrations).

Areas to Navigate

There are two navigational areas in SAM:

- Main Navigation – The main navigation includes My SAM, Search Records, Data Access, General Info, and help.
- Sub-Navigation – The sub-navigation on My SAM page will contain different links, depending on your user type and roles, Examples include: My User Roles, Entity Registration, Federal Hierarchy Management, Exclusions, Data Access Management, My Account Settings, My Data Access, and General.

Before vendors reach the dollar limit of $25,000, they must provide their registered Unique number to validate their eligibility to do business with the Hidalgo County Head Start Program.

https://drive.google.com/file/d/12VT1XF23cgo1D2r1pbjcGYcLAPXf9ZuV/view?usp=sharing

System/Service Area: Compliance Department	Subject: Warehouse – Receiving of Merchandise
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Warehouse

Time Frame: Upon Request

Person(s) Responsible: Procurement Director
Warehouse Courier

The warehouse is the central receiving point for all merchandise purchased through the Hidalgo County Head Start Program located at 1901 West State Highway 107, McAllen, Texas. When a shipment arrives the warehouse staff will:

- Receive the merchandise.
- Count and inspect all boxes/merchandise for any damage.
- Carefully observe the condition of all cartons by inspecting all sides of each carton.
- If there is any visible damage,
- You will make note of any damage or shortage to the delivery document and have it verified by the delivery person.
- Even though no carton damage(s) is evident, inspect the content for packing errors and make note of any discrepancies and notify the Procurement Department immediately.
- Sign for receipt of the merchandise.
- If there is concealed damage, save the cartons and call the freight line for an inspection and report of concealed damage. Otherwise, notify and/or send immediately to the Procurement Department a receiving report noting the damage including a copy of the delivery receipt. You should also send a copy of the claim if it has been filed.
- Damage should always be reported to the Procurement Department immediately after delivery.
- The Procurement Department will notify the vendor of any packing shortage and any damage, and if a claim is to be filed. The Procurement Department must have the aforesaid information to properly notify the vendor and process the claim.
- Do not return damaged merchandise to the freight line or the vendor unless it is requested, and then only if you have received authorization from the Procurement Department.

System/Service Area: Compliance Department	Subject: Warehouse-Delivery of Merchandise to Departments
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Warehouse Courier

Procedure: Warehouse- Delivery of Merchandise to Departments

Delivery of Merchandise to Departments:

- All items that are delivered directly to the individual Departments will be the responsibility of the Department Director or designee to inspect, count, and accept all items for their respective department.
- Administration Department Delivery: The warehouse delivers the merchandise to the respective department when the order is received. The Department secretary will then submit the pink copy of the purchase order and the invoice to the Procurement Department. Both documents must be signed and dated by the Department Director.
- Must match the purchase order (green copy) to the packing slip to ensure all merchandise has been delivered.
- Make note if there are any backorders.

Once all merchandise has been delivered:

- Deliver merchandise to department.
- Send packing slips to the Procurement Department.
- The Department must sign a Green Copy to acknowledge receipt of their order.

System/Service Area: Compliance Department	Subject: Warehouse-Distribution of Supplies to Head Start Campuses
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 20th of each month

Person(s) Responsible: Warehouse Courier

Procedure: Distribution of Supplies to Head Start Campuses.

- All Head Start Campuses will submit a Monthly Classroom & Janitorial Supplies Form to the Procurement Department.
- The Campus Director will indicate which supplies are needed.
- This form will be filled out and approved by the Campus Director.
- Form is to be submitted on or before the 20th of each month.
- The order will be for the subsequent month.
- Delivery will be arranged by the Warehouse courier.
- Distribution is arranged by Area.

WAREHOUSE – DISTRIBUTION SCHEDULE BY AREA			
	AREA 1	AREA 2	AREA 3
1	Sam Fordyce	Salinas-DISD	Edinburg
2	Tabasco	Guerra	Edinburg North
3	Seguin	Donna	San Carlos
4	Chapa	Stainke	Monte Alto
5	Mission	Farias	JRG
6	Alvarez	MEL	Singleterry
7	Camarena	Palacios	UTRGV
8	Escandon	Travis	San Juan
9	Thigpen-Zavala	Carmen Anaya	Longoria
10	Wilson		Salinas-MCISD

System/Service Area: Compliance Department	Subject: Warehouse-Supplemental Supply Request
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Procurement Director
Warehouse Courier

Procedure: Warehouse – Supplemental Supply Request is to be used by campus/administration when:

- A supply item is inadvertently overlooked on the monthly supply list.
- Supply item(s) are unexpectantly exhausted.
- Special projects arise.

Hidalgo County Head Start Program
Supplemental Supplies Request

Campus/Department: _____ Date:_____

Requested By: _____

Order Prepared By: _____

Item Description	Requesting Amount	Quantity Received

Date: _____

Requesting Department/Campus Approval: _____

Print Name: _____

Order Received By: _____ Date:_____

System/Service Area: Compliance Department	Subject: Warehouse-Monthly Warehouse Inventory
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: End of Month

Person(s) Responsible: Procurement Director
Warehouse Courier

Procedure: Monthly Warehouse Inventory

- A monthly warehouse inventory will be taken at the end of each month to ensure that supplies are in stock for the campus' needs.
- The following form will be utilized for this task.

Hidalgo County Head Start Program

Warehouse {Classroom & Janitorial Supplies} Inventory

Location	Classroom Item	On Hand	Order	Location	Classroom Item	On Hand	Order
A	Bordette (Yellow)			C	Poster Board (Red)		
A	Bordette (Green)			D	Tissue Paper (Yellow)		
A	Bordette (Blue-Brite)			D	Tissue Paper (Green-Emld)		
A	Bordette (Blue-Royal)			D	Tissue Paper (Green-Apple)		
A	Bordette (Purple)			D	Tissue Paper (Blue-Azure)		
A	Bordette (Orange)			D	Tissue Paper (Blue-Nat'l)		
A	Bordette (White)			D	Tissue Paper (Purple)		
A	Bordette (Brown)			D	Tissue Paper (Orange)		
A	Bordette (Black)			D	Tissue Paper (White)		
A	Bordette (Pink)			D	Tissue Paper (Brown)		
A	Bordette (Red)			D	Tissue Paper (Black)		
B	Construction Paper (Yellow)			D	Tissue Paper (Pink)		
B	Construction Paper (Green)			D	Tissue Paper (Red)		
B	Construction Paper (Blue-Dark)			E	Tempera Paint (Yellow)		
B	Construction Paper (Blue-Sky)			E	Tempera Paint (Green)		
B	Construction Paper (Purple)			E	Tempera Paint (Blue)		
B	Construction Paper (Orange)			E	Tempera Paint (Purple)		
B	Construction Paper (White)			E	Tempera Paint (Orange)		
B	Construction Paper (Brown)			E	Tempera Paint (White)		
B	Construction Paper (Black)			E	Tempera Paint (Brown)		
B	Construction Paper (Pink)			E	Tempera Paint (Black)		
B	Construction Paper (Red)			E	Tempera Paint (Red)		
B	Construction Paper (Pearl Grey)			F	Finger Paint (Yellow)		

System/Service Area: Compliance Department	Subject: Warehouse-Pick-up of Childrens Files
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Upon Request

Person(s) Responsible: Procurement Director
Warehouse Courier

Procedure: Warehouse – Pick up of Children Files

Upon request, the warehouse courier will go to the campus to pick up the children's file storage boxes. The campus will:

- Mark boxes at each end indicating the campus and school year.
- Campus will use appropriate (white office box) boxes for storage.
- Secure boxes with tape to ensure files are not exposed.
- A work order is submitted through "Go Engage" submitted to Field Operations secretary who will forward this to the Procurement Department.

System/Service Area: Compliance Department	Subject: Warehouse-U.S. Postal Mail Pick-up
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Daily

Person(s) Responsible: Procurement Director
Warehouse Courier

Procedure: Warehouse – U.S. Postal mail pick up.

The warehouse courier will go to the Post Office located in Edinburg, Texas to obtain all mail correspondence.

- Start process on or about 3 p.m. everyday,
- Obtain the postal box key from the Executive Secretary.
- Secure all mail correspondence from the mailbox assigned to the Program (P.O. Box 0117).
- Pick-up outgoing mail/documents/FedEx/UPS/ from Finance, Front desk, and HR Department.
- Upon returning to the office, deliver mail correspondence to the reception personnel for office distribution.

System/Service Area: Compliance Department	Subject: Warehouse-Delivery of Check Signature by County Judge
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Thursday of each week

Person(s) Responsible: Procurement Director
Warehouse Courier

Procedure: Warehouse Delivery of Check signature by County Judge.

- On Wednesday, and/or Thursday, the warehouse courier will pick up checks from Finance.
- Check will be in a secure enclosed envelope.
- Check will be delivered to the Judge's office.
- Upon instructions from the Judges office, courier will wait for the checks.
- If the checks are not ready, the courier will return to the office.
- If the checks are ready, the checks will be returned to the finance department.

Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

Staff Development Department

Staff Development Director: Christina Gutierrez

Policy Council Member Assigned: Annalee Romeros

Staff Development Procedures Manual

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Introduction

The Hidalgo County Head Start Program Staff Development Department aims to provide an outstanding and distinctive intellectual social and physical environment in which research, scholarship and learning may flourish, and all staff reach their potential goals. We strive to provide leadership in the implementation and management of all staff development and training activities for all program staff in accordance with the Head Start Performance Standards, Texas Minimum Standards for Licensed Child Care Centers, Head Start Program Policies and Procedures, and the Texas Education Agency Regulations. Staff Development Department strives to ensure that the professional development our staff receive refers to all the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both individual and the Program. We also focus on gaining knowledge and skills related to job performance in early childhood education (ECE) programs.

Staff Development Department will provide guidance and assistance to staff pursuing post-secondary education and degrees in early childhood education. We will also support and guide staff, especially classroom staff, to acquire associate's, bachelor's degrees along with teacher certification.

Staff Development Department is always informed by reviewing Head Start Performance Standards, Child Care Licensing Standards, program goals for high quality services and planned changes that may result in need for new knowledge skills and competencies they must share with all staff.

The Program will provide appropriate training and technical assistance or orientation to the governing body, and advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

The HCHSP operates its Staff Development Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
    - https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii
- Head Start Act (As Amended December 12, 2007)
    - https://eclkc.ohs.acf.hhs.gov/policy/head-start-act
- Texas Health and Human Services Commission-Texas Minimum Standards for Licensed Child Care Centers
    - https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf

Acknowledgements: N/A

Department Overview

Staff

Staff Development Director
Staff Development Coordinator

Responsibilities

- Provide leadership in the coordination and organization of all staff development and training activities as required by the Head Start Performance Standards, Minimum Standards for Child Care Centers.
- Assist in the development and implementation of the Technical Assistance and Training Plan and all related functions.
- Assist staff members in the development and implementation of their individual Professional Development Plan.
- Establish and maintain record keeping and reporting procedures for participation and evaluation of all professional development and training activities/sessions as required by the Program and Child Care Regulations.
- Assist in providing orientation sessions to new employees.
- Support and maintain the Employee Higher Education Assistance Program for staff enrolling in higher education class, especially those pursuing degrees in early childhood education and social work.
- Coordinate the preparation of the Alternative Certification Program to assist employees in career development compatible with Program requirements.
- Direct the preparation of the pre-service sessions for Annual Training conducted annually for Program staff.
- Secure and maintain current records for all employes credentials, transcripts, and degree plan, etc. and keep this information current in the employee personal file.
- Prepares and submits yearly reports to the Executive Director on employee education records/credentials, enrollment in higher education classes, and expenditures covered by the Program.
- Participate in “trainer of trainer” programs to assist in providing training as needed in the different departments.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Alternative Certification Program Participants (Teach Us)	Teachers	Weekly until complete
Beginning Teacher Series	Campus Directors / Teachers	One month from DOH
Business Management Courses	Campus Directors/Human Resource Department/Compliance/ Staff Development Department	Upon Hire
Child Development Associate (CDA)	Disability Aid/Floater & Campus Directors	Upon hire & renew every 3 years
Educational Attainment	All Staff/Staff Development Department	Fall/Spring Semester
Educational Incentives	All Staff & Staff Development Department	Fall/Spring Semester
Educational Leave	All Staff & Staff Development Department	Fall/Spring Semester
Leave of Absence for Student Teaching/ Internship/Practicum Placement	All Staff	Fall/Spring Semester
Professional Development Plan	All Staff	DOH/October/April
Program Information Summary (PIS)	Department Director	Monthly
Training: Professional Development		
- **Annual**	All Staff/Staff Development Department /Human Resources Department	Yearly
- **Ongoing Training**	All Staff/Campus Directors	Ongoing
- **Pre-Service/On Boarding**	New Staff Members/Staff Development Department/Human Resources Department	Within 90 days of DOH
- **Tracking Log Annual Training**	All Staff/Campus Directors	Yearly
- **Tracking Log Ongoing Training**	All Staff/Campus Directors	Ongoing
- **Tracking Log Pre-Service**	All Staff/Campus Directors	Within 90 Days of DOH
- **Certificates**	All Staff/Campus Directors / Staff Development Department	Ongoing
- **Evaluation**	All Staff/Campus Directors / Staff Development Department	Ongoing
- **Questionnaire /** - **Pre-Post Test (AgriLife)**	All Staff/Campus Directors / Staff Development	Ongoing

System/Service Area: Staff Development	Subject: Alternative Certification Program Teach Us
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Weekly until complete

Person(s) Responsible: Teachers & Staff Development Department

Procedure: Teachers will be given an opportunity to enroll into Teach Us; the Teacher Certification Program. They must pass Science, Teaching, and Reading (STR), and EC-6 CORE exam by June 2024. They will be given one year after completing STR & EC-6 exams to complete Pedagogy & Professional Responsibilities (PPR) and Bilingual Target language Proficiency (BTLPT) Spanish exam.

- Teachers will be given sufficient time to study and complete course work given by a Teach US Representative.
- Teachers must benchmark at 80% before being approved to take the exam.
- Submit results of exam to Staff Development Department.
- Once Staff has passed STR and CORE EC-6 exam, they will become eligibility for Internship with the District assigned to them for one year.
- Staff must proceed in completing the remaining exams (PPR and BTLPT).

https://tea.texas.gov/texas-educators/preparation-and-continuing-education/consumer-information-about-educator-preparation-programs/consumer-information-about-educator-preparation-programs

System/Service Area: Staff Development	Subject: Beginning Teacher Series
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 1 month from date of hire

Person(s) Responsible: Teachers and Campus Directors

Procedure: New Teachers will complete the self-paced courses based on staff roles and interest on the ECLKC website. This resource will assist staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities.

- Visit the Head Start Early Childhood Learning & Knowledge Center (ECLKC) website.
- Click on iPD icon
- Create an account
- Search Beginning Teacher Series Preschool
- Complete 9 course videos
- Send Certificates to Staff Development Department and keep a copy at the Campus.

Appendix: **A** Beginning Teacher Series

System/Service Area: Staff Development	Subject: Business Management Courses
Related Regulation(s): §1302.91	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Upon Hire

Person(s) Responsible: Campus Directors/Human Resources/Compliance/Staff Development

Procedure: Campus Directors are required to have two Business Management Courses. If lacking these courses upon hire, Campus Directors must enroll to take courses with Dr. Beverly Ashley at A+ Center for Education, LLC. or Gloria Castillo at Early Learning Association.

System/Service Area: Staff Development	Subject: Child Development Credential (CDA)
Related Regulation(s): §1302.91 (e)(1)(3)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy HCHSP will ensure Disability Aide/Floaters have a minimum of a Child Development Associate (CDA) credential or compared credential and have been trained or have equivalent coursework in early childhood development with a focus in preschool development.

Time Frame: Upon hire/renew every 3 years.

Person(s) Responsible: Disability Aide/Floater and Campus Directors

Procedure: Staff will obtain a Child Development Credential and ensure that it is maintained.

- Visit the Council for Professional Recognition website.
- Complete the steps to renew CDA.
- The Chief Human Resources Officer will verify employment and training hours.
- Complete the renewal process and make payment.
- A copy of the CDA Credential will be kept in the staff file, Human Resources Department and Staff Development Department.

System/Service Area: Staff Development	Subject: Education Attainment
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Fall/Spring Semester

Person(s) Responsible: All Staff

Procedure: Staff intending to enroll in college courses must consult with the Staff Development Department prior to enrollment. The guidelines for attending classes contained herein will be reviewed and discussed. Continued contact is required throughout the staff enrollment in classes every semester. Staff must attend classes after working hours.

System/Service Area: Staff Development	Subject: Educational Incentives
Related Regulation(s): Civil Service 7.218-7.223	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Spring/Fall Semester

Person(s) Responsible: Campus Staff

Procedure: Staff may request financial assistance for tuition and books while attending College/University.
In order to be considered for financial assistance/reimbursement of College Expenses, eligible Staff must furnish the Head Start Staff Development Director written documentation reflecting the following:

- College Expenses are associated with actual attendance in classes required for a degree ("Degree Plan") in Early Childhood Development, or a related field approved by the Head Start Executive Director;
- The Staff has at least a 2.5 grade point average on all course work associated with the Staff's Degree Plan, and at least a "C" grade on any course for which reimbursement of College Expenses is requested;
- The Staff applied for financial assistance in the form of loans, grants, scholarships, etc., and the Staff was either denied, or ineligible, for such financial assistance;
- Course work has not interfered with the Staff's performance of assigned work under the Head Start Program; and
- Requested reimbursement of College Expenses may not exceed amounts associated with more than nine (9) course hours in any one semester.
- Staff must submit denial letter from financial aid, a semester schedule, detail bill from the College/University to Staff Development Department.
- Staff must complete a Tuition Reimbursement Agreement form before being eligible for financial assistance.
- Once the agreement form is complete, the Staff Development Department will submit the request for financial assistance to the Finance Department for payment to College/University or reimbursement to Staff.

Appendix: **B** Educational Attainment (Tuition Reimbursement Form)

System/Service Area: Staff Development	Subject: Educational Leave
Related Regulation(s): Civil Service 7.173-7.177	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Spring/Fall Semester

Person(s) Responsible: All Staff/Campus Director

Procedure: Staff are granted up to 4 work hours per week, with pay, of Educational Leave in order to attend approved courses that are not offered during staff non-work hours. Staff on Leave without Pay status or unpaid Family and Medical Leave are not eligible for Educational Leave.

- Once Staff registers for a class at a College/University, they will complete an Educational Leave Request form.
- Submit a copy along with a copy of their schedule for approval to Staff Development Department.
- Once approved by the Assistant Director for Programmatic Services, the Staff Development Department will submit the request to the Finance Department.

Appendix: **C** Educational Leave

System/Service Area: Staff Development	Subject: Leave of Absence for Student Teaching/Internship/Practicum Placement
Related Regulation(s): Civil Service	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Fall / Spring Semester

Person(s) Responsible: All Staff

Procedure: Staff may be granted leave of absence, not to exceed one school semester, for Student Teaching, Internship, or Practicum Placement. The Staff shall notify the Program of a desire to return to active duty no later than 30th day before the expected date of return. Staff will be eligible to receive compensation for Educational Leave for the semester requested and to utilize any accumulated personal leave. Educational Leave will be granted for the semester calculated 4 hours per week. All benefits will continue until both the educational leave and the personal leave have been exhausted. During the period an eligible Staff takes an Educational Leave of Absence and after the Staff exhausts the accumulated Personal leave, the Staff may continue to participate in the Group Health Plan if said Staff arranges to pay the insurance premium by making payment through the payroll department for the duration of the Staff leave of absences. Such leave shall be without benefit of experience increments for the period of the absence after exhausting the paid leave. Neither Personal Leave nor Sick Leave may be earned during the Leave of Absence.

- Staff must submit an Educational Leave Request form along with the semester schedule, Field Placement Agreement, Practicum Placement, and a detailed explanation of dates to be taken.
- A request in writing must be submitted to the Staff Development Department two months prior to the requested leave.

System/Service Area: Staff Development	Subject: Professional Development Plan
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Date of Hire, October, and April

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will complete a Professional Development Plan to identify strengths and needs while they set short-and long-term goals.

- New Staff will complete the form during Pre-Service training.
- Teachers, Assistant Teachers and ISD Staff will complete the Professional development Plan to reflect on the CLASS observation has been completed and the Campus Directors has conducted a conference with them.
- Teachers, Assistant Teachers and ISD Staff will set goals referring to outcomes of the CLASS observations.
- All other staff must complete the form by referring to job duties or a career path.
- In April staff will evaluate themselves to see if they accomplish their goal.

Appendix: **D 1-3** Professional Development Plan (All Staff except Teachers and Assistant Teachers)
Professional Development Plan (Teachers and Assistant Teachers only)
Professional Development Plan (District Teachers and Assistant Teachers)

System/Service Area: Staff Development	Subject: Program Information Summary (PIS)- Staff Development
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Department Director

Procedure: Department will submit Staff Development activities monthly to Executive Director/Secretary.

- Beginning Teacher Series
- Childhood Development Association (CDA)
- Educational Attainment
- Annual Training
- Ongoing Training
- Pre-Service Training
- Teach Us Study Sessions
- Professional Development Plans

System/Service Area: Staff Development	Subject: Training and Professional Development
Related Regulation(s): §746.1309(a)(b)(c)(e)(f)(g)(h)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program will provide annual training to all New Staff. Campus Staff must obtain their annual training within 12 months from the date of their employment and during each subsequent 12-month period. Training will assist Staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities. HCHSP will provide orientation to all new Staff. Training will assist Staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities. Staff are required to maintain records of their attendance at the Campus.

Time Frame: Annual Training- Start of a new year / yearly.
Ongoing Training- Ongoing throughout the year
Pre-Service/Onboarding Training- within 90 days of hire, and yearly thereafter.

Person(s) Responsible: Program/ISD Staff / Campus Directors / Staff Development Department

Procedure:

Annual / Pre-Service/Onboarding Training:

- Staff will complete 24 hours of professional development.
- Staff will complete a questionnaire and evaluation for each presentation.

Ongoing Training:

- Staff will attend the required training presentations being provided throughout the year.

System/Service Area: Staff Development	Subject: Training Tracking Log
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Annual Training: Start of a new school year/yearly.
Ongoing: Ongoing throughout the year
Pre-Service/Onboarding Training: Within 90 Day of Hire

Person(s) Responsible: Program/ISD Staff / Campus Directors

Procedure:

Annual Training Tracking Log:

- Staff will keep track of all training presentations they attend during the start of a new school year.

Ongoing Training Tracking Log:

- Staff will keep track of all training presentations they attend throughout the school year.

Pre-Service/Onboarding Training:

- Staff will keep track of training presentations attended within 90 days of hire.

Appendix: **E 1-3** Tracking Log Annual Training
Tracking Log Ongoing Training
Tracking Log Pre-Service Onboarding Training

System/Service Area: Staff Development	Subject: Training Certificates
Related Regulation(s): § 746.801(3), § 746.901, § 746.1317, § 746.1329	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will have records of training hours, including documentation to provide to Childcare Licensing to verify that Staff have met training requirements. Staff will maintain the original certificate documenting the completion of training at their Campus. Staff will maintain and make the training certificates provided by Program and AgriLife available for review upon request.

Certificate must provide:

- The participant's name
- Date of the training
- Title/Subject of the training
- The trainer's name, or source of the training for self-instructional training
- The trainer's qualifications must meet the criteria.
- Length of the training specified in clock hours, CEUs, or college credit hours, appropriate.
- Must keep records for at least three years.

System/Service Area: Staff Development	Subject: Training Evaluation
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: After attending any presentation, Staff must complete an evaluation regarding if the training meets their expectations. The purpose of this is to see if the structure of the training process was clear. Staff/Participants are asked to rate their satisfaction with the training program and provide feedback on various aspects such as the quality of training materials, the instructor's presentation skills, and the convenience of the training facilities.

Appendix: **F** Evaluation Form

System/Service Area: Staff Development	Subject: Training Questionnaire/Pre-Post Test (AgriLife)
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will complete a questionnaire to evaluate their own knowledge, point of view and skills before and after a training presentation. Staff will keep a questionnaire alongside the certificate, for the same topic, at the Campus for their records. Staff will also keep the Pre-Post test from AgriLife alongside the certificate of the same training topic at the Campus.

Appendix: **G** Questionnaire Form

Appendices

Appendix – A

BEGINNING TEACHER SERIES

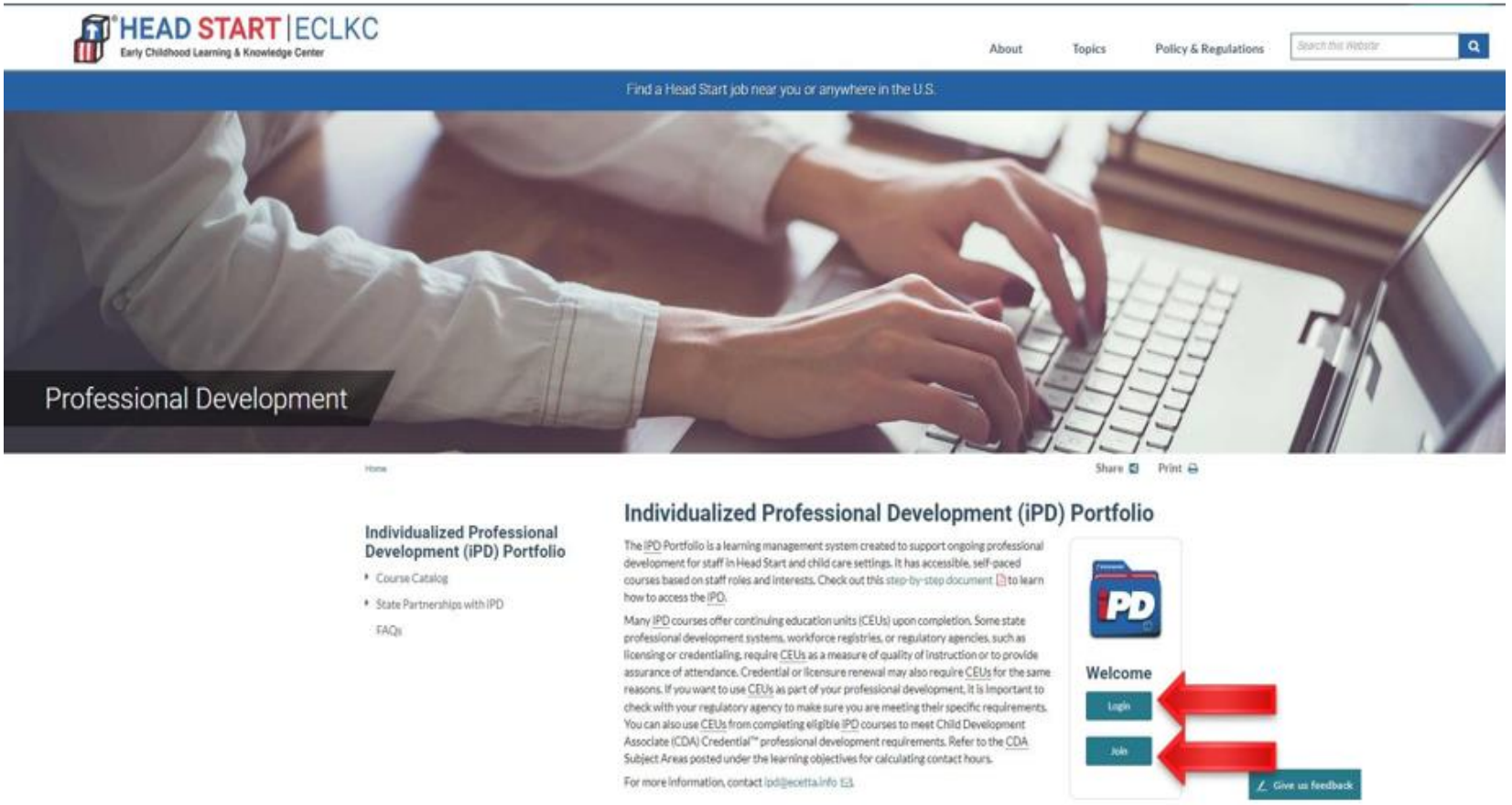
Log in to ECLKC Website.

https://eclkc.ohs.acf.hhs.gov/

Appendix – A con't.

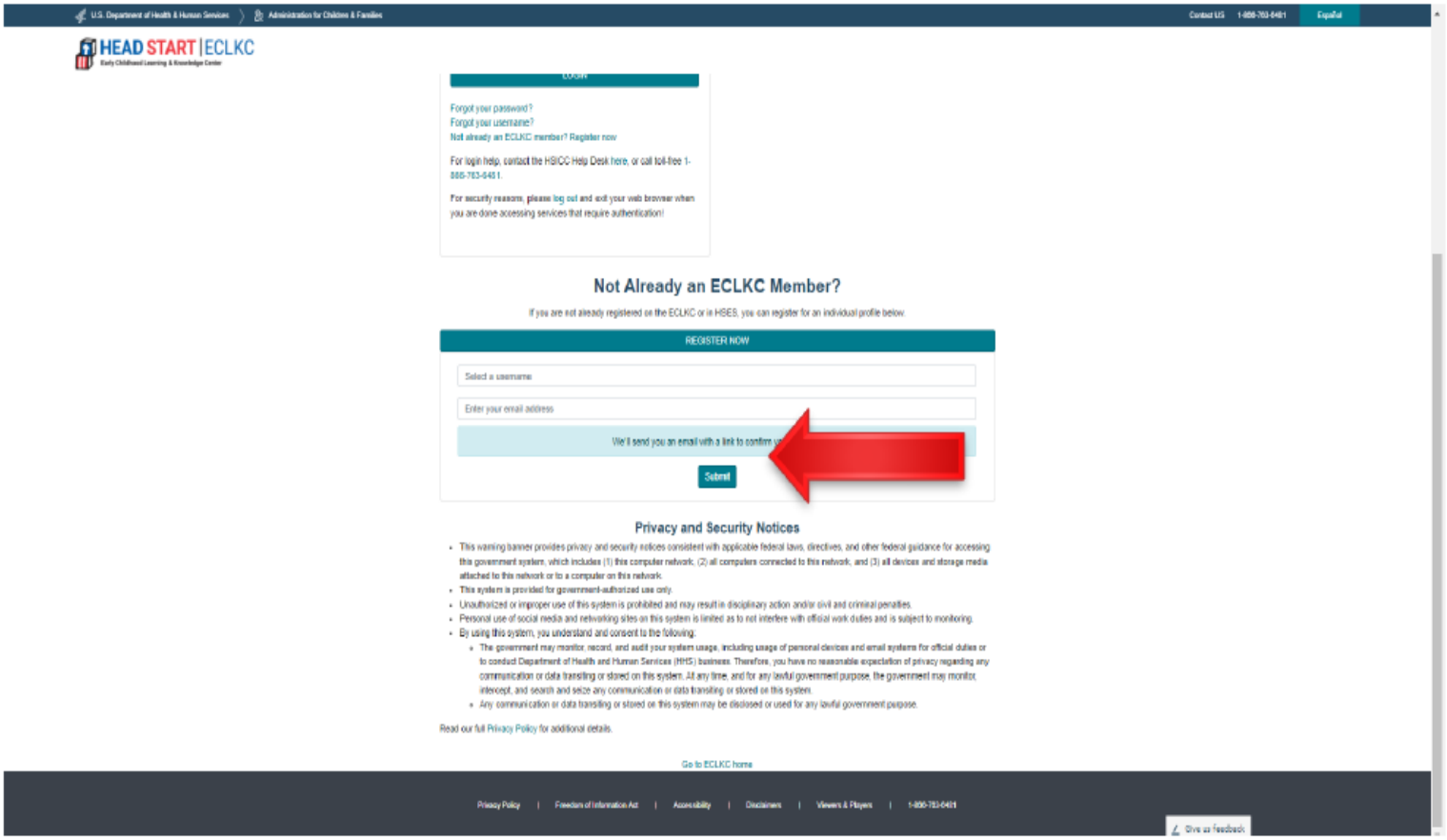


If you're already a member, click Login…



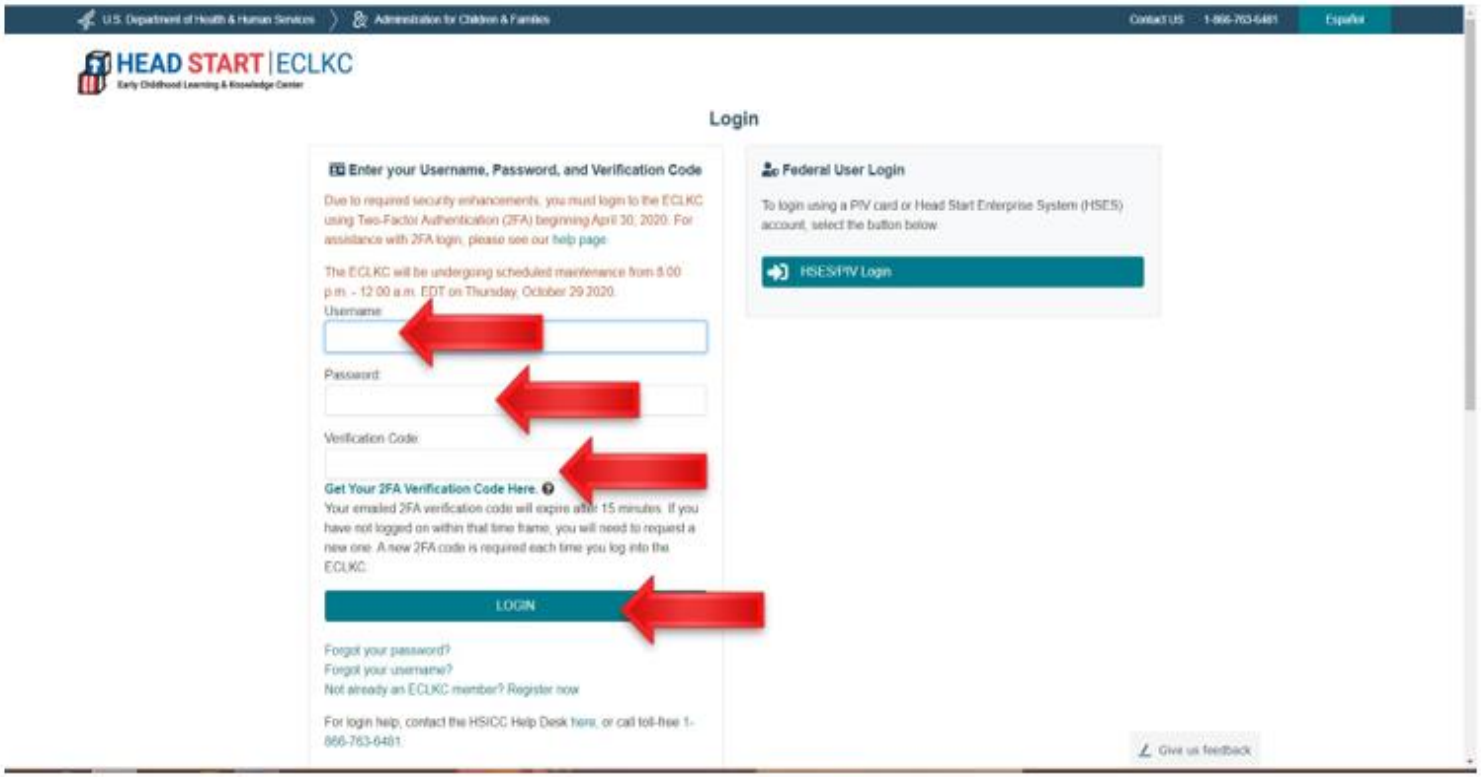
For New Members, click Join…

To register, select and create a username and type in your Head Start email address. Once you register, you will create a password…



Type in Username and Password and request a verification code.
You must request a verification code each time you log in.

Once you receive an email with the code, type it in and click LOGIN…



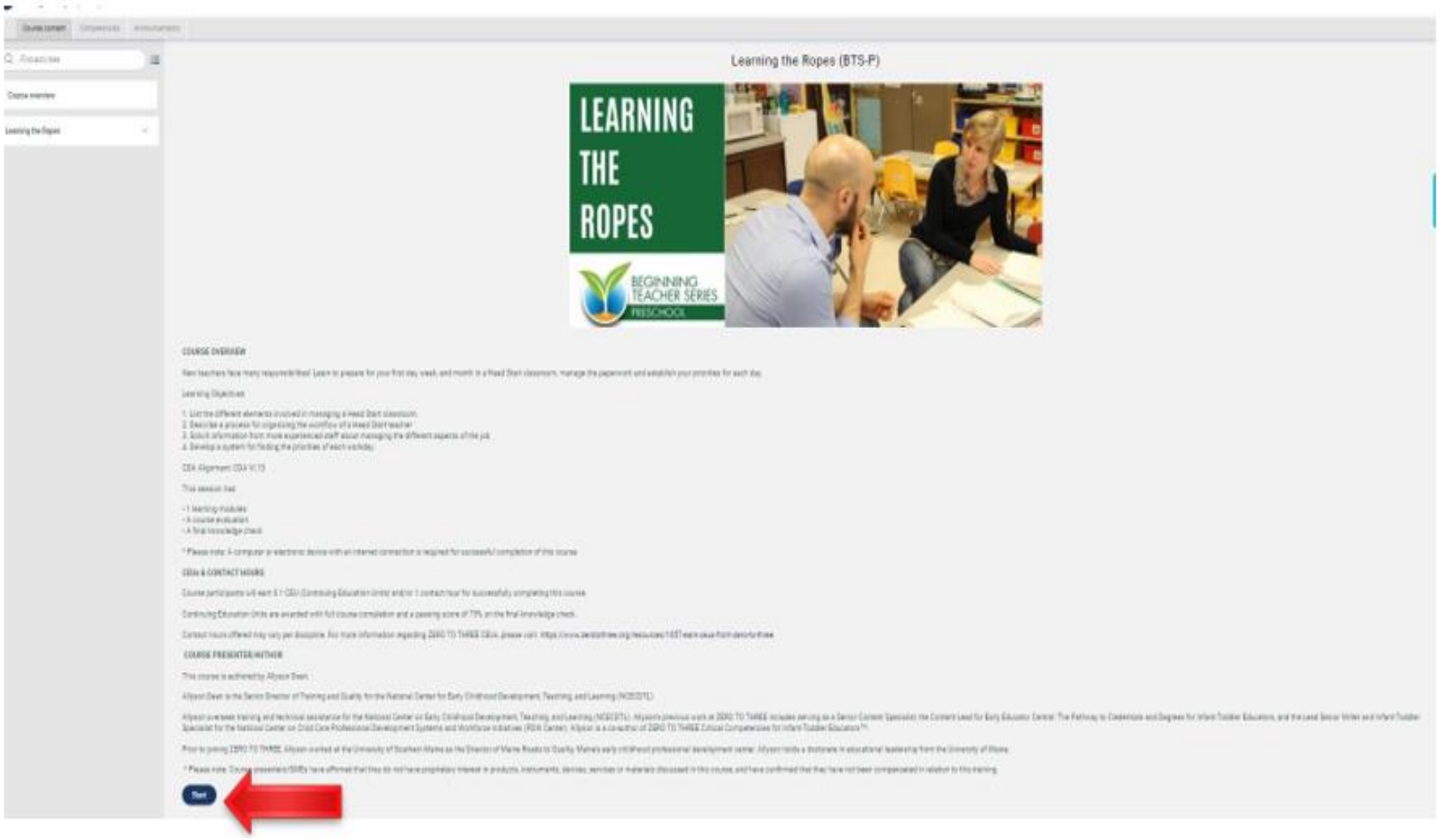
Once you are in the dashboard, click on the course's icon…



Appendix – A con't.



You are ready to start the series of courses.



Appendix – B

TUITION REIMBURSEMENT AGREEMENT

WHEREAS, the **HIDALGO COUNTY HEAD START PROGRAM,** (herein referred to as "Head Start") established an educational incentive program for its qualified employees enrolled in higher education courses, as set out in the Programs Policy, which is attached and incorporated by reference; and

WHEREAS, the incentive policy provides for payment and fees by **Head Start** on behalf of the employee, in reliance on the employee's representation of that he/she will reimburse **Head Start** if the employee does not receive at least a grade point average of 2.0 (including the incompletion of a course for whatever reason) or if the employee after having completed the course (s) does not return to work for **Head Start**;

WHEREAS, this agreement serves as the employee's representation that he/she will reimburse **Head Start** under the conditions recited herein.

In consideration of payment of tuition and fees, the undersigned _____, Herein referred to as the "employee" agrees to reimburse **Head Start** the sum of **$**_____("principal") in lawful and legal tender of the United States of America, together with interest of 5% per annum and payable as follows:

1. **INTEREST-**Interest shall accrue on the principal and unpaid balance at the rate of 5% per annum prior to the date of demand for payment and after demand for payment at the maximum rate permitted by law, but in no event less than 5% per annum.
2. **PAYMENT-**Reimbursement of tuition fees and interest is due and payable as follows:

    a. Tuition and fees ('principal") and interest shall be due and payable upon the employment termination of _____(employee's name) from Hidalgo County Head Start _____ hereby expressively authorizes Head Start or the County of Hidalgo to deduct such amount from his/her final paycheck to reimburse Hidalgo County Head Start such amount, otherwise one-third of the principal and interest shall be forgiven on each anniversary date hereafter so long _____(employee) remains an employee of Hidalgo County Head Start Program.

    b. Provide however notwithstanding the above, should (employee) not achieve a grade point average of 2.0 or drop out of a course(s) to which the proceeds of this agreement applied and should _____**(**employee) remain employed by Head Start, then penalty and interest shall be due and payable in four equal monthly payments; which _____(employee) does hereby expressly authorize Head Start of Hidalgo County to withhold/deduct said amount from employee's paycheck.

Appendix – B con't.

Any check, draft, money order or other instrument given in payment of all or any portion of this agreement may be accepted by Head Start and handled in collection in the customary manner, but the same shall not constitute payment under this agreement or diminish any right of Head Start except to the extent that actual cash proceeds of such instrument are initially received by Hidalgo County Head Start Program.

3. **Prepayment-**Employee, at any time subsequent to the execution of this agreement, shall have the right to prepay this obligation in whole or in part at any time, and in such amounts in whole or in part as the employee shall so desire and from time to time as the employee sees fit. Interest shall immediately cease o accrue as of the date of prepayment on any amount of the principal that is so prepaid. Any repayment of the principal shall be credited to the payment of the installments last accruing under this agreement. Prepayment of a part of this agreement shall not affect the employee's obligations to continue a waiver of Head Start's right to exercise such option in the event of any subsequent default.
4. **Default-**It is agreed that time is of the essence under this agreement. If default is made in any part or the principal or interest of the agreement as the same becomes due and payable upon the performance of any obligation, or covenant contained in any instrument securing payment of this agreement, then in either event, the Hidalgo County Head Start Program shall have the option to declare the entire unpaid balance of both the principal and accrued interest immediately due and payable without notice. Failure of Head Start to exercise this option shall not constitute a waiver of Head Start's right to exercise such option in the event of any subsequent default.
5. **Attorney's Fees-**In the event of default under this agreement, or under any of the accompanying instruments securing payment agreement, or if this obligation, is submitted to an attorney for collection, regardless of whether or not suit if filed, or if the obligation is collected by suit or legal process including, but not limited to, through the probate court or bankruptcy proceedings, employee is obligated to pay an additional sum equal to fifteen percent (15%) of all sums than due on the agreement, including principal and interest, as attorney's fees and expenses of collection, or such greater amount as may authorized by law.
6. **Waivers-**Employee and any and all sureties, guarantors and endorsers of this Agreement, and all other parties now or hereafter liable on this agreement, severally waive grace, demand, presentment for payment, protest, notice of any kind (including, but not limited to, notice of dishonor, notice of protest, notice of intention to accelerate, and notice of acceleration), and diligence in collecting and bringing suit against any party hereto and agree:
    a. to all extensions and partial payments, with or without notice, before or after maturity.
    b. to the release of any part primarily or secondarily liable to this agreement; and:

Appendix – B con't.

c. That it will not be necessary for Head Start, in order to enforce payment of this agreement, to first institute, or exhaust Head Start's remedies against employee or any other party liable therefore, or against any security for this agreement.

7. **Personal liability-**This obligation shall be the joint and several obligations of the employee and of all endorsers and shall be binding upon them, individually and severally, their heirs, legal representatives, successors, and assigns. The employee and endorser hereby, jointly and severally, waives presentment for payment, demand, protest, and notice thereof.
8. **Assignment-**This agreement and all rights and powers under this instrument, may be transferred and assigned by Head Start on such time and on such terms as Head Start may deem advisable, and assignee shall succeed to all rights and powers of Head Start under this instrument.
9. **Construction-**This agreement shall be governed by and construed under the laws of the State of Texas and the laws of the United States of America.

IN WITNESS WHEREOF, the undersigned has executed this agreement on the date first written above,

Employee: _____

By: _____

Accepted this day: _____

Hidalgo County Head Start Program

By: _____

DATE OF GRADUATION: _____

EMPLOYEE'S TERMINATION DATE: _____

THREE (3) YEAR COMPLETION DATE: _____

****INVOICES WILL BE ATTACHED TO EMPLOYEE CONTRACT FOLDER**

Appendix – C

HIDALGO COUNTY HEAD START PROGRAM

STAFF DEVELOPMENT DEPARTMENT
EDUCATIONAL LEAVE REQUEST FORM

NAME:	CENTER:
POSITION:	DATE:

EMPLOYEE WORK STATUS: ❑ PROBATION ❑ REGULAR FULL TIME

EMPLOYEE WORK SCHEDULE: ❑ 7:45 – 4:15 ❑ 8:00 – 4:30 ❑ 8:45 – 5:15

REASON FOR LEAVE: _____

NAME OF COURSE(S)	TIME COURSE(S) IS OFFERED
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

AMOUNT OF TIME BEING REQUESTED PER WEEK: _____

DAYS OF THE WEEK COURSE(S) IS OFFERED: _____

_____ _____

EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE

_____ ❑ APPROVE ❑ DISAPPROVE

STAFF DEV. SPECIALIST SIGNATURE DATE

_____ ❑ APPROVE ❑ DISAPPROVE

PROGRAM DIRECTOR SIGNATURE DATE

Educational Leave, up to four (4) hours per week, with pay, is available to eligible Head Start Program employees in order to attend approved course(s) WHICH ARE JOB RELATED.

NOTE: *Please attach copy of your class schedule with your request. If not included, your request will not be processed.*

ORIGINAL - *STAFF DEVELOPMENT DEPARTMENT* YELLOW - EMPLOYEE PINK – *SUPERVISOR* REV.7/19

Appendix – D-1

Hidalgo County Head Start Program
Professional Development Plan

Completed by:
All Staff
(except Teachers & Asst. Teachers)

Name _____Position _____

Center _____Program year _____

Professional Goals:

I will participate in training and staff development activities to:

1._____

2._____

3._____

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

*** Submit copy to Staff Development Department**

END OF YEAR EVALUATION
Evaluation of Goals:

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

**** Submit original form to Staff Development Department**

Appendix – D-2

Hidalgo County Head Start Program
Professional Development Plan

Completed by:

☐ Teacher

☐ Asst. Teacher

Name of employee:	
Center:	**Room #**
Professional Development Goals based on CLASS Results and Professional Growth:	
1.	
2.	
3.	
Targeted date of Completion: End of Year	
Employee Signature: Date:	**Center Manager Signature: Date:**

*** Submit copy to Staff Development Dept. by end of CLASS Cycle 1 & 2 for Head Start Teachers**

END OF YEAR EVALUATION	
Evaluation of Goals:	
Employee Signature: Date:	**Center Manager Signature: Date:**

**** Submit original form to Staff Development Dept. by end of year**

Appendix – D-3

Hidalgo County Head Start Program
Professional Development Plan

Completed by:
District Staff
(Teachers & Asst. Teachers)

Name _____Position _____

Center _____Program year _____

Professional Goals:

I will participate in training and staff development activities to:

1._____

2._____

3._____

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

*** Submit copy to Staff Development Department**

END OF YEAR EVALUATION
Evaluation of Goals:

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

**** Submit original form to Staff Development Department**

Appendix – E-1

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER ANNUAL TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee: _____ **ID#:** _____ **Date of Hire:** _____ **Center:** _____

CPR	First Aid
Exp. Date:	Exp. Date:

License Child Care Center or Licensed Child Care Home: Each caregiver must obtain at least 24 clock hours of training.

§746.1309 (b)At least six hours of annual training must be in one or more of the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Child Growth and Development from Infancy to School Age	**Child Growth and Development**	Education Agrilife
1		Positive Guidance & Discipline	**Guidance and Discipline**	Compliance Agrilife
1 1		State Research-Based Curriculum Phonemic Awareness	**Age-appropriate curriculum**	Education Districts Education Dept.
2		CLASS Emotional Support CLASS Classroom Organization CLASS Instructional Support	**Teacher-Child interaction**	Education Department

*§746.1309 (c)At least **one clock hour** of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, including:*

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Reporting Child Abuse and Neglect Policy Child Maltreatment	**Factors indication a child is at risk for abuse or neglect:**	Compliance Agrilife
2		Minimum Standards Child Maltreatment	**Warning signs indicating a child may be a victim of abuse or neglect**	Compliance Agrilife
2		Minimum Standards Child Maltreatment	**Procedures for reporting child abuse or neglect**	Compliance Agrilife
1 1		Community Partners: Meeting the need of Head Start Families	**Community organizations that have training programs available to employees, children, and parents**	Silva-Longoria

§746.1309 (e)While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Minimum Standards- How to Exercise Your Emergency Evacuation Plan	**Emergency preparedness (Emergency planning for childcare providers)**	Compliance Agrilife
1 1		Communicable Diseases Texas Vaccines for Children Program	**Preventing the spread of communicable diseases, including immunizations**	Health
2		Medication Administration in child care	**Administering medication**	Health Agrilife
1		Nutrition Food Allergies	**Preventing and responding to emergencies due to food or an allergic reaction**	Nutrition
1		Procedures on Safety Issues and Preventing Work Related Injuries	**Understanding building and physical premises safety, including identification and protection from hazards that cause bodily injury such as electric hazards, bodies of water, and vehicular traffic**	HR
1		Safety and Hazardous Materials Disposal	**Handling, storing and disposing of hazardous materials**	Field Operations

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§746.1309 (f)The remaining clock hours of annual training must be in one or more of the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Supporting the Establishment of strong peers and adult-child relationship in the inclusive child care environment	**Care of children with special needs**	Special Service Agrilife
1		Child Nutrition Food Program	**Child health (ex. nutrition and activity)**	Nutrition
1		Injury prevention and child safety in child care settings	**Safety**	Compliance Agrilife
1		Procedures on Safety Issues and Preventing Work Related Injuries	**Risk Management**	HR
2		Infection Control in Child Care settings	**Identification and care of ill children**	Health Agrilife
1		Parent, Family & Community Engagement Framework	**Cultural diversity for children and families**	Family Service
1		Effective Communication with Parents	**Professional development (effective communication with families, time and stress management).**	Family Service
2		Social Emotional in Preschool	**Topics relevant to the particular age group the caregiver is assigned (ex. biting and toilet training)**	Special Services Agrilife
1		Lesson Plan and Daily Schedule	**Planning developmentally appropriate learning activities**	Education Districts
1		Progress Monitoring Assessment CIRCLE	**Observation and assessment**	Education Districts
1		Stress, Trama, and Resilience in Preschoolers	**Attachment and responsive care giving**	Mental Health Agrilife
1		Overview of Minimum Standards & How do they apply to you.	**Minimum standards and how they apply to the caregiver**	Compliance

§746.1316 (b) The two hours of transportation safety training are exclusive of any requirements for orientation, pre-service training, and annual training.

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Safety Practices Performance Standards Fixed Routes. Alternate Routes Certification Requirements Documentation Requirement	**Transportation Safety Training**	Transportation

§746.1311(f)(1) Directors: Five or fewer years must complete at least six hours in Management Techniques, Leadership Staff Supervision.

Hours	Date	Title/Objective	Training	Trainer Qual.
		Leadership Training	**Ensure supervision, management and leadership skills for all staff.**	Agrilife

§746.1311(f)(2) Directors: More than five years must complete at least three hours of the annual training in Management Techniques, Leadership Staff Supervision.

Hours	Date	Title/Objective	Training	Trainer Qual.
		Leadership Training	**Ensure supervision, management and leadership skills for all staff.**	Agrilife

Total Self Instructional:_____ **Total Instructor Lead:**_____

§746.1309(g) AT LEAST FIVE OF THE 24 REQUIRED ANNUAL TRAINING HOURS MUST COME FROM INSTRUCTOR-LED TRAINING. THE REMAINING 19 REQUIERED ANNUAL TRAINIG HOURS MAY COME FROM SELF-INSTRUCTIONAL TRAINING, OF WHICH NO MORE THAN THREE HOURS MAY COME FROM SELF-STUDY TRAINING.

TOTAL HOURS EARNED FOR TRAINING YEAR:____24____

_____ _____

Employee Signature Date

_____ _____

Reviewed and Acknowledge by Campus Director Date

Appendix – E-2

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER ANNUAL TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee:_____ ID#: _____ Date of Hire: _____ Center: _____

Hours	Date	Title/Objective	Training

TOTAL HOURS EARNED FOR TRAINING YEAR:_____

_____ _____

Employee Signature Date

_____ _____

Reviewed and Acknowledge by Campus Director Date

Appendix – E-3

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER PRE-SERVICE TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee: _____ **ID#:** _____ **Date of Hire:** _____ **Center:** _____

Pre-Service 24 hours	Orientation/Policies	CPR	First Aid
Date: ED	Date: HR	Exp. Date	Exp. Date

License Child Care Center or Licensed Child Care Home: Each caregiver must obtain at least 24 clock hours of pre service training.

§746.1303. Orientation for employees must include at least the following

Hours	Date	Title/Objective	Training	Trainer Qual.
5		Participants will be able to identify the Texas Department of Health and Human Services-Child Care Licensing Minimum Performance Standard and review how the standards apply to their job responsibilities.	**Overview of the minimum standards**	COMPLIANCE
1		Participants will acknowledge and understand all operational policies including the release of children.	**Overview of operational policies including discipline and guidance; procedures for the release of children**	HR
1		Participants will understand and acknowledge the importance of child maltreatment, warning signs of abuse and neglect through videos, community organizations.	**Overview of policy on prevention, recognition and reporting of child maltreatment including: factors indicating a child is at risk of abuse and neglect; warning signs indicating a child may be a victim of abuse and neglect; procedures for reporting child abuse and neglect; community organizations that have training programs available to employees, children, and parents.**	HR
1		Participants will be able to identify the Texas Department of Health and Human Services-Child Care Licensing Minimum Standard and review how the standards apply to their job responsibilities such as being prepared to respond to emergencies. Contacting the parents, law enforcement, fire department, etc.	**Overview of the procedures to follow in handing emergencies, sharing the emergency preparedness plan with all employees. Emergencies may include fire, explosion, tornado, toxic fumes, volatile person, and severe injury or illness of a child or adult.**	COMPLIANCE

Hours	Date	Title/Objective	Training	Trainer Qual.
1		Participants with hands on activities know where all fire extinguishers are located.	**Location and use of fire extinguisher and first aid equipment.**	FIELD OPERATION
2		Participants will be trained by staff when administrating medication.	**Administering medication, if applicable including compliance with 746.3803**	HEALTH
1		Participants will understand the importance of nutrition food and identify food allergies.	**Preventing and responding to emergencies due to food or an allergic reaction.**	NUTRITION
1		Participants will be able to identify procedures on Safety Issues and Preventing Work Related Injuries.	**Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic.**	COMPLIANCE

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Hours	Date	Title/Objective	Training	Trainer Qual.
1		Participants will identify safety materials and hazardous materials that are disposable.	**Handling, storing and disposing of hazardous materials including compliance with 746.3425.**	FIELD OPERATION
1		Participants will be able to implement rules for safety and will acquire knowledge on the required paperwork to transport children.	**Precautions in transporting children if your center transports a child whose chronological or developmental age is younger than nine years old.**	TRANSPORATION W/COMPLIANCE

§746.1316 (b) The two hours of transportation safety training are exclusive of any requirements for orientation, pre-service training, and annual training.

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Safety Practices Performance Standards Fixed Routes. Alternate Routes Certification Requirements Documentation Requirement	**Transportation Safety Training**	TRANSPORTATION W/COMPLIANCE

746.1305 Pre-service training for caregivers

Hours	Date	Title/Objective	Training	Trainer Qual.
1		Early Learning Outcomes Framework Curriculum - Pacing Guide - Lesson Planning.	**Developmental stages of children**	EDUCATION
1		Phonemic Awareness	**Age-appropriate activities for children**	EDUCATION
1		Minimum Standards and the Emergency Preparedness Plan.	**Positive guidance and discipline of children**	COMPLIANCE
1		Participants will learn and identify meeting the needs of Head Start Children through the Parent, Family & Community Engagement Framework.	**Fostering children's self-esteem**	FAM. SERV
1		Participants will understand all safety Practices and fixed routes. Alternate Routes Certification requirements and document. Children safety on the bus.	**Supervision and safety practices in the care of children**	TRANSPORTATION W/COMPLIANCE
1		CLASS Emotional Support CLASS Classroom Organization CLASS Instruction al Support	**Positive interaction with children**	EDUCATION
1		Participants will learn how to properly care for sick children and prevent the spread of communicable diseases.	**Preventing and controlling the spread of communicable diseases, including immunizations**	HEALTH

Total Self Instructional:_____ **Total Instructor Lead:**_____

NO MORE THAN 80% OF THE REQUIRED ANNUAL TRAINING HOURS MAY BE OBTAINED THROUGH SELF-INSTRUCTIONAL TRAINING. NO **MORE THAN THREE HOURS**
OF THE SELF-INSTRUCTIONAL TRAINING MAY COME FROM A PERSON READING WRITTEN MATERIALS OR WATCHING A VIDEO ON THEIR OWN.
*THE 24 CLOCK HOURS OF ANNUAL TRAINING ARE EXCLUSIVE OF ANY REQUIREMENTS FOR ORIENTATION, PRE-SERVICE TRAINING, CPR AND FIRST AID TRAINING, TRANSPORTATION SAFETY TRAINING AND HIGH SCHOOL CHILD CARE WORK STUDY CLASSES.

TOTAL HOURS EARNED FOR TRAINING YEAR:_____24_____

_____ _____
Employee Signature Date

_____ _____
Reviewed and Acknowledge by Campus Director Date

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions?	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions?	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

Hidalgo County Head Start Program
Questionnaire

Name _____ **Center**_____ **Date**_____

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

Staff Development Procedures Manual

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Introduction

The Hidalgo County Head Start Program Staff Development Department aims to provide an outstanding and distinctive intellectual social and physical environment in which research, scholarship and learning may flourish, and all staff reach their potential goals. We strive to provide leadership in the implementation and management of all staff development and training activities for all program staff in accordance with the Head Start Performance Standards, Texas Minimum Standards for Licensed Child Care Centers, Head Start Program Policies and Procedures, and the Texas Education Agency Regulations. Staff Development Department strives to ensure that the professional development our staff receive refers to all the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both individual and the Program. We also focus on gaining knowledge and skills related to job performance in early childhood education (ECE) programs.

Staff Development Department will provide guidance and assistance to staff pursuing post-secondary education and degrees in early childhood education. We will also support and guide staff, especially classroom staff, to acquire associate's, bachelor's degrees along with teacher certification.

Staff Development Department is always informed by reviewing Head Start Performance Standards, Child Care Licensing Standards, program goals for high quality services and planned changes that may result in need for new knowledge skills and competencies they must share with all staff.

The Program will provide appropriate training and technical assistance or orientation to the governing body, and advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

The HCHSP operates its Staff Development Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for Children and Families
    - https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii
- Head Start Act (As Amended December 12, 2007)
    - https://eclkc.ohs.acf.hhs.gov/policy/head-start-act
- Texas Health and Human Services Commission-Texas Minimum Standards for Licensed Child Care Centers
    - https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf

Acknowledgements: N/A

Department Overview

Staff

Staff Development Director
Staff Development Coordinator

Responsibilities

- Provide leadership in the coordination and organization of all staff development and training activities as required by the Head Start Performance Standards, Minimum Standards for Child Care Centers.
- Assist in the development and implementation of the Technical Assistance and Training Plan and all related functions.
- Assist staff members in the development and implementation of their individual Professional Development Plan.
- Establish and maintain record keeping and reporting procedures for participation and evaluation of all professional development and training activities/sessions as required by the Program and Child Care Regulations.
- Assist in providing orientation sessions to new employees.
- Support and maintain the Employee Higher Education Assistance Program for staff enrolling in higher education class, especially those pursuing degrees in early childhood education and social work.
- Coordinate the preparation of the Alternative Certification Program to assist employees in career development compatible with Program requirements.
- Direct the preparation of the pre-service sessions for Annual Training conducted annually for Program staff.
- Secure and maintain current records for all employes credentials, transcripts, and degree plan, etc. and keep this information current in the employee personal file.
- Prepares and submits yearly reports to the Executive Director on employee education records/credentials, enrollment in higher education classes, and expenditures covered by the Program.
- Participate in “trainer of trainer” programs to assist in providing training as needed in the different departments.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Alternative Certification Program Participants (Teach Us)	Teachers	Weekly until complete
Beginning Teacher Series	Campus Directors / Teachers	One month from DOH
Business Management Courses	Campus Directors/Human Resource Department/Compliance/ Staff Development Department	Upon Hire
Child Development Associate (CDA)	Disability Aid/Floater & Campus Directors	Upon hire & renew every 3 years
Educational Attainment	All Staff/Staff Development Department	Fall/Spring Semester
Educational Incentives	All Staff & Staff Development Department	Fall/Spring Semester
Educational Leave	All Staff & Staff Development Department	Fall/Spring Semester
Leave of Absence for Student Teaching/ Internship/Practicum Placement	All Staff	Fall/Spring Semester
Professional Development Plan	All Staff	DOH/October/April
Program Information Summary (PIS)	Department Director	Monthly
Training: Professional Development		
- **Annual**	All Staff/Staff Development Department /Human Resources Department	Yearly
- **Ongoing Training**	All Staff/Campus Directors	Ongoing
- **Pre-Service/On Boarding**	New Staff Members/Staff Development Department/Human Resources Department	Within 90 days of DOH
- **Tracking Log Annual Training**	All Staff/Campus Directors	Yearly
- **Tracking Log Ongoing Training**	All Staff/Campus Directors	Ongoing
- **Tracking Log Pre-Service**	All Staff/Campus Directors	Within 90 Days of DOH
- **Certificates**	All Staff/Campus Directors / Staff Development Department	Ongoing
- **Evaluation**	All Staff/Campus Directors / Staff Development Department	Ongoing
- **Questionnaire /** - **Pre-Post Test (AgriLife)**	All Staff/Campus Directors / Staff Development	Ongoing

System/Service Area: Staff Development	Subject: Alternative Certification Program Teach Us
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Weekly until complete

Person(s) Responsible: Teachers & Staff Development Department

Procedure: Teachers will be given an opportunity to enroll into Teach Us; the Teacher Certification Program. They must pass Science, Teaching, and Reading (STR), and EC-6 CORE exam by June 2024. They will be given one year after completing STR & EC-6 exams to complete Pedagogy & Professional Responsibilities (PPR) and Bilingual Target language Proficiency (BTLPT) Spanish exam.

- Teachers will be given sufficient time to study and complete course work given by a Teach US Representative.
- Teachers must benchmark at 80% before being approved to take the exam.
- Submit results of exam to Staff Development Department.
- Once Staff has passed STR and CORE EC-6 exam, they will become eligibility for Internship with the District assigned to them for one year.
- Staff must proceed in completing the remaining exams (PPR and BTLPT).

https://tea.texas.gov/texas-educators/preparation-and-continuing-education/consumer-information-about-educator-preparation-programs/consumer-information-about-educator-preparation-programs

System/Service Area: Staff Development	Subject: Beginning Teacher Series
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: 1 month from date of hire

Person(s) Responsible: Teachers and Campus Directors

Procedure: New Teachers will complete the self-paced courses based on staff roles and interest on the ECLKC website. This resource will assist staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities.

- Visit the Head Start Early Childhood Learning & Knowledge Center (ECLKC) website.
- Click on iPD icon
- Create an account
- Search Beginning Teacher Series Preschool
- Complete 9 course videos
- Send Certificates to Staff Development Department and keep a copy at the Campus.

Appendix: **A** Beginning Teacher Series

System/Service Area: Staff Development	Subject: Business Management Courses
Related Regulation(s): §1302.91	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Upon Hire

Person(s) Responsible: Campus Directors/Human Resources/Compliance/Staff Development

Procedure: Campus Directors are required to have two Business Management Courses. If lacking these courses upon hire, Campus Directors must enroll to take courses with Dr. Beverly Ashley at A+ Center for Education, LLC. or Gloria Castillo at Early Learning Association.

System/Service Area: Staff Development	Subject: Child Development Credential (CDA)
Related Regulation(s): §1302.91 (e)(1)(3)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy HCHSP will ensure Disability Aide/Floaters have a minimum of a Child Development Associate (CDA) credential or compared credential and have been trained or have equivalent coursework in early childhood development with a focus in preschool development.

Time Frame: Upon hire/renew every 3 years.

Person(s) Responsible: Disability Aide/Floater and Campus Directors

Procedure: Staff will obtain a Child Development Credential and ensure that it is maintained.

- Visit the Council for Professional Recognition website.
- Complete the steps to renew CDA.
- The Chief Human Resources Officer will verify employment and training hours.
- Complete the renewal process and make payment.
- A copy of the CDA Credential will be kept in the staff file, Human Resources Department and Staff Development Department.

System/Service Area: Staff Development	Subject: Education Attainment
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Fall/Spring Semester

Person(s) Responsible: All Staff

Procedure: Staff intending to enroll in college courses must consult with the Staff Development Department prior to enrollment. The guidelines for attending classes contained herein will be reviewed and discussed. Continued contact is required throughout the staff enrollment in classes every semester. Staff must attend classes after working hours.

System/Service Area: Staff Development	Subject: Educational Incentives
Related Regulation(s): Civil Service 7.218-7.223	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Spring/Fall Semester

Person(s) Responsible: Campus Staff

Procedure: Staff may request financial assistance for tuition and books while attending College/University.
In order to be considered for financial assistance/reimbursement of College Expenses, eligible Staff must furnish the Head Start Staff Development Director written documentation reflecting the following:

- College Expenses are associated with actual attendance in classes required for a degree ("Degree Plan") in Early Childhood Development, or a related field approved by the Head Start Executive Director;
- The Staff has at least a 2.5 grade point average on all course work associated with the Staff's Degree Plan, and at least a "C" grade on any course for which reimbursement of College Expenses is requested;
- The Staff applied for financial assistance in the form of loans, grants, scholarships, etc., and the Staff was either denied, or ineligible, for such financial assistance;
- Course work has not interfered with the Staff's performance of assigned work under the Head Start Program; and
- Requested reimbursement of College Expenses may not exceed amounts associated with more than nine (9) course hours in any one semester.
- Staff must submit denial letter from financial aid, a semester schedule, detail bill from the College/University to Staff Development Department.
- Staff must complete a Tuition Reimbursement Agreement form before being eligible for financial assistance.
- Once the agreement form is complete, the Staff Development Department will submit the request for financial assistance to the Finance Department for payment to College/University or reimbursement to Staff.

Appendix: **B** Educational Attainment (Tuition Reimbursement Form)

System/Service Area: Staff Development	Subject: Educational Leave
Related Regulation(s): Civil Service 7.173-7.177	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Spring/Fall Semester

Person(s) Responsible: All Staff/Campus Director

Procedure: Staff are granted up to 4 work hours per week, with pay, of Educational Leave in order to attend approved courses that are not offered during staff non-work hours. Staff on Leave without Pay status or unpaid Family and Medical Leave are not eligible for Educational Leave.

- Once Staff registers for a class at a College/University, they will complete an Educational Leave Request form.
- Submit a copy along with a copy of their schedule for approval to Staff Development Department.
- Once approved by the Assistant Director for Programmatic Services, the Staff Development Department will submit the request to the Finance Department.

Appendix: **C** Educational Leave

System/Service Area: Staff Development	Subject: Leave of Absence for Student Teaching/Internship/Practicum Placement
Related Regulation(s): Civil Service	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Fall / Spring Semester

Person(s) Responsible: All Staff

Procedure: Staff may be granted leave of absence, not to exceed one school semester, for Student Teaching, Internship, or Practicum Placement. The Staff shall notify the Program of a desire to return to active duty no later than 30th day before the expected date of return. Staff will be eligible to receive compensation for Educational Leave for the semester requested and to utilize any accumulated personal leave. Educational Leave will be granted for the semester calculated 4 hours per week. All benefits will continue until both the educational leave and the personal leave have been exhausted. During the period an eligible Staff takes an Educational Leave of Absence and after the Staff exhausts the accumulated Personal leave, the Staff may continue to participate in the Group Health Plan if said Staff arranges to pay the insurance premium by making payment through the payroll department for the duration of the Staff leave of absences. Such leave shall be without benefit of experience increments for the period of the absence after exhausting the paid leave. Neither Personal Leave nor Sick Leave may be earned during the Leave of Absence.

- Staff must submit an Educational Leave Request form along with the semester schedule, Field Placement Agreement, Practicum Placement, and a detailed explanation of dates to be taken.
- A request in writing must be submitted to the Staff Development Department two months prior to the requested leave.

System/Service Area: Staff Development	Subject: Professional Development Plan
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Date of Hire, October, and April

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will complete a Professional Development Plan to identify strengths and needs while they set short-and long-term goals.

- New Staff will complete the form during Pre-Service training.
- Teachers, Assistant Teachers and ISD Staff will complete the Professional development Plan to reflect on the CLASS observation has been completed and the Campus Directors has conducted a conference with them.
- Teachers, Assistant Teachers and ISD Staff will set goals referring to outcomes of the CLASS observations.
- All other staff must complete the form by referring to job duties or a career path.
- In April staff will evaluate themselves to see if they accomplish their goal.

Appendix: **D 1-3** Professional Development Plan (All Staff except Teachers and Assistant Teachers)
Professional Development Plan (Teachers and Assistant Teachers only)
Professional Development Plan (District Teachers and Assistant Teachers)

System/Service Area: Staff Development	Subject: Program Information Summary (PIS)- Staff Development
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Department Director

Procedure: Department will submit Staff Development activities monthly to Executive Director/Secretary.

- Beginning Teacher Series
- Childhood Development Association (CDA)
- Educational Attainment
- Annual Training
- Ongoing Training
- Pre-Service Training
- Teach Us Study Sessions
- Professional Development Plans

System/Service Area: Staff Development	Subject: Training and Professional Development
Related Regulation(s): §746.1309(a)(b)(c)(e)(f)(g)(h)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Policy: Hidalgo County Head Start Program will provide annual training to all New Staff. Campus Staff must obtain their annual training within 12 months from the date of their employment and during each subsequent 12-month period. Training will assist Staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities. HCHSP will provide orientation to all new Staff. Training will assist Staff in acquiring and increasing the knowledge and skills needed to provide high-quality, comprehensive services of their job responsibilities. Staff are required to maintain records of their attendance at the Campus.

Time Frame: Annual Training- Start of a new year / yearly.
Ongoing Training- Ongoing throughout the year
Pre-Service/Onboarding Training- within 90 days of hire, and yearly thereafter.

Person(s) Responsible: Program/ISD Staff / Campus Directors / Staff Development Department

Procedure:

Annual / Pre-Service/Onboarding Training:

- Staff will complete 24 hours of professional development.
- Staff will complete a questionnaire and evaluation for each presentation.

Ongoing Training:

- Staff will attend the required training presentations being provided throughout the year.

System/Service Area: Staff Development	Subject: Training Tracking Log
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Annual Training: Start of a new school year/yearly.
Ongoing: Ongoing throughout the year
Pre-Service/Onboarding Training: Within 90 Day of Hire

Person(s) Responsible: Program/ISD Staff / Campus Directors

Procedure:

Annual Training Tracking Log:

- Staff will keep track of all training presentations they attend during the start of a new school year.

Ongoing Training Tracking Log:

- Staff will keep track of all training presentations they attend throughout the school year.

Pre-Service/Onboarding Training:

- Staff will keep track of training presentations attended within 90 days of hire.

Appendix: **E 1-3** Tracking Log Annual Training
Tracking Log Ongoing Training
Tracking Log Pre-Service Onboarding Training

System/Service Area: Staff Development	Subject: Training Certificates
Related Regulation(s): § 746.801(3), § 746.901, § 746.1317, § 746.1329	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will have records of training hours, including documentation to provide to Childcare Licensing to verify that Staff have met training requirements. Staff will maintain the original certificate documenting the completion of training at their Campus. Staff will maintain and make the training certificates provided by Program and AgriLife available for review upon request.

Certificate must provide:

- The participant's name
- Date of the training
- Title/Subject of the training
- The trainer's name, or source of the training for self-instructional training
- The trainer's qualifications must meet the criteria.
- Length of the training specified in clock hours, CEUs, or college credit hours, appropriate.
- Must keep records for at least three years.

System/Service Area: Staff Development	Subject: Training Evaluation
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: After attending any presentation, Staff must complete an evaluation regarding if the training meets their expectations. The purpose of this is to see if the structure of the training process was clear. Staff/Participants are asked to rate their satisfaction with the training program and provide feedback on various aspects such as the quality of training materials, the instructor's presentation skills, and the convenience of the training facilities.

Appendix: **F** Evaluation Form

System/Service Area: Staff Development	Subject: Training Questionnaire/Pre-Post Test (AgriLife)
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Program/ISD Staff

Procedure: Staff will complete a questionnaire to evaluate their own knowledge, point of view and skills before and after a training presentation. Staff will keep a questionnaire alongside the certificate, for the same topic, at the Campus for their records. Staff will also keep the Pre-Post test from AgriLife alongside the certificate of the same training topic at the Campus.

Appendix: **G** Questionnaire Form

Appendices

Appendix – A

BEGINNING TEACHER SERIES

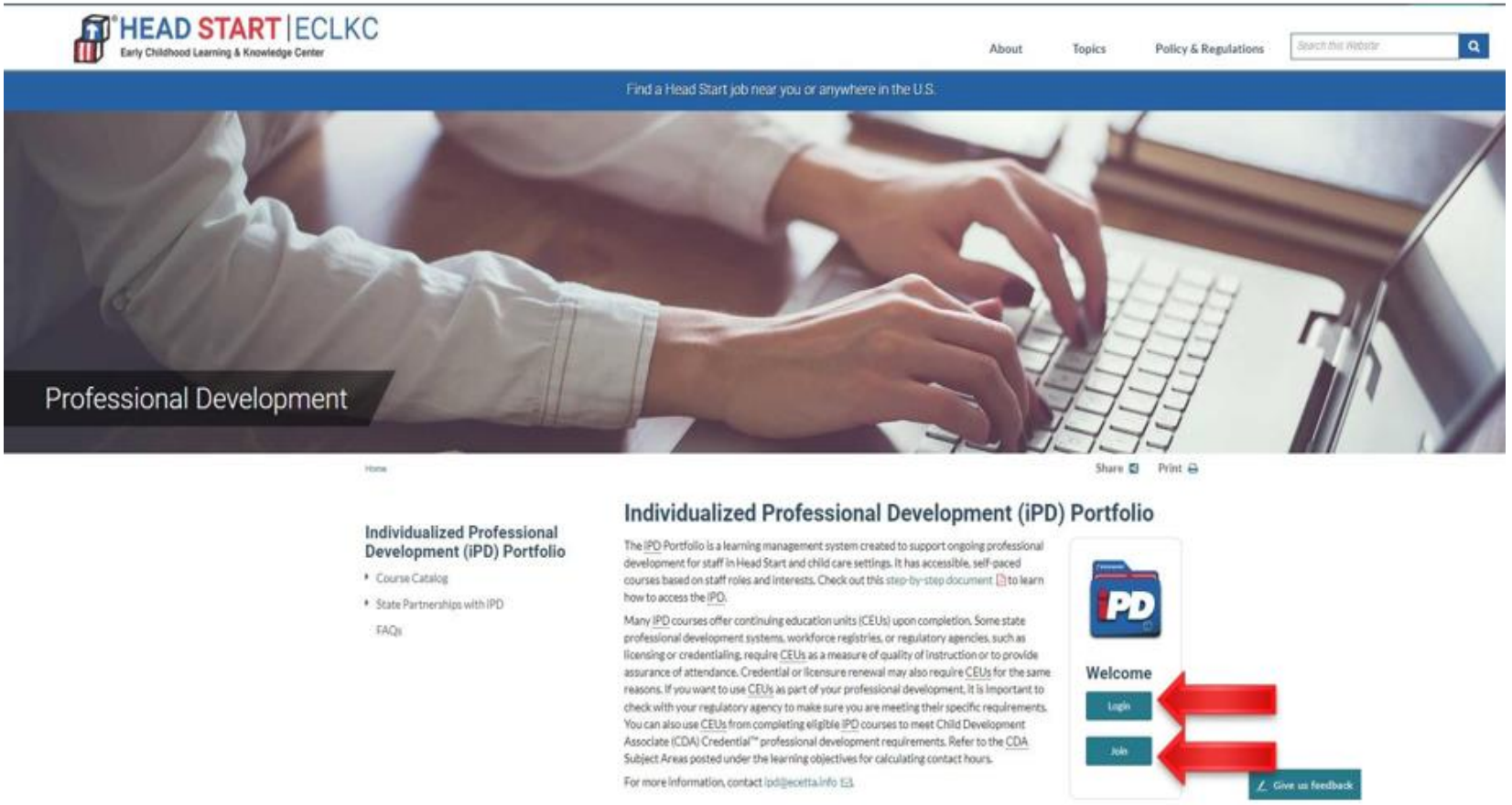
Log in to ECLKC Website.

https://eclkc.ohs.acf.hhs.gov/

Appendix – A con't.

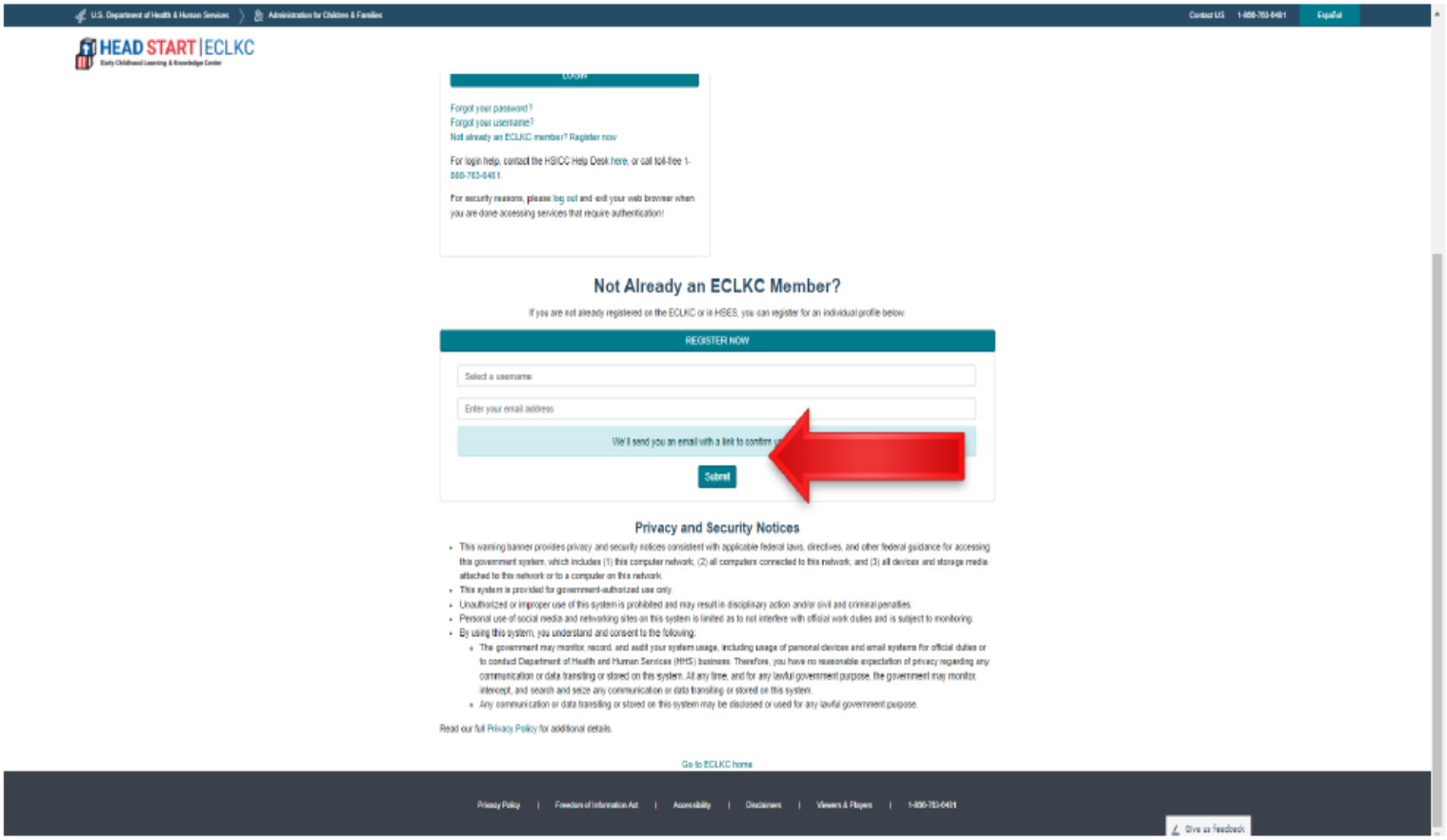


If you're already a member, click Login…



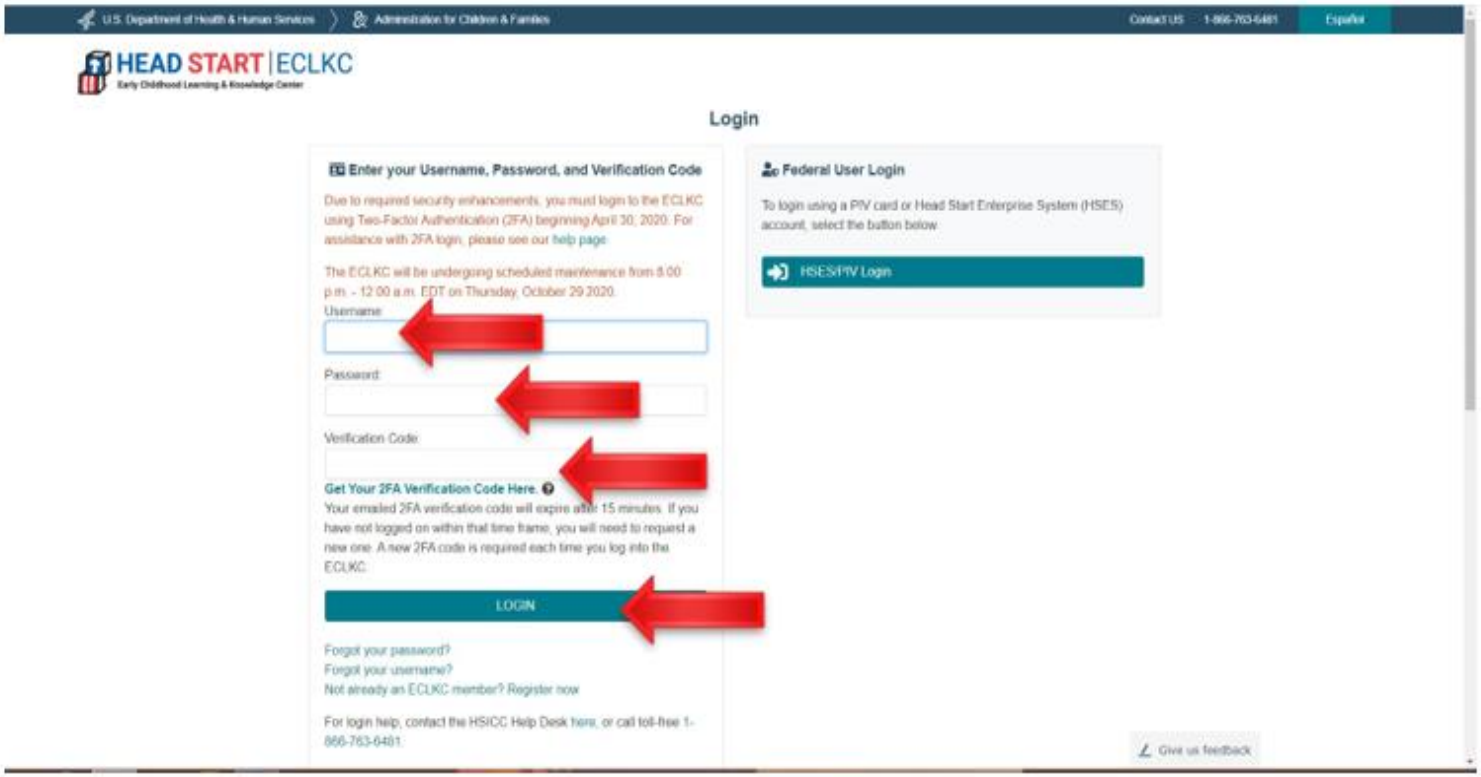
For New Members, click Join…

To register, select and create a username and type in your Head Start email address. Once you register, you will create a password…



Type in Username and Password and request a verification code.
You must request a verification code each time you log in.

Once you receive an email with the code, type it in and click LOGIN…



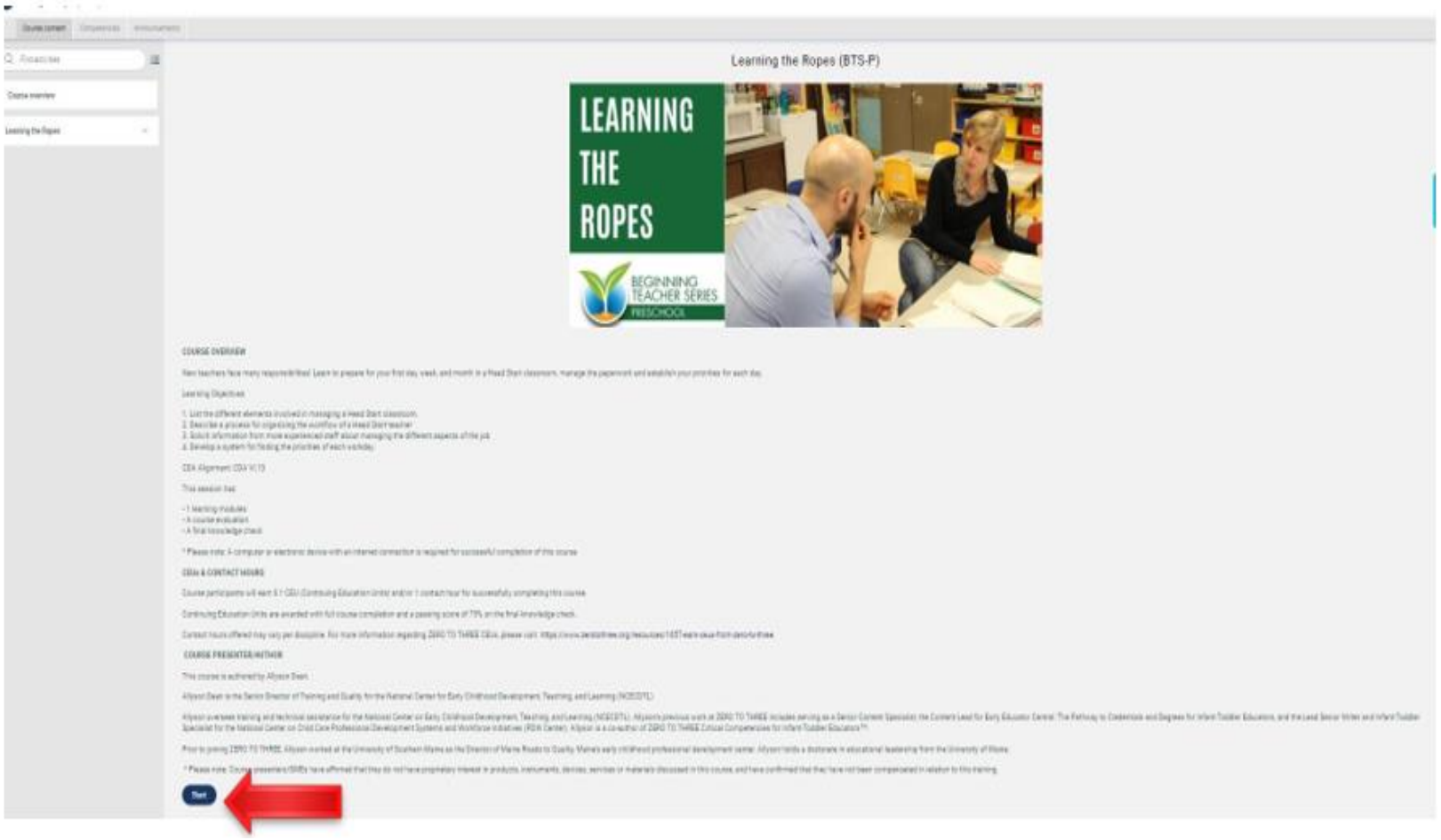
Once you are in the dashboard, click on the course's icon…



Appendix – A con't.



You are ready to start the series of courses.



Appendix – B

TUITION REIMBURSEMENT AGREEMENT

WHEREAS, the **HIDALGO COUNTY HEAD START PROGRAM,** (herein referred to as "Head Start") established an educational incentive program for its qualified employees enrolled in higher education courses, as set out in the Programs Policy, which is attached and incorporated by reference; and

WHEREAS, the incentive policy provides for payment and fees by **Head Start** on behalf of the employee, in reliance on the employee's representation of that he/she will reimburse **Head Start** if the employee does not receive at least a grade point average of 2.0 (including the incompletion of a course for whatever reason) or if the employee after having completed the course (s) does not return to work for **Head Start**;

WHEREAS, this agreement serves as the employee's representation that he/she will reimburse **Head Start** under the conditions recited herein.

In consideration of payment of tuition and fees, the undersigned _____, Herein referred to as the "employee" agrees to reimburse **Head Start** the sum of **$**_____("principal") in lawful and legal tender of the United States of America, together with interest of 5% per annum and payable as follows:

1. **INTEREST-**Interest shall accrue on the principal and unpaid balance at the rate of 5% per annum prior to the date of demand for payment and after demand for payment at the maximum rate permitted by law, but in no event less than 5% per annum.
2. **PAYMENT-**Reimbursement of tuition fees and interest is due and payable as follows:

    a. Tuition and fees ('principal") and interest shall be due and payable upon the employment termination of _____(employee's name) from Hidalgo County Head Start _____ hereby expressively authorizes Head Start or the County of Hidalgo to deduct such amount from his/her final paycheck to reimburse Hidalgo County Head Start such amount, otherwise one-third of the principal and interest shall be forgiven on each anniversary date hereafter so long _____(employee) remains an employee of Hidalgo County Head Start Program.

    b. Provide however notwithstanding the above, should (employee) not achieve a grade point average of 2.0 or drop out of a course(s) to which the proceeds of this agreement applied and should _____**(**employee) remain employed by Head Start, then penalty and interest shall be due and payable in four equal monthly payments; which _____(employee) does hereby expressly authorize Head Start of Hidalgo County to withhold/deduct said amount from employee's paycheck.

Appendix – B con't.

Any check, draft, money order or other instrument given in payment of all or any portion of this agreement may be accepted by Head Start and handled in collection in the customary manner, but the same shall not constitute payment under this agreement or diminish any right of Head Start except to the extent that actual cash proceeds of such instrument are initially received by Hidalgo County Head Start Program.

3. **Prepayment-**Employee, at any time subsequent to the execution of this agreement, shall have the right to prepay this obligation in whole or in part at any time, and in such amounts in whole or in part as the employee shall so desire and from time to time as the employee sees fit. Interest shall immediately cease o accrue as of the date of prepayment on any amount of the principal that is so prepaid. Any repayment of the principal shall be credited to the payment of the installments last accruing under this agreement. Prepayment of a part of this agreement shall not affect the employee's obligations to continue a waiver of Head Start's right to exercise such option in the event of any subsequent default.
4. **Default-**It is agreed that time is of the essence under this agreement. If default is made in any part or the principal or interest of the agreement as the same becomes due and payable upon the performance of any obligation, or covenant contained in any instrument securing payment of this agreement, then in either event, the Hidalgo County Head Start Program shall have the option to declare the entire unpaid balance of both the principal and accrued interest immediately due and payable without notice. Failure of Head Start to exercise this option shall not constitute a waiver of Head Start's right to exercise such option in the event of any subsequent default.
5. **Attorney's Fees-**In the event of default under this agreement, or under any of the accompanying instruments securing payment agreement, or if this obligation, is submitted to an attorney for collection, regardless of whether or not suit if filed, or if the obligation is collected by suit or legal process including, but not limited to, through the probate court or bankruptcy proceedings, employee is obligated to pay an additional sum equal to fifteen percent (15%) of all sums than due on the agreement, including principal and interest, as attorney's fees and expenses of collection, or such greater amount as may authorized by law.
6. **Waivers-**Employee and any and all sureties, guarantors and endorsers of this Agreement, and all other parties now or hereafter liable on this agreement, severally waive grace, demand, presentment for payment, protest, notice of any kind (including, but not limited to, notice of dishonor, notice of protest, notice of intention to accelerate, and notice of acceleration), and diligence in collecting and bringing suit against any party hereto and agree:
    a. to all extensions and partial payments, with or without notice, before or after maturity.
    b. to the release of any part primarily or secondarily liable to this agreement; and:

Appendix – B con't.

c. That it will not be necessary for Head Start, in order to enforce payment of this agreement, to first institute, or exhaust Head Start's remedies against employee or any other party liable therefore, or against any security for this agreement.

7. **Personal liability-**This obligation shall be the joint and several obligations of the employee and of all endorsers and shall be binding upon them, individually and severally, their heirs, legal representatives, successors, and assigns. The employee and endorser hereby, jointly and severally, waives presentment for payment, demand, protest, and notice thereof.
8. **Assignment-**This agreement and all rights and powers under this instrument, may be transferred and assigned by Head Start on such time and on such terms as Head Start may deem advisable, and assignee shall succeed to all rights and powers of Head Start under this instrument.
9. **Construction-**This agreement shall be governed by and construed under the laws of the State of Texas and the laws of the United States of America.

IN WITNESS WHEREOF, the undersigned has executed this agreement on the date first written above,

Employee: _____

By: _____

Accepted this day: _____

Hidalgo County Head Start Program

By: _____

DATE OF GRADUATION: _____

EMPLOYEE'S TERMINATION DATE: _____

THREE (3) YEAR COMPLETION DATE: _____

****INVOICES WILL BE ATTACHED TO EMPLOYEE CONTRACT FOLDER**

Appendix – C

HIDALGO COUNTY HEAD START PROGRAM

STAFF DEVELOPMENT DEPARTMENT
EDUCATIONAL LEAVE REQUEST FORM

NAME:	CENTER:
POSITION:	DATE:

EMPLOYEE WORK STATUS: ❑ PROBATION ❑ REGULAR FULL TIME

EMPLOYEE WORK SCHEDULE: ❑ 7:45 – 4:15 ❑ 8:00 – 4:30 ❑ 8:45 – 5:15

REASON FOR LEAVE: _____

NAME OF COURSE(S)	TIME COURSE(S) IS OFFERED
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

AMOUNT OF TIME BEING REQUESTED PER WEEK: _____

DAYS OF THE WEEK COURSE(S) IS OFFERED: _____

_____ _____

EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE

_____ ❑ APPROVE ❑ DISAPPROVE

STAFF DEV. SPECIALIST SIGNATURE DATE

_____ ❑ APPROVE ❑ DISAPPROVE

PROGRAM DIRECTOR SIGNATURE DATE

Educational Leave, up to four (4) hours per week, with pay, is available to eligible Head Start Program employees in order to attend approved course(s) WHICH ARE JOB RELATED.

NOTE: *Please attach copy of your class schedule with your request. If not included, your request will not be processed.*

ORIGINAL - *STAFF DEVELOPMENT DEPARTMENT* YELLOW - EMPLOYEE PINK – *SUPERVISOR* REV.7/19

Appendix – D-1

Hidalgo County Head Start Program
Professional Development Plan

Completed by:
All Staff
(except Teachers & Asst. Teachers)

Name _____Position _____

Center _____Program year _____

Professional Goals:

I will participate in training and staff development activities to:

1._____

2._____

3._____

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

*** Submit copy to Staff Development Department**

END OF YEAR EVALUATION
Evaluation of Goals:

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

**** Submit original form to Staff Development Department**

Appendix – D-2

Hidalgo County Head Start Program
Professional Development Plan

Completed by:

☐ Teacher

☐ Asst. Teacher

Name of employee:	
Center:	**Room #**
Professional Development Goals based on CLASS Results and Professional Growth:	
1.	
2.	
3.	
Targeted date of Completion: End of Year	
Employee Signature: Date:	**Center Manager Signature: Date:**

*** Submit copy to Staff Development Dept. by end of CLASS Cycle 1 & 2 for Head Start Teachers**

END OF YEAR EVALUATION	
Evaluation of Goals:	
Employee Signature: Date:	**Center Manager Signature: Date:**

**** Submit original form to Staff Development Dept. by end of year**

Appendix – D-3

Hidalgo County Head Start Program
Professional Development Plan

Completed by:
District Staff
(Teachers & Asst. Teachers)

Name _____Position _____

Center _____Program year _____

Professional Goals:

I will participate in training and staff development activities to:

1._____

2._____

3._____

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

*** Submit copy to Staff Development Department**

END OF YEAR EVALUATION
Evaluation of Goals:

Signature of Employee: _____Date:_____

Signature of Supervisor: _____Date:_____

**** Submit original form to Staff Development Department**

Appendix – E-1

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER ANNUAL TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee: _____ **ID#:** _____ **Date of Hire:** _____ **Center:** _____

CPR	First Aid
Exp. Date:	Exp. Date:

License Child Care Center or Licensed Child Care Home: Each caregiver must obtain at least 24 clock hours of training.

§746.1309 (b)At least six hours of annual training must be in one or more of the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Child Growth and Development from Infancy to School Age	**Child Growth and Development**	Education Agrilife
1		Positive Guidance & Discipline	**Guidance and Discipline**	Compliance Agrilife
1 1		State Research-Based Curriculum Phonemic Awareness	**Age-appropriate curriculum**	Education Districts Education Dept.
2		CLASS Emotional Support CLASS Classroom Organization CLASS Instructional Support	**Teacher-Child interaction**	Education Department

*§746.1309 (c)At least **one clock hour** of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, including:*

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Reporting Child Abuse and Neglect Policy Child Maltreatment	**Factors indication a child is at risk for abuse or neglect:**	Compliance Agrilife
2		Minimum Standards Child Maltreatment	**Warning signs indicating a child may be a victim of abuse or neglect**	Compliance Agrilife
2		Minimum Standards Child Maltreatment	**Procedures for reporting child abuse or neglect**	Compliance Agrilife
1 1		Community Partners: Meeting the need of Head Start Families	**Community organizations that have training programs available to employees, children, and parents**	Silva-Longoria

§746.1309 (e)While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Minimum Standards- How to Exercise Your Emergency Evacuation Plan	**Emergency preparedness (Emergency planning for childcare providers)**	Compliance Agrilife
1 1		Communicable Diseases Texas Vaccines for Children Program	**Preventing the spread of communicable diseases, including immunizations**	Health
2		Medication Administration in child care	**Administering medication**	Health Agrilife
1		Nutrition Food Allergies	**Preventing and responding to emergencies due to food or an allergic reaction**	Nutrition
1		Procedures on Safety Issues and Preventing Work Related Injuries	**Understanding building and physical premises safety, including identification and protection from hazards that cause bodily injury such as electric hazards, bodies of water, and vehicular traffic**	HR
1		Safety and Hazardous Materials Disposal	**Handling, storing and disposing of hazardous materials**	Field Operations

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§746.1309 (f)The remaining clock hours of annual training must be in one or more of the following topics:

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Supporting the Establishment of strong peers and adult-child relationship in the inclusive child care environment	**Care of children with special needs**	Special Service Agrilife
1		Child Nutrition Food Program	**Child health (ex. nutrition and activity)**	Nutrition
1		Injury prevention and child safety in child care settings	**Safety**	Compliance Agrilife
1		Procedures on Safety Issues and Preventing Work Related Injuries	**Risk Management**	HR
2		Infection Control in Child Care settings	**Identification and care of ill children**	Health Agrilife
1		Parent, Family & Community Engagement Framework	**Cultural diversity for children and families**	Family Service
1		Effective Communication with Parents	**Professional development (effective communication with families, time and stress management).**	Family Service
2		Social Emotional in Preschool	**Topics relevant to the particular age group the caregiver is assigned (ex. biting and toilet training)**	Special Services Agrilife
1		Lesson Plan and Daily Schedule	**Planning developmentally appropriate learning activities**	Education Districts
1		Progress Monitoring Assessment CIRCLE	**Observation and assessment**	Education Districts
1		Stress, Trama, and Resilience in Preschoolers	**Attachment and responsive care giving**	Mental Health Agrilife
1		Overview of Minimum Standards & How do they apply to you.	**Minimum standards and how they apply to the caregiver**	Compliance

§746.1316 (b) The two hours of transportation safety training are exclusive of any requirements for orientation, pre-service training, and annual training.

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Safety Practices Performance Standards Fixed Routes. Alternate Routes Certification Requirements Documentation Requirement	**Transportation Safety Training**	Transportation

§746.1311(f)(1) Directors: Five or fewer years must complete at least six hours in Management Techniques, Leadership Staff Supervision.

Hours	Date	Title/Objective	Training	Trainer Qual.
		Leadership Training	**Ensure supervision, management and leadership skills for all staff.**	Agrilife

§746.1311(f)(2) Directors: More than five years must complete at least three hours of the annual training in Management Techniques, Leadership Staff Supervision.

Hours	Date	Title/Objective	Training	Trainer Qual.
		Leadership Training	**Ensure supervision, management and leadership skills for all staff.**	Agrilife

Total Self Instructional:_____ **Total Instructor Lead:**_____

§746.1309(g) AT LEAST FIVE OF THE 24 REQUIRED ANNUAL TRAINING HOURS MUST COME FROM INSTRUCTOR-LED TRAINING. THE REMAINING 19 REQUIERED ANNUAL TRAINIG HOURS MAY COME FROM SELF-INSTRUCTIONAL TRAINING, OF WHICH NO MORE THAN THREE HOURS MAY COME FROM SELF-STUDY TRAINING.

TOTAL HOURS EARNED FOR TRAINING YEAR:____24____

_____ _____

Employee Signature Date

_____ _____

Reviewed and Acknowledge by Campus Director Date

Appendix – E-2

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER ANNUAL TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee:_____ ID#: _____ Date of Hire: _____ Center: _____

Hours	Date	Title/Objective	Training

TOTAL HOURS EARNED FOR TRAINING YEAR:_____

_____ _____

Employee Signature Date

_____ _____

Reviewed and Acknowledge by Campus Director Date

Appendix – E-3

HIDALGO COUNTY HEAD START PROGRAM
CAREGIVER PRE-SERVICE TRAINING TRACKING FORM
_____ PROGRAM YEAR

Employee: _____ **ID#:** _____ **Date of Hire:** _____ **Center:** _____

Pre-Service 24 hours	Orientation/Policies	CPR	First Aid
Date: ED	Date: HR	Exp. Date	Exp. Date

License Child Care Center or Licensed Child Care Home: Each caregiver must obtain at least 24 clock hours of pre service training.

§746.1303. Orientation for employees must include at least the following

Hours	Date	Title/Objective	Training	Trainer Qual.
5		Participants will be able to identify the Texas Department of Health and Human Services-Child Care Licensing Minimum Performance Standard and review how the standards apply to their job responsibilities.	**Overview of the minimum standards**	COMPLIANCE
1		Participants will acknowledge and understand all operational policies including the release of children.	**Overview of operational policies including discipline and guidance; procedures for the release of children**	HR
1		Participants will understand and acknowledge the importance of child maltreatment, warning signs of abuse and neglect through videos, community organizations.	**Overview of policy on prevention, recognition and reporting of child maltreatment including: factors indicating a child is at risk of abuse and neglect; warning signs indicating a child may be a victim of abuse and neglect; procedures for reporting child abuse and neglect; community organizations that have training programs available to employees, children, and parents.**	HR
1		Participants will be able to identify the Texas Department of Health and Human Services-Child Care Licensing Minimum Standard and review how the standards apply to their job responsibilities such as being prepared to respond to emergencies. Contacting the parents, law enforcement, fire department, etc.	**Overview of the procedures to follow in handing emergencies, sharing the emergency preparedness plan with all employees. Emergencies may include fire, explosion, tornado, toxic fumes, volatile person, and severe injury or illness of a child or adult.**	COMPLIANCE

Hours	Date	Title/Objective	Training	Trainer Qual.
1		Participants with hands on activities know where all fire extinguishers are located.	**Location and use of fire extinguisher and first aid equipment.**	FIELD OPERATION
2		Participants will be trained by staff when administrating medication.	**Administering medication, if applicable including compliance with 746.3803**	HEALTH
1		Participants will understand the importance of nutrition food and identify food allergies.	**Preventing and responding to emergencies due to food or an allergic reaction.**	NUTRITION
1		Participants will be able to identify procedures on Safety Issues and Preventing Work Related Injuries.	**Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic.**	COMPLIANCE

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Hours	Date	Title/Objective	Training	Trainer Qual.
1		Participants will identify safety materials and hazardous materials that are disposable.	**Handling, storing and disposing of hazardous materials including compliance with 746.3425.**	FIELD OPERATION
1		Participants will be able to implement rules for safety and will acquire knowledge on the required paperwork to transport children.	**Precautions in transporting children if your center transports a child whose chronological or developmental age is younger than nine years old.**	TRANSPORATION W/COMPLIANCE

§746.1316 (b) The two hours of transportation safety training are exclusive of any requirements for orientation, pre-service training, and annual training.

Hours	Date	Title/Objective	Training	Trainer Qual.
2		Safety Practices Performance Standards Fixed Routes. Alternate Routes Certification Requirements Documentation Requirement	**Transportation Safety Training**	TRANSPORTATION W/COMPLIANCE

746.1305 Pre-service training for caregivers

Hours	Date	Title/Objective	Training	Trainer Qual.
1		Early Learning Outcomes Framework Curriculum - Pacing Guide - Lesson Planning.	**Developmental stages of children**	EDUCATION
1		Phonemic Awareness	**Age-appropriate activities for children**	EDUCATION
1		Minimum Standards and the Emergency Preparedness Plan.	**Positive guidance and discipline of children**	COMPLIANCE
1		Participants will learn and identify meeting the needs of Head Start Children through the Parent, Family & Community Engagement Framework.	**Fostering children's self-esteem**	FAM. SERV
1		Participants will understand all safety Practices and fixed routes. Alternate Routes Certification requirements and document. Children safety on the bus.	**Supervision and safety practices in the care of children**	TRANSPORTATION W/COMPLIANCE
1		CLASS Emotional Support CLASS Classroom Organization CLASS Instruction al Support	**Positive interaction with children**	EDUCATION
1		Participants will learn how to properly care for sick children and prevent the spread of communicable diseases.	**Preventing and controlling the spread of communicable diseases, including immunizations**	HEALTH

Total Self Instructional:_____ **Total Instructor Lead:**_____

NO MORE THAN 80% OF THE REQUIRED ANNUAL TRAINING HOURS MAY BE OBTAINED THROUGH SELF-INSTRUCTIONAL TRAINING. NO **MORE THAN THREE HOURS**
OF THE SELF-INSTRUCTIONAL TRAINING MAY COME FROM A PERSON READING WRITTEN MATERIALS OR WATCHING A VIDEO ON THEIR OWN.
*THE 24 CLOCK HOURS OF ANNUAL TRAINING ARE EXCLUSIVE OF ANY REQUIREMENTS FOR ORIENTATION, PRE-SERVICE TRAINING, CPR AND FIRST AID TRAINING, TRANSPORTATION SAFETY TRAINING AND HIGH SCHOOL CHILD CARE WORK STUDY CLASSES.

TOTAL HOURS EARNED FOR TRAINING YEAR:_____24_____

_____ _____
Employee Signature Date

_____ _____
Reviewed and Acknowledge by Campus Director Date

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions?	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

HIDALGO COUNTY HEAD START PROGRAM
STAFF DEVELOPMENT/TRAINING EVALUATION

PRESENTATION TITLE: _____

DATE:_____ **PRESENTER:**_____

For each question circle the response that seems most appropriate to you.

DID THE PRESENTER:

1. Begin and end on time?	YES	NO
2. Allow time for questions?	YES	NO
3. Meet the objective of his/her presentation?	YES	NO
4. Demonstrate knowledge in the subject?	YES	NO
5. Allow flexibility in his/her presentation?	YES	NO
6. Prepare well for the presentation?	YES	NO

WAS THE PRESENTATION:

1. Interesting and was there involvement?	YES	NO
2. Satisfactory to you?	YES	NO

DID YOU NEED:

1. Additional information?	YES	NO
2. Additional services?	YES	NO
3. Meeting with staff?	YES	NO

COMMENTS:

_____

_____

Hidalgo County Head Start Program
Questionnaire

Name _____ **Center**_____ **Date**_____

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

		What did you learn?	How would you apply it to your work responsibility?
Topic:			
Objective:			

Hidalgo County Head Start Program
1901 W. State Hwy 107, McAllen TX 78504
(956) 383-0706 | hchsp.org

Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

Field Operations/Maintenance Department

Dr. Nereyda Cantu, Assistant Program Director
Azucena Saenz, Field Operations Director Policy Council Member Assigned: Rene Torres

Maintenance Procedures Manual

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Introduction

This Policies and Procedures Manuel serves as a comprehensive guide for all Field Operations staff, providing clear direction and standardized protocols to ensure the effective implementation of Head Start policies and procedures in our operational activities. Our Head Start Program is dedicated to providing comprehensive early childhood education, health, nutrition, and family support services to children and families from low-income backgrounds.

As a vital component of our program, the Field Operations Department is responsible for overseeing and supporting to day-to-day activities across all program sites. It serves as the backbone of our operational infrastructure. We are responsible for overseeing and supporting the day-to-day activities, ensuring that the vision and mission of Head Start Program are realized in every interaction with children, families, and communities.

Our primary focus is to upfold the highest standards of program implementation, monitoring, and quality assurance to ensure the delivery of impactful services to children and families. This manual is designed to provide Field Operations staff with a centralized resource for understanding and executing their roles effectively within the program. It outlines the policies, procedures, and best practices specific to our department, enabling staff to navigate their responsibilities with clarity and confidence.

Department Overview

Staff:

- Field Operations Director
- Crew Leader
- Air Condition Technician
- Electrician Technician Maintenance Department Secretary
- Maintenance Department Crew

Responsibilities:

- Ensure that the buildings and grounds are maintained in compliance with building codes, state licensing, and federal responsibilities.
- Oversee that all program vehicles are maintained daily.
- Responsible for all functions related to facilities and ground.
- Operation and maintenance of all Head Start facilities are daily.
- Ensure all Head Start campuses and vehicles all always ready.

- Responsible for performing a wide variety of building maintenance activities, including repairing A/C equipment
- Ensure all standalone facilities are in excellent condition on a bi-weekly basis.
- Install and or repair electrical heating and cooling systems at all stand alone and administration building.
- Maintain communication surveillance and alarm systems in excellent condition.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
A/C Filter Change Log	Field Operations Department Crew leader	Monthly
Air-conditioning	Field Operations Department Crew leader	Air-conditioning
Carbon Monoxide	Field Operations Department Crew leader	Ongoing
Compensatory Time	Field Operations Department	Ongoing
Daily Maintenance Log	Field Operations Department	Daily
Electrician	Field Operations Department	Ongoing
Fuel Tickets	Field Operations Department Crew leader	Ongoing
Maintenance Equipment Inventory	Field Operations Department Crew leader	Ongoing
Playground Checklist	Field Operations Department Crew leader	Monthly
Purchases	Field Operations Department	Ongoing
Operating Lights	Field Operations Department Secretary	Monthly
Vehicle maintenance	Field Operations Department	Weekly
Work Order	Field Operations Department	Ongoing

System/Service Area: Maintenance	Subject: Carbon Monoxide
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Secretary, Campus Directors

Procedure: HCHSP ensures the safety of children and staff in and has procedures for preventing, detecting, and responding to carbon monoxide (CO) exposure. Below are the comprehensive procedures implemented

- A carbon monoxide detector shall be installed at each stand-alone campus.
- The placement shall be in the kitchen area, except where natural gas is being utilized, then it shall be placed near the heater, range, or any appliance powered by natural gas.
- If the CO detector beeps continuously, all children and staff must immediately evacuate the building to a pre-designated safe area outside the building. When this happens, you are to evacuate the building and call 911.
- Report the CO alarm to emergency services
- The stand-alone campus is to conduct a weekly check and log the reading on the display on the electronic detector.
- The non-electric detector is to be checked in the same manner as the battery-operated smoke detector.
- The electronic detector displays a dot in the lower right corner. A zero (0) reading should be displayed. If carbon monoxide is present the display will indicate the reading in parts per million (PPM).
- The display will indicate a reading of 888 when tested or the battery is replaced for approximately 30 seconds and then return to the normal reading.
- When the battery needs replacing the display will indicate a LB (low battery) reading.
- Batteries on CO detectors should be replaced at least once a year.

System/Service Area: Maintenance	Subject: Compensatory Time
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director

Procedure: HCHSP has clear procedures for employees taking compensatory time to ensure fairness, compliance with labor laws, and effective program operation.

- All accumulated compensatory time shall be taken within the same pay period from accumulated date, unless otherwise instructed by Field Operation Director.
- Refer to Personnel Policy Manual for all compensatory time policies and procedures.

System/Service Area: Maintenance	Subject: Daily Maintenance Log
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff

Procedure: Comprehensive daily maintenance logs for HCHSP maintenance workers is essential to ensure the safety, cleanliness, and proper functioning of all Head Start facilities. Daily Maintenance Logs help HCHSP ensure that their facilities are well-maintained, safe, and conducive to the well-being and development of the children they serve.

- Maintenance team members will begin each day with a briefing where the supervisor assigns tasks and reviews any specific areas of concern or priority.
- The Field Operations Director may assign specific tasks to individual maintenance workers based on daily needs and routine schedules.
- Each maintenance worker should document the following in the log for every task:
    - Date and time of task
    - Location
    - Description of task performed
    - Status of task (completed, in-progress, or pending)
    - Any additional comments or notes
- At the end of each day, the maintenance worker should review their entries with Crew Leader.
- The Campus Director/Crew Leader verifies the completion of tasks and signs off on the log.

System/Service Area: Maintenance	Subject: Facilities
Related Regulation(s): 1302.47 (b)(1)(i)(ii)(iii)(iv)(v)(vi)(vii)(viii)(ix)	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP implements a system of management, including ongoing training, oversight, correction and continuous improvement that includes policies and practices to ensure all facilities, equipment and materials, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Secretary, Campus Directors

Procedure: The system of management must ensure that all facilities where children are served, including areas of learning, playing, sleeping, toileting, and eating are:

- Meet licensing requirements
- Clean and free from pests
- Free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety
- Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and all other safety hazards
- Well lit, including emergency lighting
- Equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully equipped and up to date first aid kits and appropriate fire safety supplies
- Free from firearms or other weapons that are accessible to children
- Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children's activities
- Kept safe through an ongoing system of preventative maintenance

System/Service Area: Maintenance	Subject: Fuel Tickets
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Policy:

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Field Operations Secretary, Maintenance Staff

Procedure: Maintenance staff should obtain tickets (receipts) for fuel purchases every time they refuel their vehicles. These receipts should clearly show the date, time, location of purchase, quantity of fuel purchased, unit price, and total cost. By following these procedures, staff can efficiently submit fuel receipts to the field operations, ensuring proper documentation.

- Maintenance staff shall be responsible for collecting and forwarding all fuel tickets to their Field Operations secretary.
- Secretary will verify them and forward them to the Finance Department.
- The secretary shall advise Field Operation Director of any missing tickets.
- The secretary should maintain records of the submitted receipts and reimbursements for auditing and reporting purposes.
- Field Operations Director shall take necessary action to ensure compliance.

System/Service Area: Maintenance	Subject: Grounds
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Maintenance Staff

Procedure: HCHSP takes a great deal of pride in the aesthetics of its buildings' grounds and landscaping. The Field Operations Department has an experienced grounds team on staff that ensures a safe, clean, and engaging outdoor environment for children, staff, and visitors. It is the department's responsibility to ensure the following:

- Regularly sweep or blow debris from playgrounds, walkways, driveways, and patios.
- Periodically pressure wash hardscape areas to remove dirt, stains, and algae, ensuring surfaces are not slippery
- Treat any weeds growing between cracks in pathways or playground surfaces using child-safe methods
- Repair any cracks or damage to hardscape surfaces promptly to prevent tripping hazards and further deterioration
- Regularly inspect irrigation systems for leaks, broken heads, or other issues. Ensure no standing water that could pose a hazard
- In colder climates, winterize the irrigation system by draining and blowing out pipes to prevent freezing
- Regularly pick up litter and debris to keep the grounds clean and presentable, ensuring no sharp objects or hazardous materials are left
- Monitor for pests and apply child-safe control measures as needed, following integrated pest management practices
- Regularly inspect and maintain groundskeeping equipment to ensure it is in good working condition and safe to operate
- Ensure all employees use appropriate safety gear, such as gloves, goggles, and hearing protection
- Provide regular training on equipment use, safety procedures, and best practices for grounds maintenance, emphasizing child safety

System/Service Area: Maintenance	Subject: Maintenance Equipment Inventory
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Secretary

Procedure: HCHSP effectively manages their maintenance equipment inventory, ensuring that all necessary tools and supplies are available, properly maintained, and accurately accounted for.

- Each maintenance unit shall be issued the necessary equipment to fulfill their assigned job responsibilities.
- The crew leader shall log each piece of equipment by description, quantity and serial number.
- Each maintenance team member shall verify and sign for the issued inventory.
- Crew Leader shall conduct a physical inventory at least every six months in the presence of the maintenance team member.
- Any variance shall be reported to the Field Operation Director.
- Additional equipment requested by the maintenance team member shall be verified by the Crew Leader or Field Operation Director.
- Additional equipment, when received, shall be added to the existing inventory.

System/Service Area: Maintenance	Subject: Monthly Playground Checklist
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Monthly

Person(s) Responsible: Field Operations Director, Crew Leader, Maintenance Staff, Campus Directors

Procedure: Head Start programs must ensure that their playgrounds remain safe, well-maintained, and compliant with safety standards, providing a secure environment for children to play and learn. By following a monthly playground checklist, the staff can maintain proper maintenance of playground equipment and the surrounding area.

- The monthly checklist shall be done at each campus.
- The inspection shall include the following categories:
    - Surface conditions-check for debris, trash, or hazardous materials
    - Ground covering- Inspect the condition of safety surfaces (e.g., mulch, sand, rubber) for adequate depth and even distribution.
    - Fencing and gates: Ensure fences and gates are secure and in good condition.
    - Structural integrity: Examine all playground structures for stability and signs of wear or damage (e.g., rust, cracks, missing parts).
    - Climbing equipment: Ensure all climbing equipment is secure and free from damage
    - Fall zones: Ensure appropriate fall zones around equipment with adequate surfacing
    - Landscaping: Check for overgrown plants or tree branches that could pose a hazard
    - Paths and walkways: Inspect paths and walkways for cracks, holes, or other trip hazards.
- Campus Director shall accompany the assigned maintenance team member while conducting the inspection.
- The Campus Director must sign the document to ensure the inspection was done.
- The document must be submitted to the Field Operations Director.

System/Service Area: Maintenance	Subject: Preventive Maintenance
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff

Procedure: Preventive maintenance is the scheduled attention to the mechanical needs of our HCHSP that result in the reduction of downtime and help lengthen the life of that system. HCHSP Field Operations Department schedules routine preventive maintenance checks on buildings, electrical components, plumbing and HVAC mechanical systems. HCHSP ensures that all facilities, equipment, and systems are regularly inspected and maintained. This can help avoid breakdowns, ensure safety, and comply with regulations.

- Record keeping and documentation should be kept on the following:
  - Building and grounds
  - HVAC systems
  - Electrical systems
  - Plumbing systems
  - Classroom furniture and equipment
  - Kitchen and food service equipment
  - Playground equipment

System/Service Area: Maintenance	Subject: Preventive Maintenance -Building & Grounds
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: Preventive maintenance ensures that all facilities and equipment are in safe working condition, reducing the risk of accidents and injuries. Adhering to preventive maintenance schedules helps meet local, state, and federal safety regulations, which is critical for the safety of children and staff. The following is the scheduled maintenance for building and grounds:

- Schedule Maintenance:
  - Daily:
    - Daily-Inspect walkways for debris and hazards.
    - Ensure all entrances are secure.
  - Weekly:
    - Check exterior lighting for functionality
    - Inspect landscaping for hazards
  - Monthly:
    - Inspect the roof for damage or leaks.
    - Inspect landscaping for overgrowth or hazards
  - Quarterly:
    - Check for pest infestations and address as needed
    - Inspect windows and doors for proper sealing and operation.
  - Annually:
    - Schedule a complete inspection of the building structure

System/Service Area: Maintenance	Subject: Preventive Maintenance -HVAC Systems
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: Preventive maintenance ensures that all facilities and equipment are in safe working condition, reducing the risk of accidents and injuries. Adhering to preventive maintenance schedules helps meet local, state, and federal safety regulations, which is critical for the safety of children and staff. The following is the scheduled maintenance for HVAC systems:

- Schedule Maintenance:
  - Daily:
    - Check thermostats and settings
  - Monthly:
    - Replace air filters.
    - Inspect and clean vents and ducts
  - Quarterly:
    - Inspect and clean condensate drains
    - Check refrigerant levels and system pressure.
  - Annually:
    - Schedule a professional inspection and service system if needed

System/Service Area: Maintenance	Subject: Preventive Maintenance -Electrical Systems
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: Preventive maintenance ensures that all facilities and equipment are in safe working condition, reducing the risk of accidents and injuries. Adhering to preventive maintenance schedules helps meet local, state, and federal safety regulations, which is critical for the safety of children and staff. The following is the scheduled maintenance for electrical systems:

- Schedule Maintenance:
  - Daily:
    - Check for any visible electrical hazards
  - Weekly:
    - Test emergency lighting and exit signs
  - Monthly:
    - Inspect electrical panels for signs of wear or damage
  - Quarterly:
    - Inspect and clean condensate drains
    - Check refrigerant levels and system pressure.
  - Annually:
    - Schedule a professional inspection if needed

System/Service Area: Maintenance	Subject: Preventive Maintenance -Plumbing Systems
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: Preventive maintenance ensures that all facilities and equipment are in safe working condition, reducing the risk of accidents and injuries. Adhering to preventive maintenance schedules helps meet local, state, and federal safety regulations, which is critical for the safety of children and staff. The following is the scheduled maintenance for plumbing systems:

- Schedule Maintenance:
  - Daily:
    - Check for leaks in restrooms and kitchens
  - Monthly:
    - Inspect water heaters and boilers
    - Test all faucets and fixtures for proper operation
  - Annually:
    - Schedule a professional plumbing inspection if needed

System/Service Area: Maintenance	Subject: Operating Lights, Air-Conditioning & Heating
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: At HCHSP we believe that every effort should be made to conserve energy and our natural resources while providing a safe and comfortable learning and work environment for all students and staff. HCHSP has set procedures for overseeing the operation of lights and thermostats at stand-alone campuses ensuring energy efficiency, comfort, and safety.

Operating Lights

- All lights, interior and exterior shall be turned off when the children leave each day and shall not be turned on until children arrive the next day.
- Lights in classrooms should not be turned on unless needed.
- Teaching staff should make certain that lights are turned off when leaving the classroom.
- All outside lights should be kept off during daylight hours.
- When work areas are not occupied, lights can be turned off.

Air Conditioning

- The thermostat controls shall be at no higher than 73-75 degrees in areas that are occupied by children, teaching staff, and office personnel.
- Timers are set at all stand alone campuses: 7am set at 73 degrees ; 5pm set at 80 degrees
- Thermostats shall be set at 80 degrees at all other times.
- All air-conditioning systems at all campuses will be turned on during the summer months and temperature shall be set at 80 degrees.

Heating

- The thermostat controls shall be set no higher than 73 degrees in areas that are occupied by students, teachers, office personnel and administrators.
- Timers are set at all stand alone campuses: 7am set at 70 degrees ; 5pm set at 60 degrees
- Thermostats shall be set at 55 degrees at all other times

Summertime Shutdown Procedures

- Turn off electric hot water heaters
- Unplug all but one water fountain

- Unplug copy machines
- Unplug electric appliances and office machines
- Turn off outside security lights in daytime
- Check security light time clocks as appropriate
- Report any commodes/faucets that run water constantly
- Turn off hot water circulating pumps
- Turn off all empty refrigerators and open the doors
- Turn off all empty freezers and walk-in freezers and open the doors
- Turn off lights in all unoccupied areas
- Maintain fluorescent lamps and lens clean and dust free

System/Service Area: Maintenance	Subject: Pest Control
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff

Procedure: Pest control in a Head Start program requires careful consideration to ensure the safety and well-being of young children, staff, and the environment. HCHSP hires a pest control company who visits our facilities once a month to perform regular inspections and treatments. These routine visits are essential in preventing and managing any potential pest issues, ensuring that our environment remains safe and pest-free. In addition to the scheduled monthly visits, the pest control company is also available to address any urgent pest-related concerns that may arise. Should we identify any pest problems between the regular visits, we can request additional services to promptly handle the situation. HCHSP maintenance department can assist by:

- Regularly inspecting the facility and grounds for signs of pests
- Implementing preventive measures to minimize the conditions that attract pests, such as proper sanitation and maintenance
- Inspecting and sealing cracks, crevices, and other entry points to prevent pests from entering the facility
- Regularly review and assess the effectiveness of the pest control program. Adjust procedures as needed
- Fixing leaky faucets, pipes, and other sources of moisture that can attract pests

System/Service Area: Maintenance	Subject: Purchases
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Field Operations Secretary

Procedure: Creating clear and detailed procedures for making purchases in HCHSP is crucial to ensure transparency, compliance with regulations, and effective use of resources. By following these structured procedures, a Head Start program can ensure that all purchases are made efficiently, transparently, and in compliance with all relevant regulations.

- Materials and supplies necessary for repairs shall first be approved by the Crew Leader and by the Field Operation Director.
- After approval a quotation must be submitted to the maintenance office secretary.
- The quotation must describe the materials in full detail, including the campus name and must include the Crew Leader's signature.
- Prior to processing the requisition, the Field Operation Director must approve the purchase.
- Maintenance staff that are purchasing materials and supplies must submit the invoice to the secretary at the end of the workday.

System/Service Area: Maintenance	Subject: Reporting/Leaving Worksites
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Director

Procedure: HCHSP establishes clear procedures for maintenance staff who is reporting to and leaving worksites. These procedures are crucial for ensuring accountability, safety, and efficiency within our program.

- Maintenance team members reporting at their respective assigned campus shall report to Crew Leader, Campus Director and must sign in and sign out.
- After the work/repair is done, maintenance staff shall advise Campus Director of the work that was performed.
- Maintenance staff must also advise Crew Leader when leaving the campus.
- At any time, if the employee has to leave before job is complete, the employee must notify the crew leader and campus director.

System/Service Area: Maintenance	Subject: Safety Practices
Related Regulation(s): 1302.47(a)(b)	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Policy: HCHSP must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times.

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff, Campus Directors

Procedure: The maintenance department must ensure equipment, materials, furnishings, and play areas are sturdy, safe, in good repair, and meet the recommendations of the Texas Health and Human Services Minimum Standards. HCHSP must attend to the following safety hazards and always be vigilant to the following:

- Equipment that is known to be of a hazardous type
- Protruding nails, bolts, or other parts that could entangle clothing or snag skin
- Lack of specified surfacing and fall zones under and around climbable equipment
- Loose, rusty parts
- Tripping hazards
- Elevated surfaces that are inadequately guarded
- Hazardous small parts that may become detached during normal use or reasonably foreseeable abuse of the equipment and that present a choking, aspiration, or ingestion hazard to a child
- Strangulation hazards (e.g., straps, strings, etc.)
- Flaking paint
- Sharp points or corners
- Splinters
- Paint that contains lead or other hazardous materials
- Tip-over hazards, such as chests, bookshelves

System/Service Area: Maintenance	Subject: Schedules
Related Regulation(s): 1302.47(a)(b)	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff

Procedure: HCHSP ensures maintenance staff have efficient work schedules that support the smooth operation and safety of the facilities. It is essential for maintaining the facility's operations and ensuring the safety and well-being of the children and staff.

- Maintenance staff start and end times are determined by the Executive Director and or designee.
- Employees may be required to work different shifts, including weekends and holidays, to meet the needs of the program and the department.
- No schedule should be considered permanent or fixed.
- HCHSP may change an employee's work hours without giving prior notice or obtaining the employee's consent.
- The Field Operations Director will ensure an even distribution of tasks among workers to prevent overburdening and to maintain efficiency.
- Refer to Personnel Policy Manual for all policies and procedures on employee schedules.

System/Service Area: Maintenance	Subject: Two-Way Radio Communication
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Policy:

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Secretary, Maintenance Staff

Procedure: HCHSP uses two-way radio communication to ensure effective, efficient, and secure communication among maintenance staff. This can be crucial for daily operations, safety, and emergency situations.

- Maintenance team members have a communication device to communicate with the Field Operations Director and/or secretary when in need.
- Communication device may only be used to communicate work-related information
- While at work, employees are expected to exercise the same discretion in using personal cell phones as the use with office phones
- Employees should restrict personal calls during work time and should place personal calls during scheduled lunch periods in non-working areas.

System/Service Area: Maintenance	Subject: Vehicle Regulations
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Policy:

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Staff

Procedure: HCHSP establishes clear procedures for maintenance staff using company vehicles that ensures safety, accountability, and proper maintenance of the vehicles. Maintenance staff shall abide by the following list of regulations while driving a HCHSP vehicle

- Drive the speed limit. You will be allowed to drive slower if you are pulling a trailer or any heavy equipment or large quantity of materials
- Use a direct route from the complex to the job site and vice versa.
- While driving in vehicles, all employees should be alert at all times.
- Vehicles will be maintained, to include washing
- All occupants of vehicles will be responsible for violation of rules
- All occupants are responsible for the contents of vehicle and trailers.
- The use of cell phones or similar devices for district-related purposes while driving is prohibited; employees must stop their vehicles in safe locations in order to use cell phones or similar devices.

Vehicle Accidents

- The law requires that you stop if you are involved in an accident.
- Provide aid utilizing first aid to injured persons and keep them as comfortable as possible until medical help arrives.
- Notify base law enforcement, benefits coordinator, secretary, County officer, and medical assistance.
- Be prepared to provide the following information, identify yourself and indicate who you are, location of any, damages to the vehicle and or property.
- Information to law enforcement officer:
    - Your name
    - Your address
    - Your driver's license
    - Vehicle identification number
    - Unit number

System/Service Area: Maintenance	Subject: Work Orders
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**Board Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Crew leader, Maintenance Secretary, Campus Director

Procedure: HCHSP has a standardized process for submitting, approving, executing, and tracking work orders within the Head Start Program, ensuring timely and efficient resolution of maintenance and repair tasks. These procedures apply to all staff maintenance personnel involved in the work order process within the Head Start program.

- All work orders must be submitted through Go Engage
- Work orders are received, reviewed, and scheduled by Field Operations Director
- The Field Operations Director will engage with crew leader and maintenance team members to ensure the work is addressed and completed.
- Every single work order will be acknowledged and scheduled as time permits
- Once completed the work order is identified as done and the secretary will close the work order
- Accountability of completed word orders shall be submitted at the end of the month through a PIS Report

Hidalgo County Head Start Program
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Date: June 7, 2024
To: Policy Council and Hidalgo County Commissioners Court
From: Irma Peña, Head Start Executive Director
CC: Head Start Executive Team
Subject: Head Start Program Operational Policies and Procedures

The Hidalgo County Head Start Program (HCHSP) has a coordinated approach to implementing Head Start program operation and services to include the implementation of administrative, fiscal and human resources requirements as mandated by the Head Start Performance Standards and other regulatory requirements.

HCHSP has designed the Head Start program to meet the needs of the children and families we serve as identified in the community assessment.

HCHSP provides a comprehensive management system and a process for ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective high-quality program services.

HCHSP is requesting approval of the attached operational Program Policies and Procedures Manuals.

1. Child Nutrition Services	7. Field Operations/Maintenance	13. Management Information Systems (MIS)
2. Compliance	8. Finance (Fiscal Operations)	14. Procurement
3. Community Partners/Transition	9. Governance	15. Pre-K Collaboration
4. Disability Services	10. Health Services	16. PDM- Program Design & Management and Administrative Requirements
5. Education Services	11. Human Resources	17. Staff Development
6. Family Services & PFCEP	12.Mental Health Services	18. Transportation Services

Hidalgo County Head Start Program

Policy Council Meeting Agenda Item

Procedures Manual

Transportation Department

Dr. Nereyda Cantu, Assistant Program Director

Azucena Saenz, Field Operations Director

Policy Council Member Assigned: Rene Torres

Transportation Procedures Manual

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Introduction

At Hidalgo County Head Start, we are committed to providing high-quality early childhood education and transportation plays a crucial role in the fulfilling of this commitment. The Head Start Program Transportation Policies and Procedures Manual is an essential resource designed to ensure the safe and efficient transportation of children enrolled in Head Start programs. This manual serves as a comprehensive guide for Head Start administrators, transportation coordinators, drivers, aides, and staff, outlining the policies and procedures necessary to uphold the highest standards of safety, reliability, and professionalism in transportation services.

Transportation plays a critical role in the Head Start experience, providing children with access to high-quality early childhood education and comprehensive services. As such, it is imperative to establish clear and consistent policies and procedures to safeguard the well-being of children during transit and to meet the regulatory requirements set forth by federal and state agencies.

This manual is structured to address every aspect of Head Start transportation, from the initial planning stages to the implementation of daily routes and emergency protocols. It covers a wide range of topics, including driver responsibilities, vehicle maintenance, passenger supervision, and emergency preparedness, offering practical guidance and best practices to ensure compliance and promote excellence in transportation operations.

At the heart of our transportation policies and procedures is a commitment to the safety, dignity, and comfort of the children we serve. Every measure outlined in this manual is designed with their well-being in mind, emphasizing the importance of professionalism, attentiveness, and adherence to established protocols at all times.

As you navigate through this manual, we encourage you to familiarize yourself with its contents and to consult it regularly as a reference for your transportation-related activities. By working together and upholding the standards outlined in this manual, we can ensure that Head Start transportation remains a reliable and secure means of access to vital early childhood services for children and families across our communities.

Thank you for your dedication to the mission of Head Start and for your commitment to the safety and success of the children entrusted to our care. Together, we can make a lasting difference in their lives through the provision of safe, dependable, and nurturing transportation services.

The HCHSP operates its Transportation Procedures Manual as mandated by:

- Head Start Program Performance Standards 45 (CFR) Chapter XIII – Administration for

- Children and Families

Department Overview

Staff

Transportation Coordinator

Bus Drivers

Bus/Campus Aides

Responsibilities

- This transportation department is responsible for supervising all functions required to transport children to and from the campuses following set protocols to ensure their safety and security. They are responsible for ensuring that all program vehicles are operated following local state and federal safety requirements and that a proper maintenance program is instituted for better functioning of vehicles.
- Assist the Field Operation Director in conducting yearly evaluations.
- Provide required and needed training to all transportation staff.
- Revise as needed Transportation Procedures Manual to be used by Transportation and other staff.
- Develop and implement preventive maintenance plans for all program vehicles to ensure that all vehicles are safe to operate.
- Establish and maintain a system of accountability for personnel under both departments for supplies and equipment issued to them.
- Follow purchasing procedures to secure supplies and equipment for the operation of the department, including vehicle repair.
- Design and monitor bus routes during the school year to meet the needs of children enrolled and to minimize children's transportation time.
- Develop and implement a plan to transport children in a safe and secure manner.
- Organize and conduct bus and program vehicle inspections routinely and address issues and problems identified.
- Prepare and organize monthly reports of vehicle usage (mileage logs, odometer readings, vehicle identification, verification of information on gasoline receipts and service invoices pertaining to vehicles, along with proper authorization by signatures.
- Follow health and safety protocols developed jointly with the Program Health Services Department staff to sanitize and prepare buses for the daily transporting of children.
- Must attend all trainings to comply with the Child Care Regulation Minimum Standards and Performance Standards.
- Perform other duties as assigned by the immediate supervisor or Executive Director.

Department Deadlines and Activities

Name of Report or Activity	Staff Responsible	Due Date
Bus Emergency Evacuation Drill- Front and rear door evacuation	Bus Driver, Bus Monitor, Campus Director	September & February
Bus Route Monitoring Report	Transportation Coordinator	Ongoing
Change of Status Form	Bus Drivers	Ongoing
Classroom Sign In/Out Log	Bus Drivers, Bus Monitor	Daily
Daily Walk Around Inspection Form	Bus Drivers	Daily
Fuel Tickets	Bus Drivers, Campus Director	Bi-Weekly
Pre-Trip Inspection Reports	Bus Drivers	Daily
Post-Trip Inspection Reports (Daily Walk Around Inspection Form)	Bus Drivers	Daily
Transportation Sign In/Out Log	Bus Drivers, Bus Monitor	Daily
Work Order Form	Bus Driver, Transportation Director	Ongoing

Policies and Procedures

System/Service Area: Transportation	Subject: Active Supervision
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: **Transportation Coordinator, Bus Drivers, Bus Aides/Monitors**

Procedure: Active supervision is a critical component in ensuring the safety and well-being of children at HCHSP, particularly during transportation. Regular training, vigilance, and clear communication are key to maintaining a safe environment for all children. Is important to train all transportation staff on active supervision. Active supervision requires staff to focus their attention and intentionally observe children so that no child is left unattended. Here are some procedures and practices for active supervision of Head Start bus drivers and monitors:

- Always maintain constant vigilance over children, both inside and outside the bus
- Bus monitors should walk through the bus periodically to check on the children
- Bus monitors should position themselves so they are able to see children in the front, middle, and back of the bus.
- Staff, including bus monitors, must provide assistance when a child needs individualized attention.
- Communication among transportation staff, teaching staff, and families about individual child needs and behaviors while riding the bus is critical.
- Document any incidents or accidents that occur during transportation
- Follow up with parents and the HS campus administration as necessary

System/Service Area: Transportation	Subject: Bus Breakdown
Related Regulation(s):	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: **Transportation Coordinator, Bus Drivers, Bus Aides/Monitors**

Procedure: Handling a bus breakdown on a Head Start bus requires quick thinking and effective communication to ensure the safety and well-being of the children onboard.

- Bus Driver must immediately pull the bus over to a safe location away from traffic if possible.
- Activate hazard lights to alert other motorists of the breakdown.
- Determine the nature of the breakdown and assess whether it can be safely addressed on-site or if outside assistance is required.
- Bus driver must determine if it is safe for the children to remain on the bus or to evacuate.
- Notify the transportation department immediately about the breakdown through two-way radio communication, providing details about the location, nature of the problem, and the number of children onboard.
- Bus driver must place reflective triangles in front and behind the bus to alert traffic.
- Alternate transportation shall be dispatched to safely transport the children home or to the campus.
- If the breakdown occurs in the morning route, the center staff shall contact parents of the children that have not been picked up and notify them of the reason for the delay and make necessary arrangements.
- If the breakdown occurs in the afternoon, the center staff shall contact the parents and inform them of the reason of the delay.

System/Service Area: Transportation	Subject: Bus Driver Requirements
Related Regulation(s): HSPPS 1303.72 (b)(1)(2) (c)(1)(2)(3)(4)	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s)
Responsible: Field Operations Director, Transportation Coordinator, Human Resources

Policy: HCHSP bus drivers must have a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle the driver will operating. The driver must meet any physical, mental, and other requirements as necessary to perform job-related functions with any necessary reasonable accommodations. HCHSP must ensure the applicant review process for drivers includes, at minimum:

- Disclosure by the applicant of all moving traffic violations, regardless of penalty
- A check of the applicant's driving record through the appropriate state agency, including a check of the applicant's record through the National Driver Register, if available
- A check that drivers qualify under the applicable driver training requirements in the state or tribal jurisdiction
- After a conditional employment offer to the applicant and before the applicant begins work as a driver, a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations
- All drivers must be current on all required drug tests and certifications.
- All drivers may be tested randomly for drugs, mental and physical ability or with reasonable accommodations to be able to perform duties determined by a medical examination.
- Medical examination shall be completed prior to commencing driving duties.
- All drivers will be given a questionnaire relevant to driving and work experience to be implemented during the interview process, including previous employment verification, criminal background check and driving traffic violations.

System/Service Area: Transportation	Subject: Bus Driver Responsibilities
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: Transportation Coordinator, Bus Drivers

Procedure: Head Start Program bus drivers play a crucial role in ensuring the safety and well-being of children during transportation. Bus drivers will observe all state regulations pertaining to motor bus operations as published by the Texas Department of Transportation.

- Bus Drivers shall ensure the cleanliness of their buses of all times.
- No Bus Driver shall leave the immediate vicinity of his/her bus while children are on board.
- Keys shall be removed from the bus when the Driver is not in the driver's seat.
- Parking brake should be set when the Bus Driver leaves the bus.
- Bus Driver must ensure the Bus Monitor/Aide should fill out the Transportation Pick-Up Sign-In Log.
- The report shall be handed to the Transportation Department or designee immediately at the end of the week's route.
- It is the responsibility of the Bus Driver to be sure that this/her vehicle is always in peak condition.
- When any repair or maintenance work is needed, the Bus Driver should call the transportation department immediately and complete the Bus Repair portion of the pre-inspection form and submit to the Transportation Department the same day.
- Once authorization has been obtained, the Bus Driver should see to it that the approved work is properly performed.
- When any work is performed on a Hidalgo County Head Start vehicle, the Bus Driver must give a copy of the invoice to the Transportation Department.

System/Service Area: Transportation	Subject: Bus Driver Training
Related Regulation(s): HSPPS 1303.72 (d)(1)(2)(i)(ii)(3)(e)	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Transportation Coordinator, Human Resources

Policy: HCHSP must ensure any person employed as a driver receives training prior to transporting any enrolled child and receives refresher training each year. Additionally, HCHSP must ensure the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance.

Bus Driver Training must include:

- Classroom instruction and behind-the-wheel instruction sufficient to enable the driver to operate the vehicle in a safe and efficient manner including:
    - to safely run a fixed route
    - to administer basic first aid in case of injury
    - to handle emergency situations
    - to handle vehicle evacuation
    - to operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints
    - to conduct routine maintenance and safety checks of the vehicle
    - to maintain accurate records as necessary
    - Cardio Pulmonary Resuscitation (CPR) and first aid training

Bus Monitor/Aide Training must include:

- Training each bus monitor before the monitor begins work, on child boarding and exiting procedures including:
    - to use child restraint systems
    - completing any required paperwork
    - how to respond to emergencies and emergency evacuation procedures
    - how to use special equipment
    - child pick-up and release procedures
    - how to conduct and pre- and post-trip vehicle checks
    - Cardio Pulmonary Resuscitation (CPR) and first aid training

System/Service Area: Transportation	Subject: Bus Evacuation Procedures
Related Regulation(s): HCHSP 1303.74 (a)(b)	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: **Transportation Coordinator, Bus Drivers, Bus Aides/Monitors, Campus Director**

Policy: HCHSP must ensure children who receive transportation services are taught safe riding practices, safety procedures for boarding and leaving the vehicle and for crossing the street to and from the vehicle at stops, recognition of the danger zones around the vehicle, and emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding. Additionally, HCHSP must ensure at least two bus evacuation drills in addition to the one required under paragraph (a) of this section are conducted during the program year

Procedure: Bus evacuation procedures are crucial for ensuring the safety of passengers in the event of an emergency. Regular training and drills are essential to ensure that passengers and drivers are familiar with evacuation procedures and can respond effectively in emergency situations. By following these protocols, bus evacuations can be conducted safely and efficiently, minimizing the risk of injury and ensuring the well-being of all involved. The following is an outline of the bus evacuation procedures:

- Bus Drivers, Bus Monitors and staff will be trained on Emergency Evacuation Procedures and how to conduct a bus evacuation drill.
- Each bus driver will be assigned a 2-way radio for emergency use.
- Bus Drivers and Bus Monitors must know the location of emergency equipment such as fire extinguisher, fire blanket, first aid kit, and seat belt cutter.
- The Campus Director, along with the Bus Driver and Bus Monitor, will schedule the Bus evacuation drills at least twice a year (September & February) and document each drill.
- All drills must occur on campus property.
- Drivers will stop the bus, place the gear in park, and set the parking brake.
- Driver will start the four-way hazard warning lights, turn off the ignition and put the key in his/her pocket.
- The driver should open the door, face the passengers and announce, this is an Evacuation Drill, remain seated and wait for your turn.
- Everyone is to exit through the front door, unless practicing a rear exit evacuation drill.
- Staff will reassure the children by speaking in a calm tone of voice.
- The Bus Monitor will exit and position himself/herself beneath the door.
- He/she then begins to assist the children off from the bus.
- The Bus Driver will help the children to get out of their child safety restraint beginning on the right side, then left side, moving back a row at a time.
- Once outside the bus, bus driver and bus monitor should move children to a safe location away from the vehicle and any potential hazards, such as traffic or fire.
- The bus driver or designated personnel will ensure that everyone is accounted for and provide further instructions as needed.
- After the evacuation, there may be follow-up procedures, such as medical assessments or debriefings, to ensure the well-being of passengers and address any concerns or questions they may have.

System/Service Area: Transportation	Subject: Bus Monitor/Aide Responsibilities
Related Regulation(s):	
Related Forms:	**Related Reports:**
PC Approval:	**PC Revision:**
Board Approval:	**Board Revision:**

Time Frame: Ongoing

Person(s) Responsible: **Transportation Coordinator, Bus Aides**

Procedure: In a Head Start school bus setting, a bus monitor plays a crucial role in ensuring the safety and well-being of the children during transportation. Bus monitors have dual responsibilities, assisting not only during transportation but also in the classroom during downtime between routes. By assisting in the classroom, bus aides contribute to the overall educational experience of the children in Head Start Program, fostering their development and learning both inside and outside the classroom environment.

On Bus:

- The bus aide is responsible for monitoring the children while they are on the bus, ensuring they remain seated and follow safety protocols
- Helping children safely board and exit the bus, especially those who may need additional assistance or have mobility issues.
- Communicating with the bus driver regarding any issues or concerns with the children, such as disruptive behavior or medical needs.
- Being trained in emergency procedures and knowing how to respond calmly and effectively in case of accidents or incidents during transportation.
- Maintaining accurate records of the children who are transported on the bus each day, including attendance and any incidents that occur during transit.
- Implementing appropriate behavior management strategies to ensure a safe and orderly environment on the bus.
- Participating in ongoing training and professional development to stay updated on best practices for transportation safety and working with young children.

On Campus:

- Providing support to teachers in preparing materials, setting up activities, and facilitating classroom routines.
- Monitoring children during transitions, free play, and structured activities to ensure safety and appropriate behavior.
- Helping with setting up the classroom before activities and cleaning up afterward to maintain a safe and organized learning environment.
- Assisting kitchen staff in preparing meals and snacks for the children.
- Helping to serve meals and snacks to the children in a safe and sanitary manner, ensuring that each child receives the appropriate portion and that dietary restrictions are respected.
- Assisting with cleaning and sanitizing kitchen equipment, utensils, and surfaces after meal service, following proper hygiene and sanitation protocols.
- Support the campus director effectively manage the campus to create a positive and nurturing environment for students, staff and families.

System/Service Area: Transportation	Subject: Bus Safety & Responsibilities
Related Regulation(s): HCHSP 1303.72(a)(1)(2)(3)(4)	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Bus Drivers, Bus Aides/Monitors

Policy: HCHSP transportation drivers must ensure the well-being and safety of the children they transport. Only properly licensed and trained drivers should operate Head Start vehicles.

Procedure: The following are safety procedures that Head Start transportation drivers should follow:

- Ensure each child is seated in a child restraint system appropriate to the child's age, height, and weight
- Baggage and other items transported in the passenger compartment are properly stored and secured, and the aisles remain clear and the doors and emergency exits remain unobstructed at all times
- Up-to-date child rosters and lists of the adults each child is authorized to be released to, including alternates in case of emergency, are maintained and no child is left behind, either at the classroom or on the vehicle at the end of the route
- There is at least one bus monitor on board at all times, with additional bus monitors provided as necessary.
- Hidalgo County Head Start bus should never be driven in reverse on the school grounds where children are being loaded or unloaded or where there is any possibility of children being in the vicinity of the school bus. Buses must not be required to back-up or make "U" turns except when necessary for reasons of safety.
- Bus drivers shall never leave his or her bus while children are abroad. When the bus has broken down, the bus driver shall call the Transportation Department for instructions and follow Hidalgo County Head Start Policy/Procedures.
- Bus driver shall never leave the driver's seat without first properly setting the brakes, shutting off the motor and removing the key from the ignition.
- The keys shall always be kept in the driver's possession.
- The bus driver shall not allow anyone to the left or right of him/her in such a manner as to interfere with his vision or the operation of the school bus.
- Only the bus driver shall be permitted to operate the safety devices.
- The bus driver shall not move the bus, until all passengers are seated and safely secured.
- Bus Drivers shall never operate a school bus while his/her ability or alertness is so impaired, or so likely to become impaired through fatigue, illness and any other cause, as to make it unsafe for him/her to begin or continue to operate the school bus.
- Bus Drivers shall not remain continuously on driving duty for a longer period than ten (10) hours. When the bus driver has reached that limit, he/she shall have at least eight (8) consecutive hours

of non-driving duty. After this period of rest, the driver can resume his/her driving duties with a limit of eight (8) hours of consecutive driving.

- When parking the school bus between runs, the bus driver should park well off the roadway where the school bus cannot be mistaken for an operational vehicle by approaching motorists and/or in the designated parking area. Every bus driver has a designated area for the parking of their school bus.
- Safety of children should always be considered more important than keeping the school bus on a particular time schedule.
- The brakes shall always be tested prior to operating a school bus. Bus Drivers must always drive within the mechanical limitation of the braking system and if brakes fail, the Bus Driver should not begin the school bus route. When in transit and brake failure is noted, he/she should not try to ride out the defect. The school bus should be parked off the road, if possible, and the Transportation Department called immediately.
- Bus Driver or Transportation Coordinator or designee shall not allow a disabled bus, with passengers aboard, to be towed or pushed, nor shall any person use, or permit to be used, a bus with passengers aboard for the purpose of towing or pushing any disabled vehicle.
- Each campus must have at least one alternate route for each established bus route in case of road closure or hazardous conditions. This information must be kept at the Campus and in the driver's possession.
- Children enrolled in the Hidalgo County Head Start Program will be returned to the place they were picked up. If there is to be a change in pick-up or delivery a written document or change of status form must be given to the Bus Driver.
- Persons receiving the child, if other than the parent, grandparent, guardian, must be listed on child's enrollment forms or on the change of status form.
- Parents should notify the campus and/or Bus Driver as soon as possible when the child will not be attending class.

System/Service Area: Transportation	Subject: Child Safety Restraint System
Related Regulation(s): HSPPS 1303.71 (d) 1303.72(a)	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Field Operations Director, Transportation Coordinator, Bus Drivers

Policy: HCHSP must ensure each vehicle used to transport children receiving transportation services is equipped for use of age-, height- and weight-appropriate child safety restraint systems defined as the following: *Child restraint system* means any device designed to restrain, seat, or position children that meets the current requirements of Federal Motor Vehicle Safety Standard No. 213, Child Restraint Systems, 49 CFR 571.213, for children in the weight category established under the regulation, or any device designed to restrain, seat, or position children, other than a Type I seat belt as defined at 49 CFR 571.209, for children not in the weight category currently established by 49 CFR 571.213.

Procedure: Hidalgo County Head Start will ensure all transportation units are equipped with an approved child restraint system in proportion to age, height and weight. Bus drivers must adhere to specific procedures for the child safety restraint system to ensure the safety of the children during transportation.

- Before starting the route, the bus driver conducts a thorough inspection of the child safety restraint system. This includes checking the condition of seat belts, harnesses, or other restraint mechanisms to ensure they are in proper working order.
- Bus monitor assists the child to fasten safety belts when getting on bus and assists child to unfasten when getting off the bus if needed.

System/Service Area: Transportation	Subject: Children with Disabilities
Related Regulation(s): HCHSP 1303.75 (a)	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: **Campus Director, Family Social Worker, Special Services Director, Transportation Coordinator**

Policy: HCHSP must ensure there are school buses or allowable alternate vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start or Early Head Start program.

Procedure: Establishing a safe and effective transportation procedure for a Head Start bus that transports children with disabilities requires careful planning and adherence to regulations. Transportation Coordinator must ensure the safety, accessibility, and comfort of all children by:

- Ensuring bus drivers transporting children with special needs/accommodations must receive training in: operation of wheelchair lifts and securement systems and understanding and managing the specific needs of children with disabilities.
- Bus aides must also trained in assisting children with disabilities safely, using assistive devices and equipment, communication skills specific to children with disabilities.
- Ensure buses are equipped with wheelchair lifts or ramps (if needed), and make sure proper seating arrangements are made to accommodate various needs.
- Parents will be required to sign a "Parent Consent for Transportation" form authorizing Hidalgo County Head Start Program to transport their child(ren) to and from school campus.
- The Family Service Worker, Teacher or Campus Director may secure the signed form from the parent.
- A copy of the consent form will be filed in the child's e-file, bus drivers should keep a copy on the bus, and it will be sent to the Disability Department.
- These forms may be requested from the Transportation Department or from the Disability Department.

System/Service Area: Transportation	Subject: Emergency Equipment
Related Regulation(s): HSPPS 1303.71(b)	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Transportation Coordinator, Bus Drivers, Bus Aides/Monitors

Policy: HCHSP must ensure each vehicle used in providing transportation is equipped with an emergency communication system clearly labeled and appropriate emergency safety equipment, including a seat belt cutter, charged fire extinguisher, and first aid kit

Procedure: Head Start buses, which transport young children to and from Head Start programs, must be equipped with following essential emergency equipment is on board the bus easily accessible and clearly marked:

- First Aid Kit- Adhesive bandages, antiseptic wipes, gauze pads, adhesive tape, scissors, tweezers, gloves, and an emergency blanket
- Fire Extinguisher-mounted in clearly marked and easily accessible area, regularly inspected and maintained
- Emergency Reflective Triangles- At least three reflective triangles. Used for placement on road to warn of oncoming traffic in case of breakdown or accident.
- Seat Belt Cutter- to quickly cut through seat belts, located within reach of the driver
- Communication Device- Two-way radio or mobile phone to contact emergency services or the transportation office
- Child Restraint Systems-Appropriate child safety seats or harnesses
- Flashlight-High intensity, preferably LED
- Safety Vest-For driver to wear when outside the bus during an emergency to increase visibility.

System/Service Area: Transportation	Subject: Field Trips
Related Regulation(s):	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Transportation Coordinator, Bus Drivers, Bus Monitors

Procedure:

- Campus Director will request field trip through GoEngage at least two weeks prior to field trip
- The Education Department through Go Engage receives the request for a field trip
- It then goes through the Nutrition Department and then to the Transportation Coordination.
- Transportation Coordinator must receive request for transportation two weeks prior to field Trip.
- The Transportation Coordinator plans for bus drivers to take children on the field trip.
- Bus Drivers should arrive at the campus as soon as the morning route is complete.
- Bus Drivers must leave the field trip site with enough time to arrive at the designated place and return back to the campus with enough time to prepare for the afternoon route.
- Bus Drivers should not accumulate compensatory time. However, if accumulated compensatory time must be taken within the same pay period from accumulation date, unless otherwise instructed by the Transportation Coordinator.

System/Service Area: Transportation	Subject: Fuel Tickets
Related Regulation(s):	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Transportation Coordinator, Bus Drivers, Bus Aides/Monitors

Procedure: Bus drivers should obtain receipts(tickets) for fuel purchases every time they refuel their vehicles. These receipts should clearly show the date, time, location of purchase, quantity of fuel purchased, unit price, and total cost. By following these procedures, bus drivers can efficiently submit fuel receipts to the transportation department, ensuring proper documentation.

- Bus drivers shall be responsible to collect and forward all fuel tickets to their Campus Director.
- Campus Director will collect fuel receipts and submit to transportation department via mail couriers, every two weeks.
- Mail couriers will submit fuel tickets to transportation secretary who will verify them and forward them to the Finance Department.
- The transportation secretary shall advise Field Operation Director/Transportation Coordinator of any missing tickets.
- Both the driver and the transportation department should maintain records of the submitted receipts and reimbursements for auditing and reporting purposes.
- Field Operations Director/Transportation Coordinator shall take necessary action to ensure compliance.

System/Service Area: Transportation	Subject: Homelessness
Related Regulation(s):	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Transportation Coordinator, Bus Drivers, Bus Aides/Monitors

Procedure: HCHSP must utilize community resources, where possible, to provide transportation for a child if a child is experiencing homelessness and is unable to attend classes regularly because the family does not have transportation to and from the program facility.

System/Service Area: Transportation	Subject: Medical Emergency
Related Regulation(s):	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Transportation Coordinator, Bus Drivers, Bus Aides/Monitors

Procedure: Handling a medical emergency on a Head Start bus requires swift and decisive action to ensure the safety and well-being of the child in distress. By following these procedures, Head Start bus staff can effectively respond to medical emergencies on the bus and ensure the safety and well-being of the children in their care.

- The bus driver or bus aide assesses the severity of the medical emergency and the immediate needs of the child.
- Remain calm and composed while evaluating the situation.
- If the situation requires urgent medical attention, immediately call 911
- Provide clear and concise information about the nature of the emergency, the location of the bus, and any other relevant details.
- Basic first aid to the child should be given while waiting for emergency responders to arrive. This may include applying pressure to control bleeding, performing CPR if necessary, or stabilizing the child's condition to the best of your ability.
- Maintain a calm and supportive demeanor to help alleviate fear and anxiety.
- Do not leave the child injured or ill alone or unattended.
- Bus driver shall call campus to report emergency
- The campus shall contact the child's parents or guardians to inform them of the situation and provide updates on their child's condition.

System/Service Area: Transportation	Subject: On Route
Related Regulation(s): HSPPS 1303.71	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Bus Drivers, Bus Aides/Monitors

Procedure: Ensuring the safety of children while they are on route in a school bus is of paramount importance, and this is achieved through the implementation of well-defined procedures. These procedures serve as a vital framework for maintaining order, minimizing risks, and responding effectively to any unforeseen circumstances that may arise during transit.

- During transit, bus drivers should adhere to all traffic laws and regulations, including speed limits, signaling, and safe following distances.
- Bus drivers must maintain constant awareness of weather conditions, road hazards, and other external factors that may impact travel safety
- Ensure all children are securely seated and wearing seat belts or appropriate restraints throughout the route.
- While on the route, to or from campus, bus monitors shall use the cellular phones for communicating problems to the Transportation Department. Only emergency calls are allowed on the bus.
- The Hidalgo County Head Start Program's phone should not be used for personal calls.
- Bus Monitor should utilize songs, finger plays, stories and other activities to entertain and educate the children while on route.
- Before permitting any child to board or de-board the school bus, the Bus Driver shall set the bus's gear to the park position.
- The Bus Driver shall be the sole operator for the entrance door.
- All doors shall be closed before the bus is put in motion and shall remain closed until the bus is completely stopped.
- Hidalgo County Head Start Busses must be locked whenever they are not in use.

System/Service Area: Transportation	Subject: Pick Up and Drop Off of Children
Related Regulation(s):	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Bus Drivers, Bus Aides/Monitors

Procedure: Children pick up and drop off procedures are very crucial to the safety of transporting children. Parents must always keep the center informed of any address changes, so that the Head Start Program can ensure that only authorized individuals have access to the child and that they know where the child resides in case of emergencies. The center needs to maintain accurate contact information to communicate effectively with parents or guardians. Knowing the child's current address is essential for planning routes and ensuring timely pickups and drop-offs.

- Children must be at pick up point five to ten minutes before the arrival of the bus
- Parents will assume full responsibility for the safety of their children while waiting for the arrival of the bus.
- Children should be dressed and ready when the bus arrives.
- The bus driver will not go to the door.
- In case of inclement weather, children are allowed to wait inside their premises.
- If the child misses the school bus, it is the parent's responsibility to take the child to school.
- The Bus Monitor/Aide will assist the child on and off the bus.
- When picking up, the Bus Monitor shall ensure the child is seated and with the appropriate child safety restraint system.
- In the event that there is no authorized person to receive the child, the bus driver shall inform their respective campus director and the child will be returned to the campus, the staff present will be advising the parent, and it is the parent's responsibility to see that the child is picked up at campus and taken home.
- Drop off point must be the same as the morning pick up point unless other arrangements have been made with transportation department.
- Parents or authorized persons must sign child in and out on the children's weekly pick up & drop off roster.
- Toys should not be sent with the child unless it is a designated "activity" through the Education Department and arrangements have been made to secure items safely. If the child takes a toy from home, without permission, the toy will be taken away for safekeeping and returned to the child at the end of the day, along with a note to the parent.

System/Service Area: Transportation	Subject: Railroad Crossings
Related Regulation(s): HSPPS 1303.71	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Bus Drivers, Bus Aides/Monitors

Procedure: When it comes to transporting children safely, few scenarios pose as much risk as approaching railroad crossings on a school bus. The importance of procedures in this context cannot be overstated. These procedures serve as a critical safeguard against potential accidents and ensure the well-being of everyone on board.

- When Bus Drivers are making stops for railroad crossings, they should carefully plan their stop far enough in advance to avoid trapping other motorists; reducing the possibility of panic stops or rear-end collisions with the bus.
- The Bus Driver whether carrying children or not, must come to a complete stop within fifty (50) feet and not closer than fifteen (15) feet from the railroad tracks.
- The Bus Driver will activate the yellow hazard lamps one hundred (100) feet before the stop, making his/her intentions known.
- The Bus Driver must stop and while stopped, shall fully open the service door and listen and look in both directions along the train tracks for approaching engines, trains, or cars crossing the track. The service door must be closed before starting up again.

System/Service Area: Transportation	Subject: Route and Passenger Information
Related Regulation(s):	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: **Transportation Coordinator, Bus Drivers, Transportation Secretary**

Procedure: Obtaining route and student (passenger) information efficiently is crucial for the smooth operation of transportation services. It not only helps in balancing the number of children on each route but also gives precise information incase of accidents or other emergencies.

- Before the first day of classes, bus drivers must submit their up-to-date rosters to the transportation secretary.
- Transportation secretary will input all bus routes onto GoEngage and input all passengers on each bus route.
- In order to ensure accurateness, GoEngage must have up-to-date passenger information, therefore, if a student withdraws or no longer needs transportation, bus driver must notify secretary so that changes can be made on the route information.
- When a student enrolls, bus driver must also notify the transportation department so that student is added to route on GoEngage.

System/Service Area: Transportation	Subject: Therapy Transportation
Related Regulation(s): HCHSP 1303.75 (b)	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: **Campus Director, Family Social Worker, Special Services Director, Transportation Coordinator**

Policy: HCHSP must ensure special transportation requirements in a child's IEP or IFSP are followed, including special pick-up and drop-off requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for bus drivers and monitors.

Procedure:

- Fill out the Transportation Request Form. On "appointment time" be specific.
- Document the actual therapy time, example: from 10:00-10:30 am. If the actual time is unknown, call the provider and ask.
- Fill out the form and send it to the Transportation Department.
- Secure the parent's signature on the "Parent Consent for Transportation" form.
- Fill out the form and send it to the Transportation Department with the Transportation Request form.
- Keep a copy in the child's file and send a copy to the Disability Department.
- See Disability Procedures and Manual for more information

System/Service Area: Transportation	Subject: Transportation Services
Related Regulation(s): HSPPS 1303.70 (b)(2)(3)(c)(1)(i)(ii)	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Transportation Coordinator

Policy: HCHSP provides transportation services and must comply with all provisions in the Head Start Performance Standards. HCHSP provides transportation services and makes reasonable efforts to coordinate transportation resources with other human services agencies in its community to control costs and to improve the quality and the availability of transportation services.

- When HCHSP does not provide transportation services, either for all or a portion of the children, it provides reasonable assistance, such as information about public transit availability, to the families of such children to arranges transportation to and from its activities and provides information about these transportation options in recruitment announcements.
- HCHSP must ensure all accidents involving vehicles that transport children are reported in accordance with applicable state requirements.
- HCHSP may request to waive a specific requirement, in writing, to the responsible HHS official, as part of an agency's annual application for financial assistance or amendment and must submit any required documentation the responsible HHS official deems necessary to support the waiver. The responsible HHS official is not authorized to waive any requirements with regard to children enrolled in an Early Head Start program. A program may request a waiver when:
    - Adherence to a requirement would create a safety hazard in the circumstances faced by the agency; and,
    - For preschool children, compliance with requirements related to child restraint systems at §§1303.71(d) and 1303.72(a)(1) or bus monitors at §1303.72(a)(4) will result in a significant disruption to the program and the agency demonstrates that waiving such requirements is in the best interest of the children involved.
- HCHSP is not authorized to waive any requirements of the Federal Motor Vehicle Safety Standards (FMVSS) made applicable to any class of vehicle under 49 CFR part 571.

System/Service Area: Transportation	Subject: Trip Routing
Related Regulation(s): HCHSP 1303.73 (a)(b)(1)(2)(3)(4)(5)(6)(7)	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Transportation Coordinator, Bus Drivers, Bus Aides/Monitors

Policy: HCHSP must consider safety of the children it transports when it plans fixed routes. Creating fixed and alternate routes procedures for a Head Start program involves careful planning to ensure the safety and efficiency of transportation for young children.

Procedure:

- HCHSP must ensure the time a child is in transit to and from the program must not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical
- Vehicles are not loaded beyond maximum passenger capacity at any time.
- Drivers do not back up or make U-turns, except when necessary for safety reasons or because of physical barriers
- Stops are located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle
- When possible, stops are located to eliminate the need for children to cross the street or highway to board or leave the vehicle
- Either a bus monitor or another adult escorts children across the street to board or leave the vehicle if curbside pick-up or drop off is impossible
- Drivers use alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks, or emergency road closing
- Identify fixed routes that cover the areas where children live and need transportation to the Head Start program facilities
- Consider factors such as proximity to children's homes, traffic patterns, and safety concerns when designing routes
- Ensure that fixed routes prioritize efficiency while minimizing travel time for children
- Conduct a thorough safety assessment of each fixed route to identify potential hazards or risks
- Evaluate factors such as road conditions, traffic volume, pedestrian crossings, and potential blind spots
- Make necessary adjustments to routes to mitigate safety risks, such as avoiding high-traffic areas or dangerous intersections
- Provide comprehensive training to bus drivers on the fixed routes, alternate routes, and emergency procedures

- Establish clear communication channels with parents or guardians to inform them about fixed routes, pickup/drop-off times, and alternate routes in case of disruptions

System/Service Area: Transportation	Subject: Vehicles
Related Regulation(s): HSPPS 1303.71(a)(b)(c)(d)(e)(f)	
Related Forms:	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Ongoing

Person(s) Responsible: Transportation Coordinator

Policy: HCHSP will ensure all vehicles used or purchased with grant funds to provide transportation services to enrolled children are school buses or allowable alternate vehicles that are equipped for use of height- and weight-appropriate child restraint systems, and that have reverse beepers.

- Vehicles used in providing such services must be equipped with an emergency communication system clearly labeled and appropriate emergency safety equipment, including a seat belt cutter, charged fire extinguisher, and first aid kit.
- Vehicles must ensure any auxiliary seating, such as temporary or folding jump seats, used in vehicles of any type providing such services are built into the vehicle by the manufacturer as part of its standard design, are maintained in proper working order, and are inspected as part of the annual inspection.
- Vehicles used to transport children receiving such services are equipped for use of age-, height- and weight-appropriate child safety restraint systems
- Vehicles used to provide services must be in safe operating condition at all times.
- At a minimum, conduct an annual thorough safety inspection of each vehicle through an inspection program licensed or operated by the state.
- Carry out systematic preventive maintenance on vehicles.
- Ensure each driver implements daily pre-trip vehicle inspections.
- Ensure bid announcements for school buses and allowable alternate vehicles to transport children in its program include correct specifications and a clear statement of the vehicle's intended use.
- Ensure vehicles are examined at delivery to ensure they are equipped in accordance with the bid specifications and that the manufacturer's certification of compliance with the applicable FMVSS is included with the vehicle.

System/Service Area: Transportation	Subject: Vehicle Maintenance/Pre-Inspection Report
Related Regulation(s): HSPPS 1303.71 (e)(1)(2)(i)(ii)(iii)	
Related Forms: Pre- Inspection Report	Related Reports:
PC Approval:	PC Revision:
Board Approval:	Board Revision:

Time Frame: Daily

Time Frame:

Person(s) Responsible: Transportation Coordinator, Bus Drivers

Policy: HCHSP must ensure vehicles used to provide transportation are in safe operating condition at all times. They must at a minimum, conduct an annual thorough safety inspection of each vehicle through an inspection program licensed or operated by the state, carry out systematic preventive maintenance on vehicles; and ensure each driver implements daily pre-trip vehicle inspections.

Procedure: Bus Drivers will conduct a daily pre-trip inspection of their vehicles as outlined on the Pre-Trip Inspection Report. It's crucial to follow a systematic procedure to ensure the safety and functionality of the vehicle before transporting children. By following these procedures, Head Start bus drivers can ensure that their vehicles are safe and roadworthy before transporting children, prioritizing their well-being and providing peace of mind to parents and program administrators. No bus shall be used to transport children if it is in an unsafe condition.

Exterior Inspection:

- Bus driver will begin by inspecting the exterior of the bus
- Check the condition of the body, ensuring there are no visible signs of damage
- Verify that all lights (headlights, taillights, turn signals, brake lights) are working correctly
- Inspect the windshield and windows for cracks, chips, or any other damage that could impair visibility
- Ensure that mirrors are clean, properly adjusted, and securely mounted
- Inspect all tires, including the spare, for proper inflation and signs of wear or damage
- Look for cuts, bulges, or uneven wear on the tire treads, which may indicate the need for replacement
- Open the hood and inspect the engine compartment
- Check fluid levels, including engine oil, transmission fluid, coolant, and windshield washer fluid
- Look for any signs of leaks, such as fluid puddles or stains on the engine components
- Ensure that all belts and hoses are in good condition and properly secured
- Test the brakes by applying pressure to the brake pedal
- Listen for any unusual sounds, such as squealing or grinding, which may indicate brake issues
- Check the brake fluid level and inspect brake lines and hoses for leaks or damage

Interior Inspection:

- Enter the bus and inspect the interior for cleanliness and safety hazards

- Check that all seats are securely fastened and free from damage
- Verify that emergency exits are unobstructed and functioning properly
- Test the operation of safety features, such as seat belts and emergency lighting
- Test the operation of all vehicle controls, including the steering wheel, pedals, horn, and windshield wipers
- Verify that heating, ventilation, and air conditioning systems are working correctly
- Test the functionality of the radio, PA system, and other communication devices

Documentation:

- Record the results of the pre-inspection on a designated form or checklist provided by the Head Start Program.
- Note any issues or concerns identified during the inspection and report them to Transportation Department
- Report any safety concerns or mechanical issues that require immediate attention to the Transportation Department
- Follow established protocols for addressing maintenance needs, including scheduling repairs or arranging for vehicle servicing as necessary