



Hidalgo County Head Start Program Policy Council Agenda

DATE: June 16, 2026

SUBJECT: Discussion/Approval of the following 2026-2027 Hidalgo County Head Start Program Plans:

- a. Administration Services
- b. Child Nutrition Services
- c. Education Services
- d. Family Services
- e. Health Services
- f. Human Resources Services
- g. Mental Health Services
- h. Special Services
- i. Transition/Community Partnership Services
- j. Transportation Services

RATIONALE/NEED: The Program Plans must be approved annually to comply with the Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDED: 2026-2027 Program Plans

INITIATED BY: Department Directors

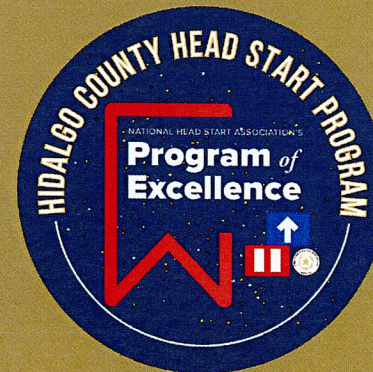
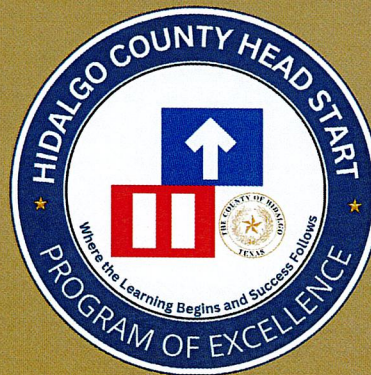
REVIEWED BY: Nora S. Muñoz, Assistant Program Director for Programmatic Services
Mr. Jorge Cavazos, Assistant Program Director for IT
Dr. Nereyda Cantu, Assistant Program Director for Operations *nc*
Marissa Reyes, Assistant Program Director for HR *m.r.*

EXECUTIVE DIRECTOR'S APPROVAL: *[Signature]*

PROGRAM PLANS

2026-2027

Hidalgo County Head Start/Early Head Start



Policy Council Approval Date:

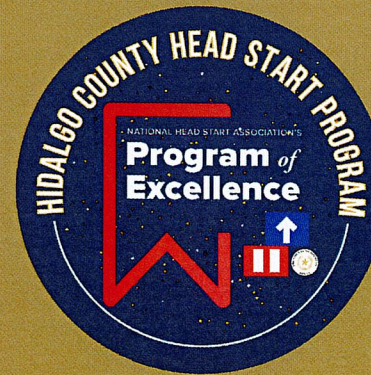
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Governing Body Approval Date:

xx/xx/xxxx

PROGRAM PLANS 2026-2027

Hidalgo County Head Start/Early Head Start



ADMINISTRATION

Policy Council Approval Date:

xx/xx/xxxx

Governing Body Approval Date:

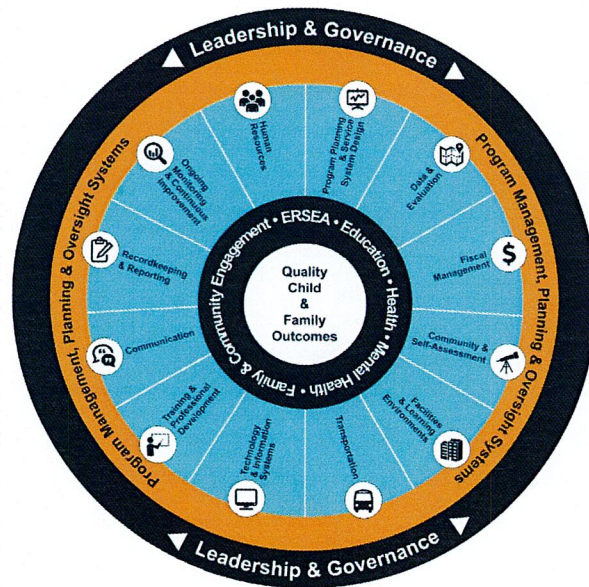
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Executive Summary

Hidalgo County Head Start Program (HCHSP) provides services to children zero to five years of age in the Hidalgo County service area who meet Head Start eligibility requirements. HCHSP operates a center based full-day, full-school year program option in of our HS & EHS Campuses to accommodate children and families. HCHSP has Memorandums of Understanding (MOU) with eight (8) local education agencies (ISD and Charter) to deliver a “teaching together” model that augments Head Start’s capacity to access and strengthen services to low-income children and families.

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



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

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

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

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

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

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

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

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

ADMINISTRATIVE PROGRAM PLAN

Performance Standard: §1301 Program Governance

Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Documents or Forms
1301.1	HCHSP has an established Governing Body/Hidalgo County Commissioners Court (HCCC) that has legal and fiscal responsibility of the Head Start program.	HCCC Members	Exec Director	January thru December	HCCC Bylaws, Agenda Minutes
1301.2(a) 642 (c)(1)(A) 642 (c)(1)(B) 642 (c)(1)(C)	The composition of the HCCC meets requirements as specified. HCCC members are required to complete a Conflict-of-Interest Statement and a Conflict-of-Interest Disclosure Statement.	HCHSP Executive Secretary	Exec Director	January Ongoing	Board Roster Conflict of Interest Forms
1301.2(b) 642 (c)(1)(E) 1302.102 642 (d)(2)	HCCC has active, independent and informed governance of the Head Start program to include development, planning and evaluation of program. Areas responsible include ERSEA, funding applications, amendments, data accessing and analysis, review and approve all major policies (self-assessment, financial audit, personnel policies, PC selection and financial management, account and reporting policies). HCCC uses ongoing monitoring. Data on school readiness goals to establish strategic long-term goals. Child and family goals and effects of health and safety practices.	Exec Director Asst Program Directors Department Directors	Exec Director	Monthly Ongoing	HCCC Agenda, Minutes, Sign-In Rosters
1301.2 (c)	Not Applicable – Advisory Committees	N/A	N/A	N/A	N/A
1301.3 (a)	HCHSP has an established Policy Council that is responsible for the direction of the Head Start program.	Exec Director	Exec Director	October thru September	PC Bylaws, Agenda Minutes
1301.3(b)(1), (2)	HCHSP maintains 25 Head Start and Early Head Start campuses in Hidalgo County. HCHSP campuses are divided into six (6) geographic areas and there is	HS Director FS Coordinator	Exec Director	Monthly	PC Roster Conflict of

<p>64(c)(2)(B) 64(c)(2)(C)</p>	<p>one Policy Council parent representative per area. The 6 Policy Council parent representatives must be parents/legal guardians of currently enrolled Head Start and Early Head Start children. The Policy Council has five (5) community representatives that are selected by the HCCC.</p> <p>The Policy Council members are required to complete a Conflict-of-Interest Statement and will not receive compensation for service on the Policy Council or for providing service to HCHSP. Policy Council parents may serve as occasional substitutes.</p>	<p>Campus Directors FSAs</p>		<p>Ongoing</p>	<p>Interest Forms</p>
<p>1301.3(c)(1) 64(c)(2)(D) 64(c)(2)(C)</p>	<p>The Policy Council is responsible for supporting the active involvement of parents in program operations, including policies that are responsive to parents and the community needs. The policy council members report to each parent committee that they represent and are active in supporting and approving:</p> <ol style="list-style-type: none"> 1. Program recruitment, selection and enrollment priorities. 2. Application for funding and amendments prior to submission of applications to HHS-OHS. 3. Budget planning for program expenditures, including policies for reimbursement and participation of Policy Council activities. 4. Bylaws for the operation of the Policy Council. 5. Program personnel policies and decisions regarding employment of the program staff to include standards of conduct for program staff, contractors and volunteers and criteria for employment and dismissal of program staff. 6. Decisions of elections of policy council members. 	<p>HS Director FS Coordinator Campus Directors FSAs</p>	<p>Exec Director</p>	<p>Monthly Ongoing</p>	<p>PC Agenda, PC Minutes, Sign-in Rosters ERSEA Guidelines Grant Applications Budget PC Bylaws HCHSP Personnel Policies</p>
<p>1301.3(c)(2) 645(d)(2)</p>	<p>HCHSP shares accurate and regular information with the HCCC and the Policy Council for the use of program planning, policies, and program operations. To include:</p> <ol style="list-style-type: none"> 1. Monthly financial statements with credit card expenditures. 2. Monthly program information summaries (PIS) Report. 3. Monthly program enrollment reports and attendance reports for children whose care is partially subsidized by another public agency. 4. Monthly reports of meals and snacks provided through the USDA programs. 5. Financial audits. 	<p>HS Director CFO FS Coordinator Nutrition Coordinator Program Performance Coordinator</p>	<p>Exec Director</p>	<p>Monthly and Ongoing</p>	<p>HCCC and PC Agenda, HCCC and PC Minutes, Sign-in Rosters</p>

	<p>6. Annual self-assessment, including any findings related to such assessment.</p> <p>7. Community wide strategic planning and needs assessment of the Head Start agency, including any applicable updates.</p> <p>8. Periodic communication and guidance from the Office of Head Start (OHS) Secretary.</p> <p>9. Annual Program Information Reports.</p>				
1301.3(d)(e)	The term of office for a policy council member is for one year while their child is enrolled in the program. A parent can serve up to five (5) years but must be re-elected for each term year. To enable low-income members to participate, HCHSP provides reasonable expenses and reimbursements.	Family Services Director Asst Program Directors	Executive Director	September Ongoing	PC Agenda, Minutes, Sign-in Rosters
1301.4(a)	HCHSP has parent committees established at the beginning of each program year at each of our HS and EHS campuses and the membership is comprised exclusively of parents of currently enrolled children in the Head Start and Early Head Start Program. The parents of currently enrolled children receive information of the process for elections to the policy council and parent-committee leadership opportunities early in the program year.	Family Services Director Family Services Coordinators Campus Directors	Family Services Director Asst Program Directors	September Ongoing	Parent Handbook Orientation Agenda, Sign-In Rosters
1301.4(b)	<p>Parent committees meet regularly to engage families using strategies that are most effective in their campus and carry out the following responsibilities:</p> <ol style="list-style-type: none"> 1. Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families. 2. Have a process for communication with the policy council and policy committee. 3. Within the guidelines established by the governing body, policy council members participate in the recruitment and screening of HS employees. 	Family Services Director Family Services Coordinators Campus Directors	Family Services Director Asst Program Directors Exec Director	September Ongoing	Parent Committee Meeting Agendas, Sign In
1301.5 1302.12(m) (1)(3)	An Annual Governance Leadership Institute (Training and Orientation) for HCCC and Policy Council members takes place to include training in HS Program Performance Standards, By-laws, Rules of Order, Impasse Procedures, Confidentiality, Conflict of Interest, etc. Training for HCCC and PC takes within 180 days regarding eligibility for enrollment. This includes how to collect complete and accurate eligibility information from families and third-party	Exec Director Asst Program Directors Department	Exec Director Asst Program Directors	October Ongoing	Agenda, Minutes, Sign-in Rosters

	sources; strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence stigma and privacy; and policies and procedures that describe actions taken against staff, families or participants who attempt to provide intentionally false information.	Directors			
1301.6(a)(b)	<p>The HCCC and the Policy Council has approved Impasse Procedures to facilitate meaningful consultation and collaboration about decisions of the HCCC and the Policy Council. The written impasse procedures are for resolving internal disputes between the HCCC and the Policy Council in a timely manner that includes:</p> <ol style="list-style-type: none"> 1. Demonstration that the HCCC considers proposed decisions from the PC and the PC considers proposed decisions from the HCCC. 2. If there is a disagreement, the HCCC and the PC notify the other in writing why it does not accept a decision. 3. Description of a decision-making process and a timeline to resolve disputes and to reach decisions that are not arbitrary, capricious, or illegal. 4. If the HCCC and the PC decision-making process does not result in a resolution and an impasse continues, the HCCC and the Policy Council will select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute. The third party's mediator decision is final. 	Exec Director	Exec Director Program Attorney County Attorney	Annually	HCCC Bylaws PC Bylaws

Performance Standard: §1302 – Part B: Program Structure

Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Documents or Forms
1302.20(a)(1) 1301.24 1302.11(b) 1302.80	HCHSP operates an HS and EHS center (campus)-based option and an approved locally designed variation with services with Local Education Agencies. HHS officials have approved operating the local designed variation with the five (5) year grant application. These program options meet the needs of children and families based on data described in the community assessment.	Exec Director Asst Program Directors Department Directors Campus	Exec Director Asst Program Directors Department	August thru June	HHS Approval Letter HCCC and PC Minutes Continuatio

		Directors	Directors		n Grant HCHSP Program Plans
1302.20 (a)(2) 1302.11(b)(2)	HCHSP options operated meets the needs of children and families. HCHSP operates a full day/full school year program for HS and EHS. The approved program calendar has from 170 through 180 services days and 1360 to 1440 service hours for HS and EHS. The program will review the community assessment annually to determine whether to convert existing HS slots to EHS slots.	Exec Director Asst Program Directors	Exec Director HCCC Policy Council	August thru June	Program Calendar HCCC and PC Minutes
1302.20(b)	HCHSP delivers the full range of Head Start and Early Head Start comprehensive services as described in 1302 subpart C-H.	All HCHSP Staff	Exec Director Asst Program Directors Department Directors	August thru June	Program Calendar Program Plans HCCC and PC Minutes
1302.21(a) (b)(1) 1302.20(b)	HCHSP campus-based option delivers the full range of services. Educational and child development services are delivered in classroom settings. HCHSP agency has staff-child ratios and group sizes that meet the requirements listed in Table 1302.21(b). They are determined by the age of most children and the needs of the children present. HCHSP will determine the age of most children in a class at the start of the year and may adjust this determination during the program year, if necessary. Texas Child Care Minimum Standards are less stringent than the teacher-child ratios and group size specifications in the HS Performance Standards. The program maintains appropriate ratios during all hours of program operation, except: 1. For brief absences of a teaching staff for no more than five minutes and	Campus Directors Teaching Staff Area Directors Coaches	Exec Director Asst Program Directors Department Directors Campus Directors	August thru June	Children Enrollment Rosters Teaching Staff Rosters

	2. During naptime, one teaching staff may be replaced by one staff member or volunteer who does not meet the teaching qualifications required for the age.				
1302.21(b)(2)	EHS classrooms that serve children under 36 months old will have two (2) EHS teachers with no more than eight children, or three teachers with no more than nine children. Each EHS teacher will be assigned consistent, primary responsibility for no more than four (4) children to promote continuity of care for individual children. HCHSP will minimize teacher changes throughout a child's enrollment, whenever possible, and consider mixed age group classes to support continuity of care.	EHS Campus Directors EHS Teaching Staff EHS Director EHS Coordinators	Exec Director Asst Program Directors Department Directors EHS Campus Directors	August thru June	Children Enrollment Rosters Teaching Staff Rosters
1302.21(b)(3)(4)	HS classrooms that serve most children who are three years old have no more than 20 children with a teacher and teaching assistant or two teachers as per approved LDO. HS classrooms that serves most children who are four and five years old have no more than 24 children with a teacher and a teaching assistant or two teachers as per approved LDO.	Family Services Director Chief Early Ed Officer Campus Directors	Exec Director Asst Program Directors	August thru June	Child Enrollment Rosters Teaching Staff Rosters
1301.21(c)(1)	The EHS program provides 1408 to 1440 service hours of planned class operation for all enrolled children in the EHS center-based program option. Classes operate 8 hours per day and follow the ISD and charter school calendar. The EHS program is designed to meet the needs of young parents enrolled in partnering ISD schools and is aligned with its local education agency requirements. HCHSP has a locally designed program option as it meets the required service hours.	HS Director	Asst Program Directors EHS Director EHS Campus Directors	August thru June	Program Calendar Daily Schedule LDO
1301.21(c)(2)	The HS program provides 170 through 180 services days and 1360 to 1440 service hours of planned class operation for all enrolled children. Classes operate 8 hours per day.	HS Director	Asst Program Directors Campus Directors	August thru June	Program Calendar Daily Schedule

1301.21(c)(6)	HCHSP's calendar was planned to use a reasonable estimate of the number of days during a year that classes may be closed due to problems such as inclement weather and will make every effort to schedule makeup days using existing resources if hours of planned class operations fall below the number required per year.	Exec Director	Exec Director HCCC Board Policy Council	August thru June	Program Calendar Daily Schedule ADA Reports
1301.21(d)	All HS and EHS facilities used by HCHSP agency meet state and local licensing requirements, even with our collaborations with the LEAs that are exempt by the licensing entity. The classrooms have at least 35 square feet of usable indoor space per child available for the care and use of children (exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.	Campus Directors Area Directors	Compliance Director Departments Directors	August thru June	Child Care Licensing Reports Compliance Reports
1302.22-23	Not Applicable – Home Based Option	N/A	N/A	N/A	N/A
1302.24 1302.20(b)	HCHSP has a locally designed program option to meet the needs of our community, to deliver a full range of program services consistent with §1302.30 (b) and consistent with achieving our program goals written in subpart (J) of § 1302, Program Management and Quality Improvement. Our locally designed option enables us to collaborate with local education agencies (Texas Independent School Districts). Head Start and PreK school-based services are provided to dually enrolled children where our collaborative teaching teams work together to implement vertically aligned comprehensive Head Start and PreK services. Children are engaged in an equal number of instructional hours implementing developmentally appropriate and effective PreK teaching practices.	Exec Director Asst Program Directors LEA Superintendent	Exec Director Asst Program Directors	Five-Year Grant Period	MOUs with LEAs HCCC and PC Minutes

Performance Standard: §1303, Subpart A – Financial Requirement

Performance Standard: §1303, Subpart B – Administrative Requirements

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

Performance Standard: §1303, Subpart E– Facilities

Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Documents or Forms																				
1303.03	<p>Other HHS Requirements: HCHSP will ensure that policies and procedures follow HHS regulations that apply to all grants made of the Act, which include:</p> <table border="1" data-bbox="348 573 1272 1141"> <tr> <td data-bbox="348 573 516 621">45 CFR part 16</td> <td data-bbox="516 573 1272 621">Department grant appeals process</td> </tr> <tr> <td data-bbox="348 621 516 670">45 CFR part 30</td> <td data-bbox="516 621 1272 670">HHS Standards and Procedures for Claims collection</td> </tr> <tr> <td data-bbox="348 670 516 719">45 CFR part 46</td> <td data-bbox="516 670 1272 719">Protection of human subjects</td> </tr> <tr> <td data-bbox="348 719 516 800">45 CFR part 75</td> <td data-bbox="516 719 1272 800">Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</td> </tr> <tr> <td data-bbox="348 800 516 914">45 CFR part 80</td> <td data-bbox="516 800 1272 914">Nondiscrimination under programs receiving federal assistance through the Department of Health and Human Services- Effectuation of title VI and VII of the Civil Rights Act of 1964</td> </tr> <tr> <td data-bbox="348 914 516 963">45 CFR part 81</td> <td data-bbox="516 914 1272 963">Practice and procedure for hearings under part 80</td> </tr> <tr> <td data-bbox="348 963 516 1011">45 CFR part 84</td> <td data-bbox="516 963 1272 1011">Nondiscrimination based on handicap in federally assisted programs</td> </tr> <tr> <td data-bbox="348 1011 516 1060">45 CFR part 87</td> <td data-bbox="516 1011 1272 1060">Equal treatment for faith-based organizations</td> </tr> <tr> <td data-bbox="348 1060 516 1109">2 CFR part 170</td> <td data-bbox="516 1060 1272 1109">FFATA Sub-award and executive compensation</td> </tr> <tr> <td data-bbox="348 1109 516 1141">2 CFR 25.110</td> <td data-bbox="516 1109 1272 1141">CCR/DUNS requirements</td> </tr> </table>	45 CFR part 16	Department grant appeals process	45 CFR part 30	HHS Standards and Procedures for Claims collection	45 CFR part 46	Protection of human subjects	45 CFR part 75	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	45 CFR part 80	Nondiscrimination under programs receiving federal assistance through the Department of Health and Human Services- Effectuation of title VI and VII of the Civil Rights Act of 1964	45 CFR part 81	Practice and procedure for hearings under part 80	45 CFR part 84	Nondiscrimination based on handicap in federally assisted programs	45 CFR part 87	Equal treatment for faith-based organizations	2 CFR part 170	FFATA Sub-award and executive compensation	2 CFR 25.110	CCR/DUNS requirements	<p>Exec Director</p> <p>Asst Program Directors</p> <p>Asst CFO</p>	<p>Exec Director</p> <p>Asst Program Directors</p> <p>CFO</p> <p>Governing Body</p> <p>Policy Council</p>	<p>Ongoing</p> <p>October</p> <p>Grant Cycle Jan-Dec</p>	<p>Grant Applications</p> <p>Program Plans</p> <p>HS Budget</p>
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1303.4	<p>Federal Financial Assistance, Not-Federal Match, and Waiver Requirements: HCHSP will not exceed 80% of the total costs of the program. HCHSP will contribute 20 percent as non-federal match each budget period. HCHSP may submit a waiver to OHS as needed for a portion of the non-federal share match based on an application.</p>	<p>Asst Program Director for Fiscal Operations</p> <p>Asst CFO</p>	<p>Exec Director</p> <p>Asst Directors</p> <p>Governing Body & PC</p>	<p>Ongoing</p>	<p>HS Budget</p>																				
1303.5	<p>Limitations on Development and Administrative Costs: HCHSP will not exceed</p>	<p>Asst Program</p>	<p>Exec Director</p>	<p>Ongoing</p>	<p>HS Budget</p>																				

	15% of the total administrative costs of the program, to include both federal and non-federal match.	Director for Fiscal Operations Asst CFO	Asst Program Director for Fiscal Operations Governing Body Policy Council		
1303.11	Limitations and Prohibitions: HCHSP will adhere to sections 644 (e), 644(g)(3), 653, 654, 655, 656, and 657A of the Head Start Act. These sections pertain to union organizing, the Davis-Bacon Act, limitations on compensation, nondiscrimination, unlawful activities, political activities, and obtaining parental consent.	Exec Director Asst Program Directors Procurement Director	Exec Director Asst Program Directors Governing Body Policy Council	Ongoing October Grant Cycle Jan-Dec	Grant Applications Program Plans HS Budget
1303.12	Insurance and Bonding: HCHSP has an ongoing process to identify risks and has cost-effective insurance for those identified risks. HCHSP has insurance that covers the risk of accidental injury to children while participating in the program. HCHSP maintains proof of appropriate coverage. HCHSP maintains insurance for the risk of losses resulting from fraudulent acts by individuals authorized to disburse Head Start funds. Consistent with 45 CFR part 75, HCHSP has sufficient coverage to protect the federal government’s interest and maintains adequate fidelity bond coverage. HCHSP ensures that the program will maintain reasonable amounts of children’s accident insurance, liability insurance for accidents on HCHSP’s premises and transportation liability insurance. HCHSP will require ISDs and Charter to add HCHSP as an “insurance rider”.	Exec Director Asst Program Directors	Exec Director Asst Program Directors Governing Body Policy Council	Ongoing October Grant Cycle Jan-Dec	Insurance Binders
1303.20	Protections for the Privacy of Child Records: HCHSP has approved policies and procedures to protect the confidentiality of any personally identifiable information (PII) in all child records to include records maintained with our local	Exec Director Asst Program Directors	Exec Director Asst Program Directors	Ongoing	PDM Policies and Procedures

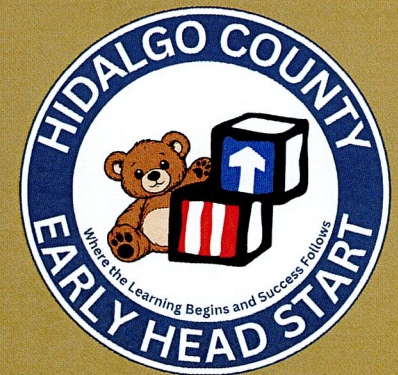
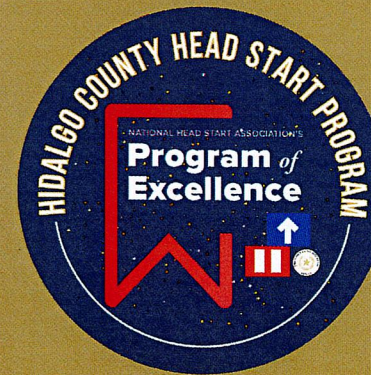
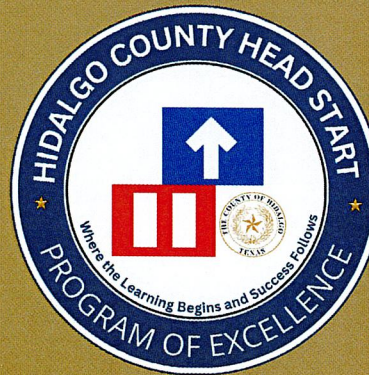
	education agencies (LEA)/independent public-school districts and charter schools.	LEA-Supers	Department Directors		
1303.21 (a) (b)	Applicable Confidentiality Provisions: HCHSP maintains confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA). HCHSP has partnership agreements with all LEAs, and MOUs comply with those confidentiality provisions of FERPA. HCHSP refers children to LEAs for eligible services under IDEA. HCHSP complies with the applicable confidentiality provisions in Part B or Part C of IDEA to protect the PII in records of those children.	Exec Director Asst Program Directors LEA- Supers	Exec Director Asst Program Directors Department Directors	Ongoing	MOUs with all LEA partners
1303.22	Disclosures With and Without Parental Consent: HCHSP has written policies and procedures regarding PII and the process for disclosures with or without parental consent. This information is shared with parents upon enrollment and its provisions are listed in all MOUs with partnering LEAs.	Exec Director Asst Program Directors LEA Supers	Exec Director Asst Program Directors Department Directors	Ongoing	MOUs-LEA partners HCHSP Parent Handbook
1303.23	Parent Rights: HCHSP maintains policies and procedures regarding parental rights regarding child records to include all provisions listed regarding inspection of records, amendment of records, hearings, right to copy of records, and right to inspect written agreements. This information is shared with parents upon enrollment and its provisions are listed in all MOUs with partnering LEAs.	Exec Director Asst Program Directors LEA- Supers	Exec Director Asst Program Directors Department Directors	Ongoing	MOUs LEA partners HCHSP Parent Handbook
1303.24 CFR 226.10	Maintaining Records: HCHSP maintains child records that ensures only parents, and officials within the program or acting on behalf of the program have access, and such records will be destroyed within a reasonable timeframe after such records are no longer needed or required to be maintained. HCHSP will maintain hardcopy child records for three (3) years plus the current year of enrollment. HCHSP will maintain with the child records information on all individuals, agencies, or organizations to whom a disclosure of PII from the child records was made (except for program officials and parents) and why the disclosure was made. HCHSP uses a web-based data system to maintain child records, and HCHSP ensures such child records are adequately protected and maintained according to current industry security standards.	Exec Director Asst Program Directors Department Directors Campus Directors FSWs Teachers	Exec Director Asst Program Directors Department Directors	Ongoing	Child Records Child Data Mgmt. System

	<p>If a parent places a statement in the child record, HCHSP will maintain the statement with the contested part of the child record for as long as the program maintains the record and disclose the statement whenever it discloses the portion of the child record to which the statement relates.</p>				
<p>1303.46 1303.46</p>	<p>Recording and Posting Notices of Federal Interest and Contents of Notices of Federal Interest: HCHSP records a notice of federal interest in real properties and facilities, excluding modular units, appurtenant to real property, in the official real property records for the jurisdiction where the facility is located. HCHSP will file the notice of federal interest as soon as it uses Head Start funds to either fully or partially purchase a facility or real property where a facility will be constructed or as soon as it receives permission from the HHS responsible official to use Head Start funds to continue purchase on a facility.</p> <p>If HCHSP uses federal funds as a whole or in part to construct a facility, it must record the notice of federal interest in the official real property records for the jurisdiction in which the facility is located as soon as it receives the notice of award to construct the facility.</p> <p>If HCHSP uses federal funds to renovate a facility that it, or a third party owns, the grantee must record the notice of federal interest in the official real property records for the jurisdiction in which the facility is located as soon as it receives the notice of award to renovate the facility.</p> <p>If HCHSP uses federal funds in whole or in part to purchase a modular unit or to renovate a modular unit, the grantee must post the notice of federal interest, in clearly visible locations, on the exterior of the modular unit and inside the modular unit.</p> <p>HCHSP will include in the federal interest notice all regulations set forth in 1303.47(a)(b) and (c)</p>	<p>Asst Program Director for Fiscal Operations</p> <p>Asst Program Director for Program Operations</p> <p>Procurement Director</p> <p>Field Operations Crew Leader</p>	<p>Exec Director</p> <p>Asst Program Director for Fiscal Operations</p>	<p>Ongoing</p>	<p>Federal Interest Notices</p> <p>HCHSP Facilities Report</p>

PROGRAM PLANS

2026-2027

Hidalgo County Head Start/Early Head Start



**CHILD
NUTRITION
SERVICES**

Policy Council Approval Date:

xx/xx/xxxx

Governing Body Approval Date:

xx/xx/xxxx

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets each child's nutritional needs and feeding requirements.

OBJECTIVE: To implement a plan that addresses children's cultural and developmental needs and accommodates the feeding requirements of each child with special dietary needs and children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>The menus developed will reflect:</p> <ol style="list-style-type: none"> 1. Culture and ethnic preferences, which will broaden the child's nutritional experience. Menus shall include foods that are familiar to children and also introduce new foods on an ongoing basis. 2. Food preference surveys will be completed by parents and staff and reviewed by Child Nutrition Department staff. 3. A nutrition care plan for children with disabilities will be prepared and will include menu changes, special feeding equipment, and food modification. <p>➤ See Appendix A: Infant Medical Statement ➤ See Appendix B: Child Medical Statement</p>	<p>-Child Nutrition Director -Education Area Directors -Health Services Director -Campus Directors -Family Services Workers -Teachers -Assistant Teachers</p> <p>-All of the Above and -Special Services Director</p>	<p>-Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers</p> <p>-All of the Above and -Special Services Director -Special Services Coordinator -Disability Aides</p>	<p>-Ongoing monitoring</p> <p>-As needed</p> <p>-As needed -Yearly Self Assessment -Ongoing monitoring</p>	<p>-Menus</p> <p>-Food Menu Survey</p> <p>-Therapeutic Diet Menus</p>

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets each child's nutritional needs and feeding requirements.

OBJECTIVE: To provide meals to each enrolled child to meet 1/2 to 2/3 of the child's daily nutritional needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will prepare, provide, and serve breakfast, lunch, and PM snacks utilizing USDA meal pattern amounts and sizes, thus ensuring the children will receive the recommended 1/2 to 2/3 of their daily nutritional needs.</p> <p>2. Staff will implement the following meal/snack schedule: Mealtimes vary and are set by each Campus Principal.</p> <p style="margin-left: 40px;">Breakfast 7:45 AM Lunch 11:30 AM PM Snack 2:30 PM</p> <p>Changes/modifications in mealtimes are accommodated for children with disabilities when necessary.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Food Production Staff -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians 	<p>-August through June (Daily)</p>	<ul style="list-style-type: none"> -USDA Meal Patterns (3-5 years old) -Cycle Menu -TDA Form 1530 (Daily Meal Production Record)
<p>3. Menus will reflect one vitamin C source daily and one vitamin A source three times per week, along with the Texas Department of Agriculture recommended modifications (August 14, 2009) initiative "Promoting Healthy Eating and Physical Activity for a Healthier Lifestyle". The parent/guardian will be encouraged to follow the child's daily nutritional needs during off-school days.</p>	<p>-All of the above</p>	<p>-All of the above</p>	<p>-August through June (Daily)</p>	<ul style="list-style-type: none"> -Cycle Menu -TDA Form 1530 (Daily Meal Production Record)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets each child's nutritional needs and feeding requirements.

OBJECTIVE: To serve quantities and kinds of food that must conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will ensure that the required serving size and quantity of food are served. Menus will reflect as follows:</p> <p>Children aged 3 to 5 years old</p> <p>Breakfast: Select 3 of 5 components (1% milk 6 oz., vegetable ½ c., fruit ½ c., grains/bread ½ sl. serving., meat/meat alternate 1 ½ oz)</p> <p>Lunch: Select 5 of 5 components (1% milk 6 oz., vegetable ½ c., fruit ½ c., grains/bread ½ sl. serving., meat/meat alternate 1 ½ oz)</p> <p>PM Snack: Select 2 of 5 components (1% milk 6 oz., vegetable ½ c., fruit ½ c., grains/bread ½ sl. serving., meat/meat alternate 1 ½ o</p> <p>➤ See Appendix C: CACFP Child Meal Patterns</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians 	<p>-August through June (Daily)</p>	<ul style="list-style-type: none"> -USDA Meal Patterns (3-5 years old) -Cycle Menu -TDA Form 1530 (Daily Meal Production Record) -TDA Form H1606 (Child-Care Center Review)

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets each child's nutritional needs and feeding requirements.

OBJECTIVE: To serve food that is high in nutrients and low in fat, sugar, and salt.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Meat: Lean (90/10 ground beef, 90/10 top boneless sirloin, Ground Turkey, Boneless/skinless chicken breast). Milk: Unflavored, fluid, 1% fat. Vegetable: Frozen or fresh (no canned vegetables). Fruit: Canned fruit is packed in its natural juice or is fresh. Grains/Bread: Must be whole grain.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director 	<ul style="list-style-type: none"> -August through June (Daily) -Ongoing monitoring 	<ul style="list-style-type: none"> -Menus -Food orders -Requisitions -Purchase orders -Invoices -Food labels -TDA Form 1530 (Daily Production Record)

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will feed infants and toddlers according to their individual developmental readiness and feeding skills as recommended in USDA requirements outlined in CFR parts 210,220, and 226.

OBJECTIVE: To ensure infants and young toddlers are fed on demand to the extent possible.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will serve complete, nourishing meals on demand to the extent possible for all Infants and toddlers and as follows:</p> <p>Toddlers aged 1 to 2 years old</p> <p>Breakfast: Select 3 of 5 components (Whole milk 4 oz., vegetable ¼ c., fruit ¼ c, grains/bread ½ sl. Serving: meat/meat alternate 1 oz)</p> <p>Lunch: Select 5 of 5 components (Whole milk 4 oz., vegetable ⅛ c., fruit ⅛ c., grains/bread ½ sl. Serving: meat/meat alternate 1 oz)</p> <p>PM Snack: Select 2 of 5 components (Whole milk 4 oz., vegetable ½ c., fruit ½ c., grains/bread ½ sl. Serving, meat/meat alternate ½ oz</p> <p>➤ 2-year-olds will be served 1% Milk to align with our 3- 5-year-old menu</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinator -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<p>-August through June (Daily)</p>	<ul style="list-style-type: none"> -USDA Meal Pattern (1-2 years old) -Cycle Menu -TDA Form H1530 (Daily Meal Production Record) -TDA Form H1606 (Child-Care Center Review)

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will feed infants and toddlers according to their individual developmental readiness and feeding skills as recommended in USDA requirements outlined in CFR parts 210,220, and 226. **Continued.**

OBJECTIVE: To ensure infants and young toddlers are fed on demand to the extent possible. **Continued.**

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will serve complete, nourishing meals on demand to the extent possible for all Infants and toddlers and as follows:</p> <p>Infants from Birth to 5 months and 6 to 11 months old:</p> <ul style="list-style-type: none"> ➤ See Appendix D: CACFP Infant Meal Patterns ➤ See Appendix E: Starting Infants on Solid Food Form <p>2. Staff will complete a CACFP Infant feeding preferences form to better serve our Head Start Families' infant population.</p> <ul style="list-style-type: none"> ➤ See Appendix F: Infant Feeding Preferences Form 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinator -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<p>-August through June (Daily)</p>	<ul style="list-style-type: none"> -USDA Meal Pattern (0-5 months and 6 to 11 months. years old) -Cycle Menu -TDA Form H1530 (Daily Meal Production Record) -TDA Form H1606 (Child-Care Center Review) -CACFP Infant Feeding Preference Form.

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will ensure bottle-fed infants are never laid down to sleep with a bottle.

OBJECTIVE: To ensure infants are safe from choking hazards, allergic reactions, bottle tooth decay, and ear infections.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will serve bottle-fed infants while carrying them using proper training techniques and never lay them down to sleep with a bottle.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinator -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<p>-August through June (Daily)</p>	<p>-TDA Form H1606 (Child-Care Center Review)</p>

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets each child's nutritional needs and feeding requirements.

OBJECTIVE: To serve a nourishing breakfast to all children who have not received breakfast upon arrival at the Campus.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will serve a complete, nourishing breakfast every day. In addition, the campuses will stock a few grain/bread items, juice, and milk to provide breakfast for all late arrivals.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinator -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<p>-August through June (Daily)</p>	<p>-TDA Form H1606 (Child-Care Center Review)</p>

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will promote breastfeeding, including providing facilities to properly store and handle breast milk.

OBJECTIVE: To make accommodations, as necessary, for mothers who wish to breastfeed during program hours, and if necessary, provide referrals to lactation consultants or counselors.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<ol style="list-style-type: none"> 1. Staff will provide a designated area and adequate refrigeration space at each campus for breastfeeding mothers to store and label breast milk properly. 2. Referrals will also be made to our local W.I.C. Lactation consultants or counselors as deemed necessary. 3. Staff will complete a CACFP Infant feeding preferences form to better serve our Head Start Families' infant population. 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinator -Head Cooks -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers 	<p>-August through June (Daily)</p>	<ul style="list-style-type: none"> -TDA Form H1606 (Child-Care Center Review) -CACFP Infant Feeding Preference Form.

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets each child's nutritional needs and feeding requirements.

OBJECTIVE: To make safe drinking water available to children during the program day.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<ol style="list-style-type: none"> 1. Staff will dispense safe drinking water to children upon request during the program day. 2. Each Campus Classroom will have water readily available in containers/fountains and offered during all mealtimes. Exception: Water must be provided to all children when listed on regular and special diet menus. 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Health Director -Health Department Staff -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians -Volunteers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Health Director -Health Department Staff -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians -Volunteers 	<p>-Ongoing monitoring</p>	<p>-TDA Form H1606 (Child-Care Center Review Notes)</p>

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets each child's nutritional needs and feeding requirements.

OBJECTIVE: To utilize funds from the USDA Food and Consumer Services Child Nutrition Program as the primary source of payment for meal services. Head Start and Early Head Start funds may be used to cover those allowable costs not covered by the USDA.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. The Finance Department Senior Bookkeeper will produce a monthly computerized listing of all TDA expenditures reflecting vendors and dollar amounts to the Child Nutrition Director for verification.</p>	<ul style="list-style-type: none"> -Executive Program Director -Assistant Program Director -Child Nutrition Director -Finance Director -Assistant Bookkeeper -Procurement Director 	<ul style="list-style-type: none"> -Child Nutrition Director -Finance Director -Procurement Director 	<ul style="list-style-type: none"> -Monthly -October through September Fiscal Year -Ongoing monitoring 	<ul style="list-style-type: none"> -Requisitions -Purchase Orders -Budget -TDA Form 4502 (Claim for Reimbursement Worksheet)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.31 Teaching and the Learning Environment

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will implement snack and mealtime in ways that support development and learning. Family-style meals are encouraged as described in **§1302.31**

OBJECTIVE: To organize and structure learning opportunities for children during meal service and distribution.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<ol style="list-style-type: none"> 1. Teachers will disinfect all classrooms and provide a clean, sanitary environment in which children will consume their meals before and after each meal. 2. Children will assist in preparing table settings, cups, napkins, and silverware. 3. Allow children to serve themselves by preparing their plates with set portions. 4. Teachers will sit with children during family-style meal service. 5. Conversations will be related to the meal provided. 6. Provide a forum for children to talk to each other. 7. Allow children sufficient time to consume a meal. 8. Arrange and facilitate the socialization of children during mealtimes. 9. Extend learning unit activities during mealtimes. 10. Children are not forced to finish their food; food is not used as a reward or punishment. <p>➤ All meals will be claimed at the point of service.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Education Area Directors -Health Services Director -Special Services Director -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Disability Aides -Custodians 	<ul style="list-style-type: none"> -August through May (Daily) -Annual Self-Assessment -Ongoing monitoring 	<ul style="list-style-type: none"> - Cycle Menu -TDA Form 1606 (Child-Care Campus Review) -Therapeutic Diet Menus as applicable

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

PERFORMANCE STANDARD: §1304.2 Monitoring


GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will identify areas of noncompliance/deficiencies

OBJECTIVE: To monitor all nutritional outcomes to ensure compliance with all Performance Standards

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Nutrition staff will monitor all nutrition-related activities using the following tools.</p> <ul style="list-style-type: none"> a. TDA Form H1606 b. Electronic Daily Meal Count Attendance Record- Alternate form H-1535 c. Starting Infants on Solid Foods Form d. CACFP Individual Feeding Record e. Special Diet Log f. Classroom Meal Observation g. Children's Records Monitoring Tool (Child Nutrition Services) h. Daily Kitchen Self-Inspection Checklist i. Campus Monitoring Worksheet j. Child Nutrition Monitoring Notes k. Technical Assistance Tool <p>➤ See Appendix G: CACFP Individual Feeding Record 0-5</p> <p>➤ See Appendix H: CACFP Individual Feeding Record 6-11</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinator -Campus Directors -Family Services Workers -Teachers -Assistant Teachers - Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Campus Directors -Family Services Workers -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -August through May (Daily) -Annual Self-Assessment -Ongoing monitoring 	<ul style="list-style-type: none"> - Cycle Menu -TDA Form 1606 (Child-Care Campus Review) -Therapeutic Diet Menus as applicable

HIDALGO COUNTY START PROGRAM Child Nutrition Program Plan

Appendix A:

	HIDALGO COUNTY HEAD START PROGRAM CHILD NUTRITION DEPARTMENT 1901 W. State Hwy. 107 McAllen, TX 78504 Tel: (956)-383-0706 Fax: (956)-380-4179	For Office Use Only: <input type="checkbox"/> New dietary request <input type="checkbox"/> Update dietary request <input type="checkbox"/> Renew existing dietary request <input type="checkbox"/> Discontinue dietary request
MEDICAL STATEMENT FOR INFANTS WITH SPECIAL DIETARY NEEDS 2026-2027		
This Section Is to Be Completed by The Parent/Guardian		
Baby's Full Name (Last, First, MI)	Date of Birth	Campus
Name of Parent or Guardian	Phone Number	Classroom #
Authorization to Release Medical Information: I understand it is my responsibility to renew this form before each school year and anytime my infant's nutritional needs change. I authorize the health care provider to release medical information to the Hidalgo County Head Start Program. The information released will be used for determining the issuance of a Medical Statement for Infants with Special Dietary Needs to the above-named baby.		
Parent/Guardian Signature:	Relation to Infant:	Date:
This Section Is to Be Completed by A Licensed Physician/Medical Authority		
Does the infant have a medical disability that requires meal/formula accommodation? <small>Please describe the major life activities affected by the disability:</small> <input type="checkbox"/> NO <input type="checkbox"/> YES		
Medical Diagnosis/Disability:		
FOOD ALLERGY/FOOD INTOLERANCE		
<input type="checkbox"/> ALLERGY (body's immune system response to an allergen) <input type="checkbox"/> NO <input type="checkbox"/> YES Is the allergy a life-threatening anaphylactic food allergy? <input type="checkbox"/> NO (Attach anaphylaxis plan) <input type="checkbox"/> YES (Attach anaphylaxis plan) Complete Food to be Avoided in this form.	<input type="checkbox"/> INTOLERANCE (Body has difficulty processing certain foods) <input type="checkbox"/> NO <input type="checkbox"/> YES No anaphylaxis plan is required. Complete Food to be Avoided in this form.	
Food to be avoided: Please check the food(s) that needs to be omitted from the school menu:		
FORMULA <input type="checkbox"/> Avoid milk-based formulas <input type="checkbox"/> Avoid all dairy products (i.e., cheese or yogurt) <input type="checkbox"/> Avoid milk/milk products as ingredients in processed or cooked foods		
SOY: <input type="checkbox"/> Avoid soybean protein only <input type="checkbox"/> Avoid soy protein and soy derivatives (soybean oil/soy lecithin)		
EGG: <input type="checkbox"/> Avoid whole egg (whites and yolk) <input type="checkbox"/> Avoid egg yolks only <input type="checkbox"/> Avoid eggs as an ingredient in processed or cooked foods.		
<input type="checkbox"/> WHEAT <input type="checkbox"/> GLUTEN (wheat, rye, barley, etc.)		
<input type="checkbox"/> OTHER: _____		
Please indicate the appropriate substitution for the omitted food(s) above: _____		
<small>Note: According to Head Start Policy, no outside food is allowed.</small>		
Physician's Signature	Printed Name (MD, DO, NP, PA)	Date
		Phone Number
		Fax Number

To obtain this form, visit www.hclisp.org Nutrition Department

This Institution is an equal opportunity provider

Revision Date: February 2, 2026

HIDALGO COUNTY START PROGRAM Child Nutrition Program Plan



HIDALGO COUNTY HEAD START PROGRAM
CHILD NUTRITION DEPARTMENT
 1901 W. State Hwy 107 | McAllen, TX 78504
 Tel. (956)-383-0706 Fax: (956)-380-4179

For Office Use Only:
 New dietary request
 Update dietary request
 Renew existing dietary request
 Discontinue dietary request

MEDICAL STATEMENT FOR CHILDREN WITH SPECIAL DIETARY NEEDS 2026-2027				
This Section Is to Be Completed by The Parent/Guardian				
Child's Full Name (Last, First, MI)		Date of Birth	Campus	
Name of Parent or Guardian		Phone Number	Classroom #	
Authorization to Release Medical Information: I understand it is my responsibility to renew this form before each school year and anytime my child's nutritional needs change. I authorize the health care provider to release medical information to the Hidalgo County Head Start Program. The information released will be used to determine whether a Medical Statement for Children with Special Dietary Needs will be issued to the above-named child.				
Parent/Guardian Signature:		Relation to Child:	Date:	
This Section Is to Be Completed by A Licensed Physician/Medical Authority				
Does the child have a medical disability that requires meal accommodation?		Please describe the major life activities affected by the disability:		
<input type="checkbox"/> NO <input type="checkbox"/> YES Medical Diagnosis/Disability:				
FOOD ALLERGY		FOOD INTOLERANCE		
<input type="checkbox"/> ALLERGY (body's immune system response to an allergen) <input type="checkbox"/> NO <input type="checkbox"/> YES Is the allergy a life-threatening/anaphylactic food allergy? <input type="checkbox"/> NO (Attach anaphylaxis plan) <input type="checkbox"/> YES (Attach anaphylaxis plan) Complete Food(s) to be Avoided:		<input type="checkbox"/> INTOLERANCE (Body has difficulty processing certain foods) <input type="checkbox"/> NO <input type="checkbox"/> YES No anaphylaxis plan is required. Complete Food(s) to be Avoided:		
Milk: <input type="checkbox"/> Avoid fluid milk <input type="checkbox"/> Avoid all dairy products (i.e., cheese or yogurt) <input type="checkbox"/> Avoid milk/milk products as ingredients in processed or cooked foods SOY: <input type="checkbox"/> Avoid soybean protein only <input type="checkbox"/> Avoid soy protein and soy derivatives (soybean oil/soy lecithin) EGG: <input type="checkbox"/> Avoid whole egg (whites and yolk) <input type="checkbox"/> Avoid egg yolks only <input type="checkbox"/> Avoid eggs as an ingredient in processed or cooked foods. <input type="checkbox"/> WHEAT <input type="checkbox"/> GLUTEN (wheat, rye, barley, etc.) OTHER: _____ Please indicate appropriate substitute: _____		Milk: <input type="checkbox"/> Avoid fluid milk <input type="checkbox"/> Avoid all dairy products (i.e., cheese or yogurt) <input type="checkbox"/> Avoid milk/milk products as ingredients in processed or cooked foods SOY: <input type="checkbox"/> Avoid soybean protein only <input type="checkbox"/> Avoid soy protein and soy derivatives (soybean oil/soy lecithin) EGG: <input type="checkbox"/> Avoid whole egg (whites and yolk) <input type="checkbox"/> Avoid egg yolks only <input type="checkbox"/> Avoid eggs as an ingredient in processed or cooked foods. <input type="checkbox"/> WHEAT <input type="checkbox"/> GLUTEN (wheat, rye, barley, etc.) OTHER: _____ Please indicate appropriate substitute: _____		
TEXTURE MODIFICATION				
Does the child need a Texture Modification? <input type="checkbox"/> NO <input type="checkbox"/> YES, Specify Below				
SOLIDS: <input type="checkbox"/> Chopped <input type="checkbox"/> Finely ground <input type="checkbox"/> Pureed <input type="checkbox"/> Other: _____				
LIQUIDS: <input type="checkbox"/> Thickened (Nectar) <input type="checkbox"/> Thickened (Honey) <input type="checkbox"/> Thickened (Pudding)				
Carbohydrate Control:				
Breakfast: _____ g Lunch: _____ g Snack: _____ g				
Other: _____				
Physician's Signature	Printed Name (MD, DO, NP, PA)	Date	Phone Number	Fax Number

This Institution is an equal opportunity provider
 Note: According to Head Start Policy, no outside food is allowed.

Revision Date: February 2, 2026

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

Appendix C:

CACFP Breakfast Meal Pattern

[HOME](#) > [CHILD AND ADULT CARE FOOD PROGRAM](#) > [NUTRITION STANDARDS FOR CACFP MEALS AND SNACKS](#)

Select the appropriate components for a reimbursable meal.

Nutrition Standards

Infant	¹ _
Breakfast	
Lunch and Supper	
Snack	

Minimum Quantities

Meal components and food items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²	Adult participants
Fluid Milk	4 fluid ounces ³	6 fluid ounces ⁴	8 fluid ounces ⁵	8 fluid ounces ⁵	8 fluid ounces ⁶
Vegetables, fruits, or portions of both ⁷	¼ cup	½ cup	½ cup	½ cup	½ cup
Grains ⁸	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents

Endnotes

¹ Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool care and adult day care centers.

² At-risk afterschool programs and emergency shelters may need to serve larger portions to children ages 13 through 18 to meet their nutritional needs.

³ Must be unflavored whole milk for children age 1.

⁴ Must serve unflavored milk to children 2 through 5 years old. The milk must be fat-free, skim, low-fat, or 1 percent or less.

⁵ May serve unflavored or flavored milk to children ages 6 and older. The milk must be fat-free, skim, low-fat, or 1 percent or less.

⁶ May serve unflavored or flavored milk to adults. The milk must be fat-free, skim, low-fat, or 1 percent or less. Yogurt may be offered in the place of milk once per day for adults. Yogurt may count as either a fluid milk substitute or as a meat alternate, but not both, in the same meal. Six ounces (by weight) or ¾ cup (by volume) of yogurt is the equivalent of 8 ounces of fluid milk. Through Sept. 30, 2025, yogurt must contain no more than 23 grams of total sugars per 6 ounces. By Oct. 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce).

⁷ Juice must be pasteurized. Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day.

⁸ Must serve at least one whole grain-rich serving, across all eating occasions, per day. Grain-based desserts may not be used to meet the grains requirement.

Meats/meat alternates may be offered in place of the entire grains requirement, up to 3 times per week at breakfast. One ounce equivalent of meats/meat alternates credits equal to one ounce equivalent of grains. Through Sept. 30, 2025, breakfast cereals must contain no more than 6 grams of total sugars per dry ounce. By Oct. 1, 2025, breakfast cereals must contain no more than 6 grams of added sugars per dry ounce. Information on crediting grain items and meats/meat alternates may be found in ENS guidance.

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

CACFP Lunch and Supper Meal Pattern

[HOME](#) > [CHILD AND ADULT CARE FOOD PROGRAM](#) > [NUTRITION STANDARDS FOR CACFP MEALS AND SNACKS](#)

Nutrition Standards

Select the appropriate components for a reimbursable meal.

	Minimum Quantities					
	Meal components and food items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²	Adult participants
Infant						
Breakfast						
Lunch and Supper						
Snack						
	Fluid Milk	4 fluid ounces ³	6 fluid ounces ⁴	8 fluid ounces ⁵	8 fluid ounces ⁵	8 fluid ounces ⁶
	Meats/meat alternates ⁷	1 ounce equivalent	1½ ounce equivalents	2 ounce equivalents	2 ounce equivalents	2 ounce equivalents
	Vegetables ⁸	¼ cup	¼ cup	½ cup	½ cup	½ cup
	Fruits ⁸	¼ cup	¼ cup	¼ cup	¼ cup	½ cup
	Grains ⁹	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents

Endnotes

¹ Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool care and adult day care centers.

² At-risk afterschool programs and emergency shelters may need to serve larger portions to children ages 13 through 18 to meet their nutritional needs.

³ Must serve unflavored whole milk to children age 1.

⁴ Must serve unflavored milk to children 2 through 5 years old. The milk must be fat-free, skim, low-fat, or 1 percent or less.

⁵ May serve unflavored or flavored milk to children ages 6 and older. The milk must be fat-free, skim, low-fat, or 1 percent or less.

⁶ May serve unflavored or flavored milk to adults. The milk must be fat-free, skim, low-fat, or 1 percent or less. Yogurt may be offered in place of milk once per day for adults. Yogurt may count as either a fluid milk substitute or as a meat alternate, but not both, in the same meal. Six ounces (by weight) or ¼ cup (by volume) of yogurt is the equivalent of 8 ounces of fluid milk. A serving of fluid milk is optional for suppers served to adult participants.

⁷ Alternate protein products must meet the requirements in Appendix A to Part 226. Through Sept. 30, 2025, yogurt must contain no more than 23 grams of total sugars per 6 ounces. By Oct. 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce). Information on crediting meats/meat alternates may be found in FNS guidance.

⁸ Juice must be pasteurized. Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day. A vegetable may be offered to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

⁹ Must serve at least one whole grain-rich serving, across all eating occasions, per day. Grain-based desserts may not be used to meet the grains requirement.

Through Sept. 30, 2025, breakfast cereals must contain no more than 6 grams of total sugars per dry ounce. By Oct. 1, 2025, breakfast cereal must contain no more than 6 grams of added sugars per dry ounce. Information on crediting grain items may be found in FNS guidance.

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

CACFP Snack Meal Pattern

HOME > CHILD AND ADULT CARE FOOD PROGRAM > NUTRITION STANDARDS FOR CACFP MEALS AND SNACKS

Nutrition Standards

Infant
Breakfast
Lunch and Supper
Snack

Select two of the five components for a reimbursable snack.

Meal components and food items ¹	Minimum quantities				
	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²	Adult participants
Fluid Milk	4 fluid ounces ³	4 fluid ounces ³	8 fluid ounces ⁵	8 fluid ounces ⁵	8 fluid ounces ⁶
Meats/meat alternates ⁷	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	1 ounce equivalent
Vegetables ⁸	½ cup	½ cup	¾ cup	¾ cup	½ cup
Fruits ⁸	½ cup	½ cup	¾ cup	¾ cup	½ cup
Grains ⁹	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	1 ounce equivalent

Endnotes

¹ Must serve two of the five components for a reimbursable snack. Milk and juice may not be served as the only two items in a reimbursable snack.

² At-risk afterschool programs and emergency shelters may need to serve larger portions to children ages 13 through 18 to meet their nutritional needs.

³ Must serve unflavored whole milk to children age 1.

⁴ Must serve unflavored milk to children 2 through 5 years old. The milk must be fat-free, skim, low-fat, or 1 percent or less.

⁵ May serve unflavored or flavored milk to children ages 6 and older. The milk must be fat free, skim, low-fat, or 1 percent or less.

⁶ May serve unflavored or flavored milk to adults. The milk must be fat-free, skim, low-fat, or 1 percent or less. Yogurt may be offered in place of milk, once per day for adults. Yogurt may count as either a fluid milk substitute or as a meat alternate, but not both, in the same meal. Six ounces (by weight) or ¾ cup (by volume) of yogurt is the equivalent of 8 ounces of fluid milk.

⁷ Alternate protein products must meet the requirements in Appendix A to Part 226. Through Sept. 30, 2025, yogurt must contain no more than 23 grams of total sugars per 6 ounces. By Oct. 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce). Information on crediting meats/meat alternates may be found in FNS guidance.

⁸ Juice must be pasteurized. Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day.

⁹ Must serve at least one whole grain-rich serving, across all eating occasions, per day. Grain-based desserts may not be used to meet the grains requirement. Through Sept. 30, 2025, breakfast cereals must contain no more than 6 grams of total sugars per dry ounce. By Oct. 1, 2025, breakfast cereal must contain no more than 6 grams of added sugars per dry ounce. Information on crediting grain items may be found in FNS guidance.

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

Appendix D:
CACFP Infant Meal Pattern

Infants	Birth through 5 months	6 through 11 months
Breakfast, Lunch, or Supper	4-6 fluid ounces breast milk ¹ or formula ²	<p>6-8 fluid ounces breast milk¹ or formula;² and</p> <p>0-½ ounce equivalent infant cereal;^{2,3} or</p> <p>0-4 tablespoons:</p> <p style="padding-left: 40px;">meat,</p> <p style="padding-left: 40px;">fish,</p> <p style="padding-left: 40px;">poultry,</p> <p style="padding-left: 40px;">whole egg,</p> <p style="padding-left: 40px;">cooked dry beans, peas, and lentils; or</p> <p>0-2 ounces of cheese; or</p> <p>0-4 ounces (volume) of cottage cheese; or</p> <p>0-4 ounces or ½ cup of yogurt;⁴ or</p> <p>a combination of the above;⁵ and</p> <p>0-2 tablespoons vegetable or fruit, or</p> <p>a combination of both.^{5,6}</p>
Snack	4-6 fluid ounces breast milk ¹ or formula ²	<p>2-4 fluid ounces breast milk¹ or formula;² and</p> <p>0-½ ounce equivalent bread;^{3,7} or</p> <p>0-¼ ounce equivalent crackers;^{3,7} or</p> <p>0-½ ounce equivalent infant cereal;^{2,3} or</p> <p>0-¼ ounce equivalent ready-to-eat breakfast cereal;^{3,5,7,8} and</p> <p>0-2 tablespoons vegetable or fruit, or a combination of both.^{5,6}</p>

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

CACFP Infant Meal Pattern Continued

¹ Breast milk or formula, or portions of both, must be served; however, it is recommended that breast milk be served from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered at a later time if the infant will consume more.

² Infant formula and dry infant cereal must be iron-fortified.

³ Information on crediting grain items may be found in FNS guidance.

⁴ Through Sept. 30, 2025, yogurt must contain no more than 23 grams of total sugars per 6 ounces. By Oct. 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce).

⁵ A serving of this component is required when the infant is developmentally ready to accept it.

⁶ Fruit and vegetable juices must not be served.

⁷ A serving of grains must be whole grain-rich, enriched meal, enriched flour, bran, or germ.

⁸ Through Sept. 30, 2025, breakfast cereals must contain no more than 6 grams of total sugars per dry ounce. By Oct. 1, 2025, breakfast cereals must contain no more than 6 grams of added sugars per dry ounce.

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

Appendix E:



HIDALGO COUNTY EARLY HEAD START PROGRAM
CHILD NUTRITION DEPARTMENT
1901 W. State Hwy. 107 | McAllen, TX 78504
Tel. (956)-383-0706 Fax. (956)-380-4179

Starting Infants on Solid Foods Form
(6-11 mo.)

Today's Date: _____

Baby's Birth Date: _____

Baby's Name (first and last) _____

Parent's Name (first and last) _____

What food have you given to your baby? _____

Has your baby had an allergic reaction to any foods? _____

- If yes (Please complete Medical Statement for Infants with Special Dietary Needs Form)

Did your baby's health care provider tell you that your baby has a food allergy or intolerance?

Yes No

- If yes (Please complete Medical Statement for Infants with Special Dietary Needs Form)

Are there foods your family does not eat due to religious reasons? Yes No

- If yes, which foods does your family not eat? _____

Is there anything else we should know about what or how your baby eats? _____

Parent's Signature: _____ Date: _____

This Institution is an equal opportunity provider.

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan**

Appendix F:

CACFP INFANT FEEDING PREFERENCE

Dear Parent/Guardian,

This childcare provider participates in the Child and Adult Care Food Program (CACFP) and receives USDA reimbursement for serving nutritious meals to infants according to program requirements. Participation in this program requires childcare providers to follow specific meal patterns according to the age of the infant.

If your child is exclusively breastfed, childcare providers participating in the CACFP can feed your infant the breast milk you supply and meet the meal pattern requirements. Breastfeeding is widely recognized as the best source of nutrition for infants.

The Institute of Medicine and the American Academy of Pediatrics recommends that adults/caregivers, who work with infants and their families, promote and support exclusive breastfeeding for the first six months and continuation of breastfeeding in conjunction with complementary foods for 1 year or more, and the Texas Department of Agriculture (TDA) encourages child care providers to dedicate a space for mothers to breast feed their infants on site.

Childcare providers participating in the CACFP **are required** to offer at least one infant formula for infants who are enrolled in childcare. You may decline the infant formula offered and supply breast milk and/or your own preferred infant formula.

Additionally, when you determine in consultation with your physician that your child is developmentally ready, the childcare provider will also be **required** to offer infant cereal and other foods. As with infant formula, you can decline the infant cereal and other foods offered and provide those items to your childcare provider. It is important to note that your childcare provider will not receive reimbursement for meals that contain more than one parent-provided component. Speak to your childcare provider to understand what components are required for your infant's meal and the exceptions made for infants with disabilities, so that your infant receives the most nutritious meal possible.

It is very important that you indicate your preferences on the form that follows so we can honor the nutritional choices you have made for your family. Please complete the information

Below, designate your preference for infant formulas, infant cereal, and other foods.

HIDALGO COUNTY START PROGRAM Child Nutrition Program Plan



**HIDALGO COUNTY HEAD START PROGRAM
CHILD NUTRITION DEPARTMENT**
1901 W. State Hwy. 107 | McAllen, TX 78504
Tel: (956)-383-0706 Fax: (956)-380-4179

For Office Use Only:

- New Formula
- Update Formula
- Renew Existing Formula
- Discontinue Formula

INFANT FORMULA FEEDING NEEDS		
Infant's Full Name (Last, First, MI)	Date of Birth	Campus
<p>This Program participates in the Child and Care Food Program (CACFP) and receives USDA reimbursement for serving nutritious meals to children according to program requirements and special dietary needs. Participation in this program requires campuses to follow specific meal patterns according to the infant's age.</p> <p>Is the child receiving WIC Program Services? <input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>Is the child receiving Medicaid? <input type="checkbox"/> NO <input type="checkbox"/> YES</p>		
FORMULA:		
<p>The program offers the following iron-fortified formulas:</p> <p><input type="checkbox"/> Enfamil Company Based-Products <input type="checkbox"/> Similac: Soy-Based</p> <p>I Accept <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> BREAST MILK</p> <p>• If no is selected, please provide the parent/guardian with the Medical Statement for Infants with Special Dietary Needs to be completed by a Licensed Physician/Medical Authority.</p>		
PARENT/GUARDIAN COMPLETE THE FOLLOWING:		
I want the Child Nutrition Department to provide the infant formula it offers for my infant.	<input type="checkbox"/> NO	<input type="checkbox"/> YES
<p>I will bring the formula for my infant.</p> <p>Please list the name of the formula you will bring _____.</p> <p>Notice: Infant formula provided by parents must be in its original, unopened packaging. For health and safety reasons, once accepted by the facility, it may not be removed.</p>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
<p>Other:</p> <p>My child is developmentally ready for solid foods. I want the childcare provider to provide infant cereal and other foods for my infant.</p> <p>If yes, please complete the Starting Infants on Solid Foods Form.</p>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
<p>Parent or Guardian Signature Required:</p> <p>Print Name: _____ Signature: _____ Date: _____</p>		
<p>This form must be kept current and accurate for each infant enrolled until the infant drops out of the program.</p>		



[This institution is an equal opportunity provider.]

Revision Date: 12/19/2025

HIDALGO COUNTY START PROGRAM Child Nutrition Program Plan

Appendix G:



CACFP INDIVIDUAL INFANT FEEDING RECORD



Hidalgo County Head Start Program
Child Nutrition Department
1901 West State Highway 107
McAllen, Texas 78540-0117

CAMPUS NAME:		INFANT NAME:	
WEEK OF:		INFANT DATE OF BIRTH:	
TYPE OF FORMULA OFFERED			
<input type="checkbox"/> ENFAMIL INFANT	<input type="checkbox"/> SIMILAC SOY ISOMIL	<input type="checkbox"/> BREAST MILK	Other: _____

MEAL PATTERN (0-5 months)			
	BREAKFAST	LUNCH	SNACK
0-5 MONTHS	• 4-6 oz. Breastmilk/formula	• 4-6 oz. Breastmilk/formula	• 4-6 oz. Breastmilk/formula
6-11 MONTHS	<ul style="list-style-type: none"> • 6-8 oz. Breastmilk/formula • 0-4 T Infant cereal (0-1/2 oz eq), meat, fish, poultry, whole egg, cooked dry beans or dry peas or 0-2 oz. of cheese or 0-4 oz. of cottage cheese or 0-4 oz. yogurt or a combination** • 0-2 T vegetable, fruit, or both** 	<ul style="list-style-type: none"> • 6-8 oz. Breastmilk/formula • 0-4 T Infant cereal (0-1/2 oz eq), meat, fish, poultry, whole egg, cooked dry beans or dry peas or 0-2 oz. of cheese or 0-4 oz. of cottage cheese or 0-4 oz. yogurt or a combination** • 0-2 T Vegetable, fruit, or both** 	<ul style="list-style-type: none"> • 2-4 oz. Breastmilk/formula • 0-1/2 oz eq Bread or 0-1/4 oz eq crackers or 0-1/2 oz eq infant cereal (0-4 T); 0-1/4 oz eq ready-to-eat cereal (0-4 T rounds/flakes or 0-5 T puffed)** • 0-2 T Vegetable, fruit, or both**

*If applicable **Required when infant is developmentally ready

	MONDAY DATE: __/__/__		TUESDAY DATE: __/__/__		WEDNESDAY DATE: __/__/__		THURSDAY DATE: __/__/__		FRIDAY DATE: __/__/__	
	Food Item	Serving Size	Food Item	Serving Size	Food Item	Serving Size	Food Item	Serving Size	Food Item	Serving Size
BREAKFAST	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.
Comments:										
AM SNACK	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.
Comments:										
LUNCH	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.
Comments:										
PM SNACK	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.	6 oz. Breast Milk/Formula	____ oz. ____ oz.
Comments:										

This program ensures fair access to services for all individuals

12/12/2025

Print Name: _____ Staff Signature: _____ Date of Completion: _____

HIDALGO COUNTY START PROGRAM Child Nutrition Program Plan

Appendix H:



CACFP INDIVIDUAL INFANT FEEDING RECORD



Hidalgo County Head Start Program
Child Nutrition Department
1901 West State Highway 107
McAllen, Texas 78540-0117

CAMPUS NAME:		INFANT NAME:	
WEEK OF:		INFANT DATE OF BIRTH:	
TYPE OF FORMULA OFFERED			
<input type="checkbox"/> ENFAMIL INFANT	<input type="checkbox"/> SIMILAC SOY ISOMIL	<input type="checkbox"/> BREAST MILK	Other: _____

MEAL PATTERN (6-11 months)			
	BREAKFAST	LUNCH	SNACK
0-5 MONTHS	- 4-6 oz. Breastmilk/formula	- 4-6 oz. Breastmilk/formula	- 4-6 oz. Breastmilk/formula
6-11 MONTHS	<ul style="list-style-type: none"> • 6-8 oz. Breastmilk/formula • 0-4 T Infant cereal (0-1/2 oz eq), meat, fish, poultry, whole egg, cooked dry beans or dry peas or 0-2 oz. of cheese or 0-4 oz. of cottage cheese or 0-4 oz. yogurt or a combination** • 0-2 T Vegetable, fruit, or both** 	<ul style="list-style-type: none"> • 6-8 oz. Breastmilk/formula • 0-4 T Infant cereal (0-1/2 oz eq), meat, fish, poultry, whole egg, cooked dry beans or dry peas or 0-2 oz. of cheese or 0-4 oz. of cottage cheese or 0-4 oz. yogurt or a combination** • 0-2 T Vegetable, fruit, or both** 	<ul style="list-style-type: none"> • 2-4 oz. Breastmilk/formula • 0-1/2 oz eq Bread or 0-1/4 oz eq crackers or 0-1/2 oz eq infant cereal (0-4 T) or 0-1/4 oz eq ready-to-eat cereal (0-4 T rounds/flakes or 0-5 T purified)** • 0-2 T Vegetable, fruit, or both**

*If applicable **Required when infant is developmentally ready

	MONDAY DATE: / /		TUESDAY DATE: / /		WEDNESDAY DATE: / /		THURSDAY DATE: / /		FRIDAY DATE: / /	
	Food Item	Serving Size	Food Item	Serving Size	Food Item	Serving Size	Food Item	Serving Size	Food Item	Serving Size
BREAKFAST	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.
	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.
	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.
Comments:										
AM SNACK	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.
	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.
	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.
Comments:										
LUNCH	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 8 oz. Breast Milk/Formula	8 oz.
	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.
	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.
Comments:										
PM SNACK	<input type="checkbox"/> 4 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 4 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 4 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 4 oz. Breast Milk/Formula	8 oz.	<input type="checkbox"/> 4 oz. Breast Milk/Formula	8 oz.
	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.	<input type="checkbox"/> 2 Tbsp. Fruit/Vegetable	2 Tbsp.
	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.	<input type="checkbox"/> 2 oz. Grains/Meat	2 oz.
Comments:										

This program ensures fair access to services for all individuals

12/12/2025

Print Name: _____ Staff Signature: _____ Date of Completion: _____

PROGRAM PLANS 2026-2027

Hidalgo County Head Start/Early Head Start



**EDUCATION
SERVICES**

Policy Council Approval Date:

xx/xx/xxxx

Governing Body Approval Date:

xx/xx/xxxx



Hidalgo County Head Start Program
Education Department Program Plan
2026-2027

Subpart C – Education and Child Development Program Services

1302.30 Purpose

All programs must provide high-quality early education and child development services, including for children with disabilities that promote children’s cognitive, social, and emotional growth for later success in school. A center-based or family child care program must embed responsive and effective teacher-child interactions. A home-based program must promote secure parent-child relationships and help parents provide high-quality early learning experiences.

All programs must implement a research-based curriculum, and screening and assessment procedures that support individualization and growth in the areas of development described in the Early Head Start (EHS)/Head Start Early Learning Outcomes Framework: Ages Birth to Five (HSELOF) and support family engagement in children’s learning and development. A program must deliver developmentally, culturally, and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts. To deliver such high-quality early education and child development services, a center-based or family child care program must implement, at a minimum, the elements contained in:

- 1302.31 Teaching and the Learning Environment
- 1302.32 Curricula
- 1302.33 Child Screenings and Assessment
- 1302.34 Parent and Family Engagement in Education and Child Development Services
- 1302.92 Training and Professional Development
- 1304.11 Classroom Assessment Scoring System (CLASS)

Education Department

Consuelo Casas
Chief Early Education Officer

Education Area Directors

Samuel Castillo

Yolanda Castillo

Hector Guerra

Education Coordinators

Maria A. Reyna

Ruth Salinas

Linda Soto

Texas School Ready (TRS)

Melissa De La Garza

Ana Reyna

Secretary
Nydia Medina

1302.31
**Teaching and the Learning
Environment**



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

1302.31 Teaching and the Learning Environment

Performance Standard: 1302.31 (a)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To provide children with developmentally appropriate educational activities that address each child’s individual needs, including children with disabilities and dual language learners (DLLs).

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff receive training and guidance on the proper implementation of the curriculum and instruction such as:</p> <ol style="list-style-type: none"> 1. Best teaching practices 2. Desegregation of data 3. EHS/Head Start Program Standards 4. Texas School Ready (TSR) 5. Early Learning Outcomes (BSSELOF) 6. Texas Pre-Kindergarten Guidelines 7. The Classroom Assessment Scoring system (CLASS) <p>This is done during annual training and throughout the year. In addition, The teaching staff makes modifications, as necessary, to ensure activities are developmentally appropriate to help children achieve success.</p>	<p>Chief Early Education Officer (CEEEO)</p> <p>Education Area Director Education Coordinator Campus Director</p>	<p>Campus Director CEEEO Education Area Director Education Coordinator</p>	<p>June 2027</p>	<p>Training Agendas</p> <p>Training Sign-in Rosters</p> <p>Training and Technical Assistance (T/TA) Form</p> <p>Lesson Plans</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (b) (1) (i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To encourage development of trust, independence and self-control that enhances each child’s individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff builds a trusting relationship with each child by:</p> <ul style="list-style-type: none"> • Warm greetings • Always using the child’s name • Communicating with children in their primary language • Providing an environment that is safe and nurturing • Creating positive adult/child interaction • Promoting critical thinking and problem solving • Developing social emotional skills • Encouraging the use of language to express feelings and emotions. • Speaking with children in a friendly, courteous, and respectful manner at their eye level • Talk positively about each child’s individuality • Smile, touch appropriately, and hold children to make them feel good. 	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>June 2027</p>	<p>Classroom Walk-Through Form CLASS</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (b) (1) (i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To encourage development of trust, independence and self-control that enhances each child’s individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff encourages self-control by setting clear, consistent limits, and establishing realistic expectations by:</p> <ul style="list-style-type: none"> • Involving the children in establishing classroom rules • Providing positive guidance and reinforcement • Establishing high expectations • Giving positive praise and encouragement • Engaging in positive interactions as outlined in the Classroom Assessment Scoring System (CLASS) • Encourage children to solve problems on their own and help them develop solutions when needed • Provide different levels of assistance or redirection depending on each child’s needs • Offer support by using what they know about each child’s individual needs and development 	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>On-Going</p>	<p>Classroom Walk-Through Form CLASS</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (b) (1) (i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To encourage development of trust, independence and self-control that enhances each child’s individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff encourages children to respect the feelings and rights of others by:</p> <ul style="list-style-type: none"> • Showing respect to each child by listening and responding to individual needs • Providing children with the opportunity to come together as a group (circle time, outdoor play) to enhance their social and emotional skills • Being positive role models by using kind words • Targeting the domain of Emotional Support in CLASS • Responding to children’s questions, requests, and cares • Fostering independence by allowing children to make choices • Encouraging self-regulations with increasing independence • Speaking with children in a friendly courteous, and respectful manner at their age level • Providing adequate opportunities for free choice, play, exploration, and experimentation among a variety of learning, sensory and motor experiences 	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>On-Going</p>	<p>Classroom Walk-Through Form CLASS</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (b) (1) (i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To encourage the development of trust, independence and self-control that enhances each child's individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff respects the home language, culture, and family composition of each child in ways that support the child's mental health and well-being by:</p> <ul style="list-style-type: none"> • Ensuring that all materials and activities in the classroom reflect equality, acceptance and support of the different compositions and ethnic backgrounds of families enrolled in the program • Supporting Cross-Cultural Responsiveness and Ethnic backgrounds • Teaching children respect and consideration 	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director</p>	<p>On-Going</p>	<p>Classroom Walk-Through Form Lesson Plans</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (b) (1) (ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

OBJECTIVE: To provide children with developmental progressions described in the EHS/Head Start Early Learning Outcomes Framework: Ages Birth to Five and the School Readiness Goals, including children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff provides a well-balanced program of instruction for all children including children with disabilities by:</p> <ul style="list-style-type: none"> • Planning and implementing appropriate daily activities • Using effective teaching practices addressing all 5 Domains • Using research-based curriculum and resources such as: <ol style="list-style-type: none"> 1. Ignite by Hatch 2. Heggerty Phonemic Awareness 3. Circle/LION Collection Activities • Monitoring children’s IEP’s 	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>On-Going</p>	<p>Curriculum and Resources Scope and Sequence HSELOF Classroom Walk-Through Form Weekly Lesson Plans</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (b) (1) (ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To provide children with developmental progression described in the EHS/Head Start Early Learning Outcomes Framework: Ages Birth to Five and the School Readiness Goals, including children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>To enhance the quality of instruction, the Program has provided the following curriculums and resources:</p> <ul style="list-style-type: none"> • Pre-K On My Way Curriculum • Frog Street Pre-K Curriculum • Creative Curriculum • Three Cheers Curriculum • CIRCLE Activity Collection • HSELOF • Heggerty Phonemic Curriculum • Ignite by Hatch • Dr. Mike Music, Moving, and Learning • Three Cheers <p>School Readiness Goals are established based on most recent available data to meet the needs of the program and are aligned with the HSELOF.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>On-Going</p>	<p>Curriculum and Resources Scope and Sequence HSELOF</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (b) (1) (iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To analyze and aggregate data to continuously ensure children’s progress and to meet the School Readiness Goals designated by the EHS/Head Start Early Learning Outcomes Framework: Ages Birth to Five.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The program analyzes and aggregates data through:</p> <ul style="list-style-type: none"> • Informal Assessments based on observations • Formal Assessments using CIRCLE-PM/LION • Utilization of Ignite by Hatch <p>With parent input, a Children’s Individual Plan (CIP) is developed to individualize experiences, instructional strategies, and services to meet the needs of each child.</p>	<p>CEEO Education Area Director Education Coordinator Campus Director Teacher</p> <p>Classroom Staff</p>	<p>Program Director Assistant Program Director CEEO</p> <p>Education Staff Campus Director</p>	<p>June 2027</p> <p>On-Going</p>	<p>Children’s Learning Institute (CLI) Engage</p> <p>Progress Monitoring /Frog Street AIM</p> <p>Skill Development Tracking Form</p> <p>Ignite by Hatch Reports</p> <p>Parent/Teacher Conference Form/CIP</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (b) (1) (iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To provide for the development of cognitive skills of children by encouraging each child to organize their experiences, understand concepts, and develop appropriate skills in literacy, numeracy, reasoning, problem solving and decision making.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff uses:</p> <ul style="list-style-type: none"> • Developmentally appropriate teaching strategies • Effective teaching practices • Best teaching practices • Problem solving strategies to describe situations and encourage children to evaluate the problem <p>The children will learn concepts and skills in the areas of:</p> <ul style="list-style-type: none"> • Cognition – (Science, Social Studies) • Language and Literacy • Math • Creative Arts • Perceptual, Motor and Physical Development • Social and Emotional Development 	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>On-Going</p>	<p>Weekly Lesson Plan CLASS Progress Monitoring/Frog Street AIM Curriculum and Resources Engaging Interactions and Environments National Center for Quality Teaching and Learning (NCQTL) Ignite by Hatch</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (b) (2) (ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To implement research-based effective teaching practices that support the development of bilingualism and bi-literacy.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff supports and respects home language, culture and family composition of each child by:</p> <ul style="list-style-type: none"> • Teaching skills and concepts to children in their primary language • Ensuring that all materials and activities in the classroom reflect acceptance and support of the different composition and ethnic background of the families • Supporting Cross-Cultural Responsiveness and Ethnic backgrounds • Implementing the Dual Language Program with fidelity 	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Education Area Director Education Coordinator Campus Director</p>	<p>On-Going</p>	<p>Classroom Walk-Through Form Home Language Survey Lesson Plan Dual Language</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (b) (2) (ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To implement research-based teaching practices that support the development of bilingualism and bi-literacy.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff provides a print rich environment by labeling furniture and items in the classroom in English and Spanish.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Education Area Director Education Coordinator Campus Director</p>	<p>Fall and Spring</p>	<p>Classroom Environment Checklist</p>
<p>The teaching staff uses the language experience approach to provide opportunities for children to write and see their spoken words (chart tablets, writing center, labeling of children’s work/creations, morning message and journals).</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Education Area Director Education Coordinator Campus Director</p>	<p>On-Going</p>	<p>Classroom Walk-Through Form Lesson Plan</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (b) (2) (iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To provide bilingual services to all the children including children with disabilities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Staff is selected and screened to ensure they are highly qualified, nurturing, and sensitive to cultural differences.</p> <ul style="list-style-type: none"> • Bilingual certified teachers 	<p>Human Resources Staff EHS/Head Start Policy Council Education Department</p>	<p>Program Director Chief Human Resources Officer</p>	<p>On-Going (as positions are needed)</p>	<p>Job Application Resume Human Resources Files</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (c)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To ensure the teacher implements well-organized learning environments with developmentally appropriate schedules, lesson plans, indoor and outdoor learning experiences that provide adequate opportunities for choice, play, exploration and experimentation.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The weekly lesson plan reflects the following types of learning opportunities:</p> <ul style="list-style-type: none"> • Small group • Large group • Individualization • Child Initiated • Direct Instruction • Cognitive transitions • Indoor and Outdoor Learning • Active and Quiet Learning • Read Aloud (circle time) <p>The daily schedule is flexible and allows for spontaneous learning, child-initiated, and teacher directed activities.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>On-Going</p> <p>Fall and Spring</p>	<p>Daily Schedule</p> <p>Classroom Walk-Through Form</p> <p>Classroom Visit Log</p> <p>Professional Development</p> <p>Lesson Plans</p> <p>Classroom Environment Checklist</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (d)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To provide age-appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environment, including functional space and accessible to children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff plans and provides developmentally appropriate activities to:</p> <ul style="list-style-type: none"> • Encourage the development of fine and gross motor skills • Develop eye/hand coordination • Promote tactile/kinesthetic participation <p>Note: These activities/interactions are outlined in CLASS Domains/Dimensions</p> <p>The teaching staff is allowed to adapt activities to maintain a classroom environment for children with special needs.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>On-Going</p>	<p>Lesson Plan CLASS</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (e)(1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To implement age-appropriate approach to accommodate children's need to nap or rest.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program provides a nap or rest period with an alternative quiet learning activity.	Classroom Staff	Campus Director	On-Going	Lesson Plan



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (e)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To implement meal times in ways that support development and learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Meal times are structured and used as learning opportunities that support teaching staff-child interactions by:</p> <ul style="list-style-type: none"> • Practicing family style serving where local health departments allow it • Using the “Helper’s Chart” to assign duties for children • Providing sufficient time for children to eat • Encouraging children to develop healthy eating habits <p>Note: Food is not used as a reward or punishment and children are never forced to eat and/or finish their meal.</p>	Classroom staff	Campus Director Education Area Director Education Coordinator	On-Going	Weekly Menu Lesson Plan Discipline and Guidance Policy Helper’s Chart



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (e)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children’s skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To provide routines and transitional activities that strengthen developmental learning and skill growth.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff follows a daily schedule and provides consistent routines in the classroom. A daily schedule with pictures is posted at children’s eye level in each classroom.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>On-Going</p>	<p>Daily Schedule</p>
<p>The teaching staff continuously implements cognitive transitional activities based on the theme of study to help children recognize signs of preparing for or completing a task.</p> <p>Note: These activities/interactions are outlined in CLASS Domains</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>On-Going</p>	<p>Daily Schedule Lesson Plan CLASS</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.31 (e)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teacher and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with EHS/Head Start Early Learning Outcomes Framework (HSELOF) and Dual Language Program to serve all children including children with disabilities.

Objective: To allocate time for indoor and outdoor space, equipment, materials, and adult guidance for active play and movement.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The daily schedule includes:</p> <ul style="list-style-type: none"> • Guided and independent indoor and outdoor activities with active supervision always • 90 minutes of active play, whole, small, and individual <p>The teaching staff plans for developmentally appropriate activities and the use of outdoor/indoor equipment.</p> <p>The teaching staff is actively involved with the children during games and motor development activities to ensure safe and active learning.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>On-Going</p>	<p>Lesson Plan Classroom Walk-Through Form Daily Schedule</p>

1302.32

Curricula



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

1302.32 Curricula

Performance Standard: 1302.32 (a)(1)(i)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: To provide a scientific valid research-based curricula and have standard training procedures and curriculum materials to support implementation.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff plans and implements daily activities using developmentally appropriate teaching strategies from research-based curriculum and resources to provide a well-balanced program of instruction</p> <p>To enhance the quality of instruction the Program provides the following resources:</p> <ul style="list-style-type: none"> • Frog Street Pre-K Curriculum • Creative Curriculum • Three Cheers Curriculum • PreK On My Way Curriculum • HSELOF • Heggerty Phonemics Awareness • Ignite by Hatch • CLI Engage and LION Platform • CIRCLE/LION Activity Collection • National Center on Quality Teaching and Learning (NCQTL) • Pre-K Guidelines 	<p>Teacher Assistant Teacher Disability Floater</p>	<p>CEEO Campus Director Education Area Director Education Coordinator</p>	<p>On-Going</p>	<p>Center/Classroom Observation Form</p> <p>Lesson Plan</p> <p>Classroom Environment Checklist</p> <p>Curriculum and Resources</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.32 (a)(1)(ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: To align the School Readiness Goals with the EHS/Head Start Early Learning Outcomes Framework (HSELOF) document specified by Office of Head Start and communicate the purpose and rationale to the staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Center staff receive training and an up-dated alignment document consisting of:</p> <ul style="list-style-type: none"> • Texas Pre-K Guidelines • HSELOF • Frog Street Pre-K Curriculum • Three Cheers • PK On My Way • Circle/LION Progress Monitoring • Alignment Documents • Other Resources <p>School Readiness Goals are established based on most recent available data to meet the needs of the program.</p>	<p>CEEO Education Area Director Education Coordinator</p>	<p>Program Director Assistant Program Director</p>	<p>On-Going</p>	<p>Curriculum and Resources Scope and Sequence Circle Progress Monitoring</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.32 (a)(1)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: To provide an organized developmental scope and sequence/pacing guide that includes plans and materials for learning experiences based on developmental progressions and how children learn.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The program implements the following curriculums Frog Street Pre-K, Three Cheers, Creative Curriculum and PK On My Way which contains an organized scope and sequence and integrates instruction across developmental domains and early learning disciplines.</p> <p>Teachers are provided with resources that include lesson plans, activities and materials aligned with the Frog Street Pre-K Curriculum, Three Cheers, and PK On My Way.</p> <p>Note: Frog Street, Three Cheers, Creative Curriculum and PK On My Way are aligned to Texas Pre-K Guidelines, HSELOF, Progress Monitoring and Heggerty Phonemics Awareness Curriculum.</p>	<p>Teacher Assistant Teacher Disability Floater</p> <p>Campus Director</p>	<p>Campus Director Education Area Director Education Coordinator CEEO</p> <p>Campus Director Education Area Director CEEO</p>	<p>On-Going</p> <p>On-Going</p>	<p>Frog Street, Three Cheers, and On My Way Manuals and Resources</p> <p>Curricula Scope and Sequence</p> <p>Supplemental Resources</p> <p>Texas Pre-K Guidelines</p> <p>HSELOF</p> <p>Circle Progress Monitoring</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.32 (a)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: To support staff to effectively implement curricula with fidelity and provide support, feedback and supervision for continuous improvement.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Classroom staff are provided with Professional Development in the following areas:</p> <ul style="list-style-type: none"> • HSELOF • CLASS Observation Tool • Progress Monitoring • Frog Street Curriculum • Three Cheers • Creative Curriculum • PK On My Way • Dual Language Learners • Effective Teaching Practices/Strategies in Early Childhood Classrooms • Special Needs Children • Developmental Lesson Planning • Ignite by Hatch • Supplemental Resources <p>Teachers are monitored daily to ensure Implementation of curriculum with fidelity, consistency, frequency and intensity to ensure children's mastery of skills</p>	<p>CEEO Education Area Director Education Coordinator Campus Director</p>	<p>CEEO Staff Development Director Education Area Director</p>	<p>June 2027</p>	<p>Training Sign-in Roster</p> <p>Training Handouts</p> <p>Training Evaluations</p> <p>Certificates</p> <p>Staff Development Training/Questionnaire</p> <p>Classroom Walk-Through Form</p> <p>CLASS</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.32 (a)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: To support staff to effectively implement curricula with fidelity and provide support, feedback and supervision for continuous improvement.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>New and experienced classroom staff in need of assistance are provided with training, technical assistance and support to ensure a high quality of instruction. The following training opportunities are provided throughout the year:</p> <ul style="list-style-type: none"> • Beginning Teacher Series • Pre-Service Training-New Employees • Annual Training-Current Employees • NCQTL – Engaging Interactions and Environments In-service Suites • Ongoing Education Training • Practice Based Coaching (PBC) <ul style="list-style-type: none"> - Mentoring and Coaching Program/Training Sessions • Curriculum fidelity implementation is monitored by reviewing lesson plans, daily classroom visits and providing feedback as needed. 	<p>Education Area Director Education Coordinator Campus Director</p>	<p>CEEO</p>	<p>On-Going</p>	<p>Training Sign-in Roster Training Handouts Training Evaluations Certificate Staff Development Training/Questionnaire Classroom Walk-Through Form Lesson Plan</p>

1302.33

Child Screenings and Assessment



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

1302.33 Child Screenings and Assessment

Performance Standard: 1302.33 (a)(1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: To use all available resources and methods to ensure that quality services are provided to each child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff, parents/guardians and professional consultants, meet to identify any developmental concerns.</p> <ul style="list-style-type: none"> • Parent Interviews • Assessments / Screening data • Teacher observations • Teacher progress notes • CIP 	<p>Teacher Parent Educational Consultant</p>	<p>Campus Director Education Area Director Education Coordinator CEEO</p>	<p>Within 45 days of enrollment</p>	<p>Parent/Teacher Conference Form/CIP</p> <p>Progress Notes</p> <p>Observations</p> <p>Assessment Results</p> <p>Progress Monitoring Reports</p> <p>Ignite by Hatch Reports</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.33 (a)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: To administer a research-based developmental standardized screening to determine how the program can best address each child's individual needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff assesses the developmental level of each child upon their entry into the program using Progress Monitoring Assessment instrument.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>At time of enrollment within 45 days for Wave 1 and as scheduled thereafter for Wave 2 and Wave 3</p>	<p>Progress Monitoring</p>
<p>The teaching staff will conduct two Parent Teacher Conferences to discuss screenings and assessment results after each assessment administration. The conference is held in the parent/guardian’s prominent language and together teacher and parent/guardian develop a child individual plan.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>Two times a year after each assessment</p>	<p>Progress Monitoring Parent Report Parent/Teacher Conference Form/CIP</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.33 (a)(3)(i)(ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: To utilize information from developmental, sensory and behavioral screening, ongoing observations, medical and dental evaluations, and insight from parents to determine if a child needs further evaluation from local agency responsible for implementing IDEA.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The classroom staff engages parents in discussing information gathered from observations, physical, screenings, assessments, etc. to plan for individual needs.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator CEEEO</p>	<p>Upon Enrollment (within 45 or 90 days)</p>	<p>Physical Exams Classroom Observation Progress Monitoring</p>
<p>The classroom staff observes the children during classroom activities and records progress and or changes. The data gathered is shared with parents during parent conferences, home visits, etc.</p>	<p>Teacher Assistant Teacher Disability Aide Floater</p>	<p>Campus Director Education Area Director Education Coordinator CEEEO</p>	<p>June 2027</p>	<p>Progress Notes Parent/Teacher Conference/CIP Referral Form</p>
<p>The classroom staff and other relevant staff partners with child’s parents and the Local Education Agency (LEA) to support families through the formal evaluation process.</p>	<p>Teacher Assistant Teacher, Disability Aide Floater Support Service Assistant Campus Director</p>	<p>Education Area Director Education Coordinator CEEEO</p>	<p>June 2027</p>	



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.33 (b)(1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: To individualize activities of all children, including children with disabilities and plan according to their individual needs and strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff groups children based on data gathered from assessments according to specific needs and levels of development aligned to the goals described in the HSELOF.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator CEEO</p>	<p>On-Going</p>	<p>Progress Monitoring Results Lesson Plan Individual Educational Plan (IEP)</p>
<p>The teacher provides activities to help children grow and respond to their individual needs and strengths.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator CEEO</p>	<p>On-Going</p>	<p>Parent/Teacher Conference/CIP Ignite by Hatch</p>
<p>The teaching staff provides children with individualized assistance during small group instruction, Learning Centers and throughout the day as needed to meet their specific needs.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator CEEO</p>	<p>On-Going</p>	



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.33 (b)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: To support each child's individual patterns of development and learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The children are grouped according to their developmental level and are provided with activities to help them meet their educational needs.	Teacher Assistant Teacher Disability Floater	Campus Director Education Area Director Education Coordinator CEEO	On-Going	Lesson Plan Progress Monitoring Reports Ignite by Hatch Reports
Parents are provided with home activities for their child to reinforce skill development.	Teacher Assistant Teacher Disability Floater	Campus Director Education Area Director Education Coordinator CEEO	On-Going	Take-home Activities Circle Activity Collection



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.33 (b)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: To support each child's individual patterns of development and learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>With parent input, a CIP is developed to individualize experiences, strategies, and services to meet the needs of each child.</p> <ul style="list-style-type: none"> • After each assessment wave a parent-teacher conference is held to discuss academic and assessment results. • A Home Connection Packet is given to parents to enhance their child's progress. • Teacher provides additional support via email or phone to ensure skills or concepts are being reinforced at home. <p>Data from screenings and assessments is gathered to make informed decisions on children's progress.</p>	<p>Teacher Assistant Teacher Disability Floater</p> <p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator CEEEO</p> <p>Campus Director Education Area Director Education Coordinator CEEEO</p>	<p>On-Going</p> <p>On-Going</p>	<p>Progress Monitoring Reports</p> <p>Parent/Teacher Conference/CIP</p> <p>IEP</p> <p>Ignite by Hatch</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.33 (b)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: To provide children with activities and experiences to enhance their growth and development.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff uses a variety of screening/ assessment instruments, progress notes, observation notes, and individual plans to support children's learning and developmental progress.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>Within 45 Days of Enrollment/Ongoing</p>	<p>Progress Monitoring Parent/Teacher Conference/CIP Progress Notes Progress Reports Inter-Agency Referral Form</p>
<p>If warranted, a child is referred to local agencies responsible for implementing the Individuals with Disabilities Education Act (IDEA) for a formal evaluation.</p>	<p>Teacher Assistant Teacher Disability Floater Campus Director</p>	<p>Education Area Director Education Coordinator CEEO Special Services Dept.</p>	<p>June 2027</p>	



**Hidalgo County Head Start Program
Education Department Program Plan
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Performance Standard: 1302.33 (c)(1)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: To provide children with developmentally appropriate screenings and assessments that address each child's individual needs including language and cultural backgrounds.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff administers Progress Monitoring assessment tool three times a year in the language of instruction to establish a baseline and to measure a child's growth throughout the year.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator CEEO</p>	<p>Within the 45 days of enrollment</p>	<p>Progress Monitoring</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.33 (c)(3)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child’s developmental skills within 45 days of enrollment.

Objective: To provide children with developmentally appropriate educational resources that address each child as an individual with different rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Progress Monitoring Parent Report and Child's Individual Report Plan will be shared with parents after each assessment in their dominant language.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator CEEO</p>	<p>After each assessment</p>	<p>Progress Monitoring Parent Report Parent/Teacher Conference/CIP</p>
<p>The program will hire an interpreter to conduct screening and assessments in conjunction with a qualified staff to accurately administer assistance to children whose dominant language is not English or Spanish, including sign language.</p>	<p>Teacher Assistant Teacher Disability Floater</p>	<p>Campus Director Education Area Director Education Coordinator CEEO</p>	<p>On-Going</p>	

1302.34

**Parent and Family Engagement in
Education and Child Development
Service**



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

1302.34 Parent and Family Engagement in Education and Child Development Services

Performance Standard: 1302.34 (a)(b)(1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents are encouraged to be active participants in their child's education and can contact Campus director or Teacher via phone, email, etc.	Teacher Assistant Teacher Disability Floater Campus Director	Education Area Director Education Coordinator Family Services Staff	On-Going	Documentation of contacts
Parent handbook is distributed during Parent's orientation and posted at the Center's Parent's Corner Bulletin area.	Teacher Assistant Teacher Disability Floater	Campus Director	On-Going	Parent Handbook Parent Handbook Acknowledgment Form Sign-In Logs



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.34 (a)(b)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: To recognize parents as their children's lifelong educators and encourage them to become involved in their child's education and the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents are provided with a monthly Parent, Family and Community Engagement Framework (PFCEF) calendar of activities to enhance learning experiences at home.	Teacher Assistant Teacher Disability Floater Campus Director	Family Services Staff Education Area Director CEEO	June 2027	PFCEF Calendar of Activities
The teaching staff and parents communicate regularly to discuss routines, children's behavior and developmental progress.	Teacher Assistant Teacher Disability Floater	Campus Director Education Area Director Education Coordinator CEEO	On-Going	Home Visit Form Parent/Teacher Conferences/CIP Progress Notes



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.34 (a)(b)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: To recognize parents as children's lifelong educators and encourage them to become involved in their child's education and the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff conducts parent/teacher conferences two times a year and as needed to:</p> <ul style="list-style-type: none"> • Inform parents of their child's progress and discuss results of screenings and assessments • Engage them in the development of their Child's Individual Plan • Select families to participate in the HEB Read 3 Program 	<p>Teacher Assistant Teacher Disability Floater Campus Director</p> <p>Education Coordinator Campus Director</p>	<p>Education Area Director Education Coordinator CEEEO</p> <p>Education Coordinator CEEEO</p>	<p>On-Going</p> <p>December-February</p>	<p>Parent/Teacher Conference/CIP</p> <p>Progress Report</p> <p>Progress Monitoring Parent Report</p> <p>Sign-In Sheets Curriculum</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.34 (a)(b)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: To recognize parents as children's lifelong educators and encourage them to become involved in their child's education and the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Parents are encouraged to participate in the Education Department Program Planning Process by being part of the Advisory Committee.</p> <p>Parents have opportunities to share their ideas, books, music, and foods that are relevant to their culture by:</p> <ul style="list-style-type: none"> • Providing feedback using the "Suggestion Box" at the campuses on the services that are being provided • Participating in the Annual Nutrition Contest • Attending Monthly Parent Meetings • Parent Fair • Volunteering 	<p>Campus Director Teacher Assistant Teacher Disability Floater</p> <p>Campus Director Teacher Assistant Teacher Disability Floater</p>	<p>Education Area Director CEEO</p> <p>Education Director CEEO</p>	<p>April 2025</p> <p>On-Going</p>	<p>Advisory Committee Minutes</p> <p>Home Visit Form</p> <p>Parent /Teacher Conferences/CIP</p> <p>Suggestion Box</p> <p>Lesson Plan</p> <p>Monthly Meeting Sign-in/Agenda</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.34 (a)(b)(5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: To recognize parents as children's lifelong educators and encourage them to become involved in their child's education and the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The teaching staff encourages parents to participate in classroom activities such as:</p> <ul style="list-style-type: none"> • Special celebrations (Fall, Winter or Spring) • Preparing ethnic foods (Nutrition Contest) • Sharing music, stories, traditions, etc. • Art projects 	<p>Campus Director Teacher Assistant Teacher Disability Floater</p>	<p>Education Area Director Education Coordinator Campus Director</p>	<p>On-Going</p>	<p>Volunteer Sign In Logs Weekly Lesson Plan</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.34 (a)(b)(6)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: To recognize parents as children's lifelong educators and encourage them to become involved in their child's education and the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Teachers inform parents about the purpose and results from screenings and assessments.</p> <p>The child's progress is discussed after each assessment three times a year.</p>	<p>Campus Director Teacher Assistant Teacher Disability Floater</p>	<p>Education Area Director Education Coordinator CEEEO</p>	<p>On-Going</p>	<p>Parent/Teacher Conference/CIP</p> <p>Progress Monitoring Parent Report</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.34 (a)(b)(7)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: To recognize parents as children's lifelong educators and encourage them to become involved in their child's education and the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The teaching staff conducts two home visits during the Fall and Spring semester. Additional home visits are done as needed throughout the program year.	Teacher Assistant Teacher Disability Floater Campus Director	Education Area Director Education Coordinator CEEO	June 2027	Home Visit Form
If feasible, first home visits are made before the beginning of the school year.	Teacher Assistant Teacher Disability Floater Campus Director	Education Area Director Education Coordinator CEEO	June 2027	Home Visit Form

1302.92
**Training and Professional
Development**



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

1302.92 Training and Professional Development

Performance Standard: 1302.92 (c)(1)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

Objective: To provide an intensive mentoring/coaching program to assist teachers to improve their effective teaching practices.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Assess all classroom staff to identify strengths and areas of support.</p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>CEEO</p>	<p>On-Going</p>	<p>Professional Development Plan/Update Needs Assessment</p>
<p>Provide opportunities for intensive mentoring/coaching to staff who have been identified as needing additional support in the following areas as outlined in the HSELOF and the School Readiness Goals:</p> <ul style="list-style-type: none"> • Approaches to Learning • Social and Emotional Development • Language and Literacy • Cognition • Perceptual, Motor and Physical Development 	<p>Campus Director Education Area Director Education Coordinator</p>	<p>CEEO</p>	<p>On-Going</p>	<p>Progress Monitoring CLASS T/TA Form PBC Forms Surveys</p>



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.92 (c)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

Objective: To provide opportunities for the staff to receive training to further enhance their skills in effective teaching practices.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> • Provide opportunities for all staff to receive training through research based professional development aligned with program goals. • Hold bi-monthly virtual Campus Directors' trainings/meetings 	Campus Director Education Area Director Education Coordinator Campus Director CEEO	CEEO CEEO	On-Going May 2026	T/TA Form Surveys Training/Meeting Recording



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1302.92 (c)(4)(5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

Objective: To provide an intensive mentoring/coaching program to assist teachers to improve their skills in effective teaching practices.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Intensive coaching opportunities are provided for identified staff aligned with the program school readiness goals, curricula and professional development.</p> <ul style="list-style-type: none"> • Practice-Based Coaching (PBC) model will be utilized • PBC is a cyclical process for supporting teacher's use of effective teaching practices that lead to positive outcomes for children 	<p>Education Area Director Education Coordinator</p>	<p>CEEO</p>	<p>On-Going</p>	<p>T/TA Form PBC Forms</p>



**Hidalgo County Head Start Program
Education Department Program Plan
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Performance Standard: 1302.92 (c)(4)(5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

Objective: To provide an intensive mentoring/coaching program to assist teachers to improve their skills in effective teaching practices.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The program implements two types of coaching formats:</p> <ul style="list-style-type: none"> • Expert Coaches - Provide intensive coaching to Teacher identified as Priority 1 and Priority 2 • Campus Directors- assist Teacher needing additional support identified as Priority 3 <p>- <i>Priority Teacher will be identified based on CLASS data.</i></p>	<p>Campus Director Education Area Director Education Coordinator</p>	<p>CEEO</p>	<p>On-Going</p>	<p>Progress Monitoring Report CLASS PBC Model Plan of Action</p>
<p>Provide on-going monitoring and communication between Coach, Area Director and any other relevant staff</p>	<p>Education Area Director Education Coordinator</p>	<p>CEEO</p>	<p>On-Going</p>	<p>T/TA Form</p>
<p>Ensure coaching model process and assessment results are not used to determine punitive actions for staff identified as needing support</p>	<p>Education Area Director</p>	<p>CEEO</p>	<p>On-Going</p>	
<p>Use the Coaching application in GoEngage to input data on the coaching cycle</p>				

1304.11
Classroom Assessment Scoring
System (CLASS)



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1304.11 (c) (1)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in ensuring that an average score across all classrooms do not fall below the minimum thresholds on any of the CLASS domains.

Objective: To communicate with all parties involved in the CLASS observation tool and classroom strategies ensuring that the program does not fall below the minimum threshold on any of the three CLASS domains.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms								
<p>CLASS training on domains dimensions, indicators and behavior markers is provided to all staff throughout the year.</p> <p>The program will ensure that it does not fall below the High-Quality (HQ) threshold score across all domains.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;"><i>Domains</i></th> <th style="text-align: center;"><i>HQ Threshold Score</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Emotional Support</i></td> <td style="text-align: center;"><i>6</i></td> </tr> <tr> <td style="text-align: center;"><i>Classroom Organization</i></td> <td style="text-align: center;"><i>6</i></td> </tr> <tr> <td style="text-align: center;"><i>Instructional Support</i></td> <td style="text-align: center;"><i>3</i></td> </tr> </tbody> </table>	<i>Domains</i>	<i>HQ Threshold Score</i>	<i>Emotional Support</i>	<i>6</i>	<i>Classroom Organization</i>	<i>6</i>	<i>Instructional Support</i>	<i>3</i>	<p>Education Area Director Campus Director Classroom Staff Education Coordinator CEEEO</p>	<p>Program Director Assistant Program Director CEEEO</p>	<p>On-Going</p>	<p>CLASS</p> <p>CLASS Observation Form</p> <p>T/TA Form</p> <p>NCQTL Engaging Interactions and Environments</p> <p>OHS National Report</p>
<i>Domains</i>	<i>HQ Threshold Score</i>											
<i>Emotional Support</i>	<i>6</i>											
<i>Classroom Organization</i>	<i>6</i>											
<i>Instructional Support</i>	<i>3</i>											



**Hidalgo County Head Start Program
Education Department Program Plan
2026-2027**

Performance Standard: 1304.11 (c)(1)(2)

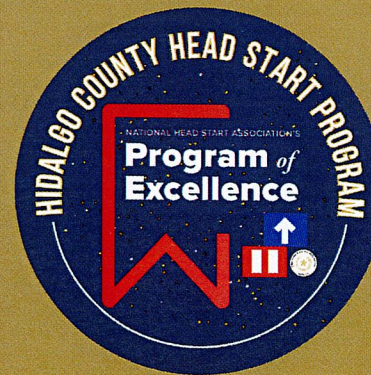
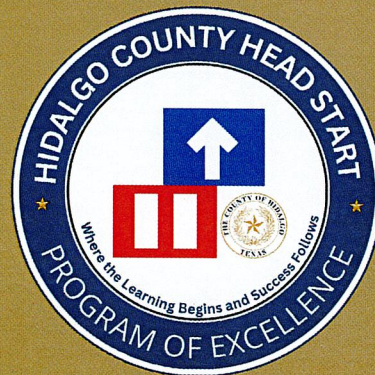
Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in ensuring that an average score across all classrooms do not fall below the minimum thresholds on any of the CLASS domains.

Objective: To communicate to all parties involved in the CLASS observation tool and classroom strategies ensuring that the program does not fall below the Standards of Excellence.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>To reach the Standards of Excellence, the Hidalgo County Head Start Program will:</p> <ul style="list-style-type: none"> • Continue to monitor using aggregated data assuring success in all systems and programs being implemented. • Staff Development planning will be utilized based on analysis results. Teacher training will be focused and intentional. • Use the GoEngage Coaching portal to input data to monitor the coaching model 	Education Staff	CEEO Education Area Director	On-going	T/TA Form

PROGRAM PLANS 2026-2027

Hidalgo County Head Start/Early Head Start



**FAMILY
SERVICES**

Policy Council Approval Date:

xx/xx/xxxx

Governing Body Approval Date:

xx/xx/xxxx

FAMILY SERVICES PROGRAM PLAN

Performance Standard: §1302 Program Operations, Subpart A: Eligibility, Recruitment, Selection, Enrollment, and Attendance

Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Documents or Forms
1302.11	<p>The Program gathers comprehensive information based on data included in the most recent Community Assessment (CA) conducted by The University of Texas Rio Grande Valley, Data, and Information Systems Center. The Community Assessment is revised annually and includes the number of eligible children aged 0-5 in Hidalgo County who are currently not receiving but could be eligible for Head Start/Early Head Start Services. The CA includes data on the number of children that are experiencing homelessness, who are in foster care, children with disabilities, education, health, nutrition, and social needs, as well as geographical locations. The program's community assessment and the findings resulting from discussions with parents and staff have identified the organizations that the program needs to enter into formal and informal partnership agreements. The Program reviews the CA and provides data to the Policy Council for review. The Policy Council analyzes the data and reviews this process annually.</p>	<p>University of Texas Rio Grande Valley Head Start Executive Director</p> <p>Executive Director</p> <p>All Staff</p> <p>Parents</p> <p>Community Partners</p>	<p>Head Start Executive Director</p> <p>Asst. Program Directors</p> <p>Family Services Director</p>	<p>Annually</p>	<p>Community Assessment</p> <p>PC Agenda and Minutes</p>
1302.12(a)(b)(c)(d)(h)(i)	<p>Program staff will complete an electronic Intake Application with families to determine, verify age, and income eligibility for enrollment opportunities. Program staff will conduct in-person interviews and will verify eligibility based on income, by using tax forms, pay stubs, or other proof of income. The program uses GoEngage as our data management system. Entry and attachment of relevant child and family data and supporting documents are attached to each intake application that verifies age and income and categorically eligible children.</p> <p>The program uses Texas' compulsory age to determine the age of September 1st of the school year. EHS children must be younger than three years old and HS children must be three or four years of age to qualify.</p>	<p>Family Services Workers</p> <p>Campus Directors</p>	<p>Family Services Director</p> <p>Family Services Coordinators</p>	<p>August thru June</p> <p>Ongoing</p>	<p>GoEngage Application</p>

1302.12(a)(b)(c)(d)(h)(i)	The program's Priority Guidelines for Selection and Enrollment identifies categorically eligibility criteria; family's income is equal or below the poverty guidelines.	Family Services Workers Campus Directors	Family Services Director Family Services Coordinators	Ongoing	Priority Guidelines for Selection and Enrollment
1302.12(a)(b)(c)(d)(i)	<p>The program's Priority Guidelines for Selection and Enrollment identifies that 35% of enrollment opportunities may be from families whose income falls within the 100- 130% poverty guidelines. In addition, the program's Priority Guidelines for Selection and Enrollment identifies that 10% of enrollment opportunities may be from families whose income falls above the 130% poverty guidelines. If there are no families that meet eligibility criteria on the waitlist.</p> <p>The program must calculate total gross income using applicable sources of income. An adjustment may be made to a family's gross income calculation for the purpose of determining eligibility to account for excessive housing costs. The program may use available bills, bank statements or other documentation provided by the family to calculate total annual housing costs to determine if a family spends more than 30% of their total gross income on housing costs.</p>	Family Services Workers Campus Directors	Family Services Director Family Services Coordinators	Ongoing	<p>GoEngage Application</p> <p>Priority Guidelines for Selection and Enrollment</p> <p>GoEngage Program Outcomes Portal-ERSEA</p> <p>GoEngage Income Data Entry</p>
1302.12(j)	The program determines that a child will remain eligible throughout the succeeding years while they are enrolled in EHS and HS, unless it is determined there is a child with a greater need. However, a family must re-apply if they are transitioning from EHS to HS.	Family Services Director Family Services Coordinators Family Services Workers	Family Services Director Family Services Coordinators	Ongoing	<p>GoEngage Application</p> <p>Returnee Agreement</p> <p>Waitlist</p>

1302.12(k)	The program will maintain eligibility determination records electronically through GoEngage. All records include supporting documents that verify eligibility along with parent and staff signatures regarding understanding of federal and program eligibility violations and the penalties that it causes.	Family Services Director	Family Services Director	Annually	Go Engage Application
1302.12(l)	The program has strict policies and procedures on violating eligibility determinations. Parents are notified of the policies regarding violations during the application and intake process. The Governing Body and Policy Council members are provided with information regarding the policies.	Family Services Coordinators	Family Services Coordinators	Ongoing	Acknowledgment of ERSEA Policies and Procedures
1302.12(m)	The program trains governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Governing Body and Policy Council complete training within 180 days of entry and staff complete training within 90 days of hire.		Executive Director Asst. Program Directors EHS Director Department Directors	GB-180 days Staff-90 days	Eligibility Verification Form Human Resources Policies and Procedures Family Services Policies and Procedures
1302.13	The program will recruit families within their Local Education Agency (LEA) recruitment area encouraging and assisting families with applying for admission to the program. The program also incorporates social media, such as Facebook to inform the communities. Flyers, and other types of publications, along with PSAs are created to canvas Hidalgo County. Our LEA partners assist with informing the community through their media outlets.	Family Services Workers Campus Directors All Staff	Family Services Director Family Services Coordinators Department Directors	Ongoing	Recruitment Contact Lists Flyers GoEngage Pre-App. Queue

1302.14(a)(b)	The Policy Council and Governing Body establishes the selection criteria on an annual basis that includes information gathered from the community assessment. The program's Priority Guidelines for Selection and Enrollment consider children who are categorically eligible, children determined to need intervention services under IDEA, chronic health conditions and other risk factors. The program provides opportunities to enroll at least 10% of our funded enrollment with children with disabilities.	Family Services Workers Family Services Director Disability Director	Exec Director Asst Program Directors Family Services Director Mental Health/Disability Director	Ongoing	PC and Board Minutes
1302.15(a)(b)(c)	The program will maintain full enrollment and have waitlists to fill any vacancies. Staff will monitor campus enrollment in Head Start and Early Head Start to maintain its funded enrollment and fill any vacancy within 30 days. The program will reserve slots of up to 3% of our funded enrollment at the beginning of the school year for pregnant women and children experiencing homelessness or children in foster care. However, if the slot is not filled within 30 days, the slot becomes vacant and will be filled.	Family Services Workers Campus Directors	Family Services Director Family Services Coordinators	Daily Ongoing	Waitlist Average Daily Attendance Enrollment Reports
1302.16(a) 1302.16(b) 1302.16(c)(d)	The program staff will track campus attendance for each child and follow the attendance process to ensure children are safe when unexpectedly absent with no contact. The program will analyze the program's average daily attendance if the rate falls below 85% to identify any systemic issues that contribute to the program's absentee rate. The program implements strategies to promote attendance and school readiness goals. If a child has irregular and consecutive unexcused absences, staff meet with the family and conduct a home visit if necessary to provide support as needed. If the child ceases to attend, staff will make appropriate efforts to reengage the family to resume attendance. If the child's attendance does not resume, then the program will consider the slot vacant. This action is not considered expulsion.	Classroom Staff Family Services Workers Campus Directors	Family Services Director Family Services Coordinators Department Directors	Daily Weekly Monthly As Needed	Average Daily Attendance Report Chronic Absenteeism Report Attendance Policy Attendance Plan

1302.17(a)(b)(c)	The program will prohibit or severely limit the use of suspension or expulsion due to a child's behavior. Such suspensions are only temporary in nature and are considered a last resort where a serious safety threat cannot be reduced or eliminated by the provision of reasonable modifications. Temporary intervention will be provided for the child with the intention of having the child return to the classroom as soon as possible. The Mental Health Director, Assistant Director, or the Executive Director are the only staff able to approve this.	Classroom Staff Family Services Workers Campus Directors	Department Directors Mental Health Director Mental Health Counselors	As Needed	Positive Behavior Support Behavior Plan
1302.18(a)	The program does not charge eligible families a fee to participate in HS/EHS. A family is not required to participate in program events as a condition of enrollment.	Family Services Workers Campus Directors	Family Services Director Family Services Coordinators	At Enrollment	E-File Consents Parent Handbook

Performance Standard: §1302 Program Operations, Subpart E – Family and Community Engagement Program Services

Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Document or Forms
1302.50	<p>The program will ensure that systems, support, and resources are in place to address professional development, continuous improvement, program environment and partnerships related to family well-being.</p> <p>The program will incorporate goals related to family well-being into agency work plans and strategic planning.</p> <p>The program will develop relationships with community members and community organizations that support families' interests and needs.</p> <p>The program will implement the PFCE Framework, Self-Assessment, the Monitoring Protocol, CLI and the C.L.A.S.S. Assessment to identify and understand the effectiveness of family-staff relationships with respect to teaching and learning.</p>	All Head Start Staff	Family Services Director Family Services Coordinators Dept. Directors Comm. Partnership Director Staff Dev. Director	Ongoing	Dept. Program Plans Family Partnership Agreements Self-Assessment PFCE Framework GoEngage Reports

Performance Standard: §1302.50 Family Engagement

Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Documents or Forms
<p>1302.50(a)(b)(1)</p>	<p>The program will provide parents with in-person and virtual training opportunities, including the Raising Highly Capable Kids (RHCK) Parent Curriculum for Head Start and Active Parenting for Early Head Start. It will also offer monthly parent meetings, parent-teacher conferences, and other engagement activities designed to support and empower parents. These efforts aim to foster parents' growth as confident, lifelong educators of their children. The program will incorporate goals related to families as life-long educators into agency work plans and strategic planning.</p> <p>The program will collaborate with school systems to support and empower families in their continued role as their child's life-long educators.</p> <p>Include teacher/teacher's assistants in parenting education sessions so parents and teachers can share information about child learning and development, and program curriculum to include Readiness Goals take home activities. Engage and train parents with program technology beginning at application process.</p>	<p>Classroom Staff</p> <p>Campus Directors</p> <p>Family Services Workers</p>	<p>Family Services Director</p> <p>Family Services Coordinators</p> <p>Education Area Directors</p>	<p>August thru June</p> <p>Ongoing</p>	<p>Raising Highly Capable Kids (RHCK)</p> <p>Active Parenting</p> <p>Monthly Parent Committee Meetings</p> <p>Reading Initiative Program</p> <p>Family Partnership Agreements</p> <p>PFCE Framework Take Home Activities</p>

<p>1302.50(b)(2)</p>	<p>Opportunities for sharing information with parents to discuss needs will be provided throughout the year, such as:</p> <ul style="list-style-type: none"> • Family Partnership Agreement (FPA) • Home Visits • Parent Committee Meetings • Parent Workshops • Volunteer Training/Parent Leadership Conference • Raising Highly Capable Kids (RHCK) Parent Curriculum-HS • Active Parenting Parent Curriculum-EHS • Fatherhood Conference <p>The Family Partnership Agreement and other meetings with families will take place in the language of their choice.</p>	<p>Campus Directors</p> <p>Family Services Workers</p>	<p>Education Area Directors</p> <p>Family Services Director</p> <p>Family Services Coordinators</p> <p>Community Partnership/ Transition Director</p>	<p>Within 90 days of enrollment</p> <p>Ongoing</p>	<p>Family Engagement Outcomes</p> <p>FPA</p> <p>Raising Highly Capable Kids (RHCK) Parent Curriculum Active Parenting Curriculum</p> <p>Program Events Sign-in Sheets</p>
<p>1302.50(b)(3)</p>	<p>The program will implement the Family Partnership Process, using the Family Engagement outcomes, to identify individual family strengths and challenges.</p> <p>The program will conduct periodic follow-ups on the goals and objectives of the Family Partnership Agreement to assist families in meeting their goals.</p>	<p>Family Services Workers</p>	<p>Campus Directors</p> <p>Family Services Director</p> <p>Family Services Coordinators</p>	<p>60 Days</p> <p>90 Days</p> <p>Every 30 days or as required</p> <p>Ongoing</p>	<p>PFCE Framework Domains</p> <p>FPA</p> <p>Referrals</p> <p>GoEngage Data Tracking</p>

<p>1302.50(b)(4)</p>	<p>The program will assist parents to volunteer in Advisory Committees for all program departments comprised of parents and community members to assist in the development and review of the program.</p> <p>Parents are encouraged to take part in program activities throughout the year including training, job fairs, educational classes, etc., and promotes parents to become volunteers and employees. The interview and selection rating system specifically will provide additional points for prospective applicants if they are Head Start parents.</p>	<p>Department Directors</p> <p>Campus Directors</p> <p>Family Services Workers</p> <p>Family Services Director</p>	<p>Department Directors</p> <p>Family Services Director</p> <p>Family Services Coordinators</p> <p>Community Partnership/ Transition Director</p>		<p>Dept. Program Plans</p> <p>Advisory Committee Sign-In</p> <p>Parent Leadership Conference/ Volunteer Folder</p>
<p>1302.50(b)(5)</p>	<p>The program will communicate with families in their primary language, in an environment that supports trust and respect. All information will be distributed to parents in person and/or electronically.</p> <p>Monthly parent meetings, home visits, workshops, and trainings will be conducted in the family's preferred language, to include a sign-language interpreter if needed.</p>	<p>Campus Directors</p> <p>Classroom Staff</p> <p>Family Services Workers</p>	<p>Department Directors</p> <p>Family Services Director</p> <p>Family Coordinators</p>		
<p>1302.50(b)(6)</p>	<p>The program staff will conduct staffings, parent/teacher conferences, home visits, and other parent interviews throughout the year to share information.</p> <p>The program will share information with parents during home visits and when reviewing assessments, and DECA Surveys as well as health and nutrition information.</p>	<p>Family Services Workers</p> <p>Teachers</p> <p>Campus Directors</p> <p>Head Start Nurses</p>	<p>Campus Directors</p> <p>Family Services Director</p> <p>Mental/Disability Director</p> <p>Education Area Directors</p> <p>Health Services Director</p>	<p>August thru June</p> <p>Ongoing</p>	<p>Staffing Documents</p> <p>Parent/ Teacher Conference</p> <p>PFCE Framework</p> <p>GoEngage Reports</p>

Performance Standard: §1302.51 Parent Activities to Promote Child Learning and Development

Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Documents or Forms
<p>1302.51(a)(b)</p>	<p>The program will offer opportunities for parents to engage in their child’s daily learning, acknowledging parents as lifelong educators. To include:</p> <ul style="list-style-type: none"> • Nutrition Showcase • Read Aloud Literacy Program • School Readiness Goals-Take Home Activities Award Assemblies • Volunteering at Campus <p>The program will develop strategies and activities in the classrooms for consistent attendance by providing incentives.</p> <p>Parents will participate as advocates and leaders for their children’s attendance.</p> <p>The program will provide training and resources for parents about the benefits of bilingualism and biliteracy. Such as:</p> <ul style="list-style-type: none"> • Training Parents to Read Language of the Day • Raising Highly Capable Kids (RHCK) Parent Curriculum-HS • Active Parenting Parent Curriculum- EHS 	<p>Classroom Staff</p> <p>Campus Directors</p> <p>Family Services Workers</p>	<p>Campus Directors</p> <p>Family Services Director</p> <p>Family Services Coordinator</p> <p>Department Director</p> <p>Education Area Director</p> <p>Education Coordinator</p> <p>Nutrition Director</p>	<p>August thru June</p> <p>Ongoing</p>	<p>PFCE Framework</p> <p>Take-Home Activities</p> <p>School Readiness Goals</p> <p>Attendance Plan</p> <p>Attendance Policy</p> <p>Raising Highly Capable Kids (RHCK) Curriculum</p> <p>Active Parenting Curriculum</p> <p>Parent Meetings</p>

Performance Standard: §1302.52 Family Partnership Services

Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Documents or Forms
<p>1302.52 (a)</p>	<p>The program will implement a family partnership process as early in the program year as possible and continue for as long as the family participates in the program, based on parent interest, and need, using the Family Engagement Outcomes.</p> <p>The program will link families with support systems and resources and conduct intentional follow-up to determine their effectiveness.</p> <p>The program will utilize curriculums to support child learning and development. Teacher/Parent interviews will be held to address children’s individual needs. Such as:</p> <ul style="list-style-type: none"> • DECA/Positive Behavior Strategies • CLI • Lesson Plan • Special Services 6 Weeks Progress Reports • School Readiness Goals • Take- Home activities 	<p>Family Services Workers</p> <p>Classroom Staff</p> <p>Campus Directors</p>	<p>Campus Directors</p> <p>Family Services Director</p> <p>Family Services Coordinator</p> <p>Education Area Director</p> <p>Mental Health/Disability Director</p> <p>Mental Health Counselor</p> <p>Disability Coordinator</p>	<p>August through June</p> <p>Ongoing</p>	<p>Family Partnership Agreement</p> <p>PFCE Framework</p> <p>Raising Highly Capable Kids (RHCK) Curriculum</p> <p>Referral and Follow-up</p> <p>Parent Handbook</p> <p>Parent/Teacher Conference</p> <p>Special Services Progress Reports</p> <p>Family Services Take-Home Activity</p>

			Disability Coordinator		Parent/Teacher Conference Special Services Progress Reports Family Services Take-Home Activity
1302.52 (b)	<p>The program will implement the Family Partnership Agreement as soon as possible after enrollment. The Family Partnership Agreement offers parents the opportunity to develop family goals and outline responsibilities, timetables and intentional strategies for the progress and achievement of these goals.</p> <p>The program will utilize the Raising Highly Capable Kids (RHCK) Parent curriculum for Head Start and Active Parenting Parent Curriculum for Early Head Start to support parenting strategies to address family challenges. The program will conduct periodic follow-up to verify the timely and effectiveness of services. The program will provide training for parents as advocates and leaders for their campuses such as:</p> <ul style="list-style-type: none"> • Volunteer Training • Parent Leadership Conference • Governance Leadership Institute • Advisory Committees 	<p>Campus Directors</p> <p>Family Services Workers</p> <p>Head Start Exec Director</p> <p>Family Services Director</p> <p>Family Services Coordinators</p> <p>Comm. Partnership/ Transition Director</p> <p>EHS Coordinators</p>	<p>Head Start Exec Director</p> <p>Asst Program Director</p> <p>Family Services Director</p> <p>Family Services Coordinator</p> <p>EHS Director</p>	<p>August thru June</p> <p>Ongoing</p>	<p>Family Partnership Agreement</p> <p>Raising Highly Capable Kids (RHCK) Curriculum</p> <p>Active Parenting Parent Curriculum</p> <p>Referral and Follow-ups</p> <p>GoEngage Data System</p> <p>HCHSP Calendar</p>

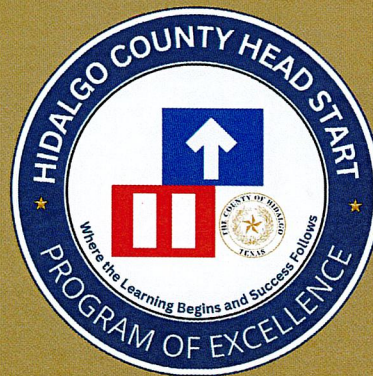
<p>1302.52(c)</p>	<p>The program’s Family Partnership Agreement process will be initiated as early as possible after enrollment, considering the family’s readiness and willingness to participate in the process.</p> <p>The program’s Family Partnership Agreement will offer parents opportunities to develop family goals and outline responsibilities, timetables, and strategies for the progress and achievement of these goals.</p> <p>Emergency and/or crisis assistance will be made accessible & available to all families in need through referrals or other resources and services.</p>	<p>Family Services Workers</p> <p>Campus Directors</p> <p>Classroom Staff</p>	<p>Family Services Director</p> <p>Family Services Coordinator</p> <p>Community Partnership/ Transition Director</p>	<p>Upon enrollment</p> <p>Ongoing</p>	<p>Annual Training</p> <p>Program Calendar</p> <p>PFCE Framework</p> <p>Parent Handbook</p>
<p>1302.52(d)</p>	<p>The program’s Family Partnership Agreement process will be initiated as early as possible after enrollment, considering the family’s readiness and willingness to participate in the process.</p> <p>The program’s Family Partnership Agreement will offer parents opportunities to develop family goals and outline responsibilities, timetables, and strategies for the progress and achievement of these goals using the PFCE Framework.</p> <p>Emergency and/or crisis assistance will be made accessible & available to all families in need through referrals or other resources and services.</p>	<p>Family Services Workers</p> <p>Classroom Staff</p> <p>Campus Directors</p>	<p>Campus Directors</p> <p>Family Services Director</p> <p>Family Services Coordinator</p>	<p>August thru June</p> <p>Ongoing</p>	<p>Annual Training</p> <p>Program Calendar</p> <p>PFCE Framework</p> <p>GoEngage Reports</p> <p>Referrals and Follow-Ups</p>
<p>1302.52(e)</p>	<p>The program will implement the Family Partnership Process and address any pre-existing family plans that have been developed between other programs. If such a plan exists, a request for the release of information form will be initiated, to avoid duplication and to coordinate, to the extent possible with families and other agencies.</p> <p>Program staff will conduct an in-person interview and review information provided during the Family Partnership Process. If a family has an existing plan in place, program staff will collaborate and support the family’s needs and goals.</p>	<p>Family Services Workers</p>	<p>Campus Directors</p> <p>Family Services Director</p> <p>Family Services Coordinator</p>	<p>Within 90 days of enrollment</p> <p>Ongoing</p>	<p>PFCE Framework</p> <p>Family Partnership Agreement</p> <p>Referrals and Follow-Ups</p>

Performance Standard: §1302 Program Operations, Subpart H – Services to Pregnant Women

Performance Standard	Task to be Accomplished	Person(s) Responsible	Person(s) Responsible to Monitor	Projected Date of Completion	Documents or Forms
<p>1302.80(a)(b) 1302.81(a)(b) (c) 1302.82(a)(b) (c)</p>	<p>Conduct a comprehensive intake to assess and document family strengths, needs, and priorities while building rapport and explaining available services, including outreach and enrollment of teen parents from collaborating school districts. Evaluate prenatal care status, identify barriers such as transportation or insurance, and connect the client to an OB/GYN or appropriate prenatal provider, following up to ensure engagement. Complete screenings for depression, substance use, and domestic violence, providing referrals and support as needed. Facilitate access to mental health, dental, and substance use services, and provide ongoing prenatal and postpartum education. Offer breastfeeding education and support, including referrals to WIC and lactation resources. Collaboratively complete and review the Family Partnership Agreement, establishing prenatal goals and tracking progress. Maintain thorough documentation and coordination with community resources, including local school districts, to ensure continuity of care. Conduct a postpartum visit to assess maternal and infant well-being, provide additional support and referrals, and assist the family in preparing for infant enrollment.</p>	<p>Family Services Workers EHS Coordinator EHS Campus Directors Mental Health Counselor Health Services Nurse</p>	<p>EHS Director Family Services Director Family Services Coordinator Mental Health/Disability Director Mental Health Counselor Disability Coordinator Nutrition Director Health Services Director/Nurse</p>	<p>January through June Ongoing</p>	<p>Intake Application GoEngage Enrollment Home Visit Forms Case Notes Professional Development Family Partnership Agreement Referrals and Follow-Ups</p>

PROGRAM PLANS 2026-2027

Hidalgo County Head Start/Early Head Start



**HEALTH
SERVICES**

Policy Council Approval Date:

xx/xx/xxxx

Governing Body Approval Date:

xx/xx/xxxx

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.40 (a) Purpose.

Goal: The Hidalgo County Head Start/Early Head Start Program will provide high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally and linguistically appropriate.

Objective: To appraise the healthy growth of the Head Start/Early Head Start children.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1302.40 (a) Purpose.</p>	<p>The program will refer the parents/guardians to local clinics and health professionals who provide services at reduced fees, based on income, or that accept Medicaid to provide comprehensive health services that include the following:</p> <p>Immunizations: Age-appropriate and current immunization status or exemptions, as applicable. Tuberculosis (TB)/Lead: TB and Lead questionnaires or TB skin test or Lead blood test results as needed.</p> <p>Physical & Dental Examination: Periodic and comprehensive physical (well-child) and dental examinations performed by U.S. or Texas-licensed health and dental healthcare professionals.</p> <p>Vital Signs: Temperature, pulse, respiration, blood pressure, height, weight, body mass index (BMI).</p> <p>Tuberculosis (TB)/Lead: TB and Lead questionnaires or TB Skin Test or Lead blood test results as needed.</p> <p>Hearing/Vision Screens: Obtained or performed by hearing and vision trained and certified staff.</p>	<p>Parent/Guardian, Family Services Worker, Campus Director, Nurse</p>	<p>Campus Director, Health Services Nurse, Health Services Director, Executive Team</p>	<p>Immunizations required before the first day of school; updated throughout the school year as needed.</p> <p>Within the appropriate Performance Standard timelines (30-, 45-, 90-day) from enrollment for physical/dental examinations, vital signs, and hearing/vision screens.</p>	<p>Physical/Dental forms, Child Health Summary, Child Immunization Record</p> <p>Provider Contracts</p>

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.40 (b) Purpose.

Goal: The Hidalgo County Head Start/Early Head Start Program will establish and maintain a Health Services Advisory Committee.

Objective: To associate Head Start/Early Head Start parents, community professionals, and volunteers in decision-making.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.40 (b) Purpose.	Health Services Staff will maintain a relationship with the Health Services Advisory Committee members.	Health Services Nurse, Health Services Director, Health Services Advisory Committee (HSAC)	Health Services Nurse, Health Services Director	Ongoing	Health Services Policies & Procedures Manual
1302.40 (b) Purpose.	Health Services Staff will collaborate with Health Services Advisory Committee as needed.	Health Services Nurse, Health Services Director, HSAC	Health Services Nurse, Health Services Director	As needed; ongoing	Health Services Policies & Procedures Manual
1302.40 (b) Purpose.	Health Services Staff will communicate any changes to the Health Services Advisory Committee as needed.	Health Services Nurse, Health Services Director, HSAC	Health Services Nurse, Health Services Director	As needed; ongoing	Health Services Policies & Procedures Manual
1302.40 (b) Purpose.	Health Services Staff will work together by supporting each other's goals.	Health Services Nurse, Health Services Director, HSAC	Health Services Nurse, Health Services Director	As needed; ongoing	Health Services Policies & Procedures Manual
1302.40 (b) Purpose.	Health Services Advisory Committee will meet at a minimum of once a year.	Health Services Nurse, Health Services Director, HSAC	Health Services Nurse, Health Services Director	As needed; ongoing	Health Services Policies & Procedures Manual

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.41 (a) Collaboration and communication with parents.

Goal: The Hidalgo County Head Start/Early Head Start Program will collaborate with parents as partners in all actions for the health and well-being of their children.

Objective: To collaborate with parents in a linguistically appropriate manner and communicate with them about their child's health needs and development concerns in a timely and effective manner.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1304.41 (a)	The program will encourage the parents/guardians to participate in health lessons.	Parent/Guardian, Nurse, Family Services Worker	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; parent orientation; as needed	Health lessons; parent meetings
1304.41 (a)	The program will encourage the parents/guardians to participate in related health activities.	Parent/Guardian, Family Services Worker, Campus Director, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; parent orientation; as needed	Health lessons; daily schedule
1304.41 (a)	The program will inform, educate and explain to the parents/guardians the purpose and benefit of health procedures, exams/tests/screens the child will receive throughout the school year.	Parent/Guardian, Family Services Worker, Campus Director, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; parent orientation; as needed	Health lessons; daily schedule; staffings

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.41 (b) (1) Collaboration and communication with parents.

Goal: The Hidalgo County Head Start/Early Head Start Program will obtain advance authorization from the parent or legal guardian for all health and developmental procedures administered through the program.

Objective: To encourage the parent/guardian to allow the program to provide health services for their child.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.41 (b) (1)	The program will obtain consent from parents/guardians before exams/tests/ screening procedures. All exams/tests/ screens and immunizations needed for their child will be explained to parents/guardians.	Parent/Guardian, Family Services Worker, Campus Director, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; as needed	Consent for: Exam/ Test or Screens, Referrals. Emergency Action Plans (EAPs) for anaphylaxis, asthma, seizure or other conditions.
1302.41 (b) (1)	A copy of all results will be given and explained to the parents/guardians upon request.	Parent/Guardian, Family Services Worker, Campus Directors, Nurses	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; as needed	Consent for: Exam/ Test or Screens, Referrals. Emergency Action Plans (EAPs) for anaphylaxis, asthma, seizure or other conditions.
1302.41 (b) (1)	The program will explain to the parents/guardians the importance of the health services offered and the risks a child may experience if refused.	Parent/Guardian, Family Services Worker, Campus Director, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; as needed	Refusal of medical and/or dental services; GoEngage Case Notes.
1302.41 (b) (1)	The program will obtain documentation when the parents/guardians refuse authorization for services.	Parent/Guardian, Family Services Worker, Campus Director, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; as needed	Refusal of medical and/or dental services; GoEngage Case Notes.

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.41 (b) (2) Collaboration and communication with parents.

Goal: The Hidalgo County Head Start/Early Head Start Program will share with parents the policies for health emergencies.

Objective: To notify the parent/guardian of all the emergencies involving their child.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.41 (b) (2)	In case of an emergency involving a Head Start/Early Head Start child, the program will notify the parent/guardian immediately. If the parent/guardian is unavailable, staff will notify the emergency contact. A Parent Notice of Illness/Injury will be sent home with the child. If an injury, an Accident/Incident will be prepared as well to give to the parent/guardian. Illness/injury documentation will be entered into the child's GoEngage electronic record and copies of the Parent Notice and Accident/Incident reports will be sent to the Compliance and Health Services offices.	Parents/Guardian, Campus Director, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Compliance Director, Executive Team	As needed	Parent Notice of Illness/Injury, GoEngage Case Notes; Accident/ Incident report
1302.41 (b) (2)	<ul style="list-style-type: none"> • Medical emergency procedures will be reviewed/ updated by the Health Services Advisory Committee every year. • Staff trained in First Aid/CPR/AED will administer First Aid/CPR/AED as necessary. • Staff will seek medical assistance from 911 and the preferred physician listed on the child's emergency form. • Staff will notify the Health Services and Compliance Directors within 24 business hours of an emergency. • The Health Services Nurse and/or Health Services Director will be called for guidance as necessary. 	Health Services Advisory Committee/ Campus Director, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Compliance Director, Executive Team	Annually; as needed	

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.42 (a) Child health status and care.

Goal: The Hidalgo County Head Start/Early Head Start Program will consult with parents to determine whether each child has continuous and accessible Health care within 30 days after the child first attends.

Objective: To determine a child's source of healthcare.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.42 (a)	The program will ask the parents/guardians which medical insurance the child has. If a child has no insurance, the program will assist families in accessing a source of care and health insurance, including providing a list of resources as applicable.	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Within 30 days of enrollment; ongoing	Medical insurance form; community health directory
1302.42 (a)	The program will inform parents/guardians about the availability of health resources as needed.	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Ongoing; as needed	Medical insurance form; community health directory
1302.42 (a)	The program will initiate referrals for health services for children/families when needed.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Ongoing; as needed	Referrals
1302.42 (a)	The program will empower parents/guardians to follow up on referrals made for health services.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Ongoing; as needed	Referrals

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.42 (b) (1)(i)(ii) Child health status and care.

Goal: The Hidalgo County Head Start/Early Head Start Program will ensure up-to-date health status.

Objective: To obtain determinations from health care and oral health care professionals as to whether or not the child is up to date on a schedule of ageappropriate preventive and primary medical and oral health care.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.42 (b) (1)(i)(ii)	<p>The program will review and collaborate with the parents/guardians to secure information from the primary healthcare or dental provider regarding the child's health status (e.g., vaccine record, current treatments, etc.).</p> <ul style="list-style-type: none"> • Collaboration with parents/guardians will be done through in person meetings, telephone conferences, home visits, Zoom or Teams meetings, and health notices as needed. • Head Start/Early Head Start staff will enter children's health data into GoEngage electronic records. 	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the first day of school; as needed	Physical/dental examination forms; hearing/vision screening forms
		Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the first day of school; as needed	GoEngage Case Notes and Referrals
1302.42 (b) (1)(i)(ii)	The program will assist parents/guardians in following the requirements of child medical and dental wellness used by the Early and Periodic Screening Diagnosis and Treatment (EPSDT) program of the Medicaid agency in Texas, as applicable.	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the first day of school; as needed	Physical/dental examination forms
1302.42 (b) (1)(i)(ii)	The program will assist parents/guardians in following the immunizations issued by the Centers for Disease Control and Prevention (CDC), the Texas Department of State Health Services (DSHS), and the Health Services Advisory Committee (HSAC).	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the first day of school; ongoing throughout the school year	Vaccines records from parents; ImmTrac2 (Texas Online Vaccine Registry)

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.42 (b) (2) Child health status and care.

Goal: The Hidalgo County Head Start/Early Head Start Program will obtain or perform evidence-based vision and hearing screenings.

Objective: To obtain or perform vision and hearing screenings within 45 days after the child first attends the program.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.42 (b) (2)	Staff will obtain Vision/Hearing Screen results from a child's primary healthcare provider via a well-child (physical) exam within 45 calendar days after the child first attends the program and as needed.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Within 45 days after child first attends the program; as needed.	Physical/Dental examination forms; Hearing/Vision (Combo) Screening forms
1302.42 (b) (2)	Staff, trained and certified by The Texas Department of State Health Services (DSHS), will provide Vision/Hearing screens within 45 calendar days after the child first attends the program and as needed.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Within 45 days after child first attends the program; as needed.	Physical/Dental examination forms; Hearing/Vision (Combo) Screening forms

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.42 (b) (4) Child health status and care.

Goal: The Hidalgo County Head Start/Early Head Start Program will identify each child's nutritional health needs.

Objective: To coordinate and assess any nutritional needs from health records.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.42 (b) (4)	<p>The program will identify any special dietary requirements such as food allergies or food intolerances and address them accordingly. Food allergies will require an Anaphylaxis Emergency Action Plan (EAP) and a special menu signed by a Texas-licensed Physician (MD), Physician Assistant (PA), or Nurse Practitioner (NP).</p> <ul style="list-style-type: none"> Health Services and Child Nutrition Departments will collaborate to ensure all plans and special menus are in place. 	Family Services Worker, Child Nutrition Department Staff, Campus Director, Nurse	Campus Director, Child Nutrition Coordinator, Child Nutrition Director, Health Services Nurse, Health Services Director	Before the first day of school; as needed	Physical Exam, Medical Statement for Children with Special Dietary Needs, Anaphylaxis Emergency Action Plan (EAP)

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.42 (c) Child health status and care.

Goal: The Hidalgo County Head Start/Early Head Start Program will ensure every child has ongoing care.

Objective: To help parents follow recommended schedules of well-child and oral health care by implementing periodic observations to identify any new or recurring developmental, medical, oral, or mental health concerns.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.42 (c)	The program will regularly monitor the children's health records to ensure that they are complying with their recommended schedule of well-child care. If the health records need actualization, measures will be taken to update them.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; monthly; as needed	Parent Health Notices; Referrals, GoEngage tracking system
1302.42 (c)	The program will discuss with the parents/guardians the importance of prevention and well-child care via in person parent conferences or by telephone, letters, monthly parent meetings, home visits, Zoom or Teams meetings, etc.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; monthly; as needed	Parent Health Notices; Referrals, GoEngage tracking system
1302.42 (c)	The program will educate the parents/guardians on Medicaid services and how to advocate for the delivery of quality health services by asking the parent to attend health appointments with the child and ask questions about services.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; monthly; as needed	Parent Health Notices; Referrals, GoEngage tracking system

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.42 (d) Child health status and care.

Goal: The Hidalgo County Head Start/Early Head Start Program will ensure every child has extended follow-up care.

Objective: To facilitate further diagnostic testing, evaluation, treatment, and follow-up plan by a licensed or certified professional for each child with a health problem or developmental delay by tracking referrals and monitoring follow-up plans.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.42 (d)	The parents/guardians will inform the staff of any health concerns expressed during the examination done by their child's primary healthcare or dental provider.	Parent/Guardian	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the first day of school; as needed.	GoEngage Case Notes & Medical Conditions; Emergency Action Plans (EAPs) for anaphylaxis, asthma, seizure, or other condition.
1302.42 (d)	The program will review medical and dental documentation provided by the child's primary healthcare and/or dental provider and address any health concerns. Referrals for identified medical and/or dental issues will be made by Head Start/ Early Head Start staff.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the first day of school; ongoing; as needed.	Emergency Action Plans (EAPs) for anaphylaxis, asthma, seizure, or other condition.
1302.42 (d)	The program will refer to and follow up on any abnormal conditions or suspected health problems. The referral will be initiated immediately, and the follow-up 2 weeks of the referral date, and monthly thereafter until services are received or not received.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the first day of school; ongoing; as needed.	Referrals; Emergency Action Plans (EAPs) for anaphylaxis, asthma, seizure, or other condition.
1302.42 (d)	RN will develop Individualized Health Plans (IHPs) in collaboration with an LVN and LVN will implement interventions in the IHP for those children with identified health needs.	Health Services Nurse (Registered Nurse, Licensed Vocational Nurse)	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Ongoing; as needed.	Staffings; medical documentation; EAPs, IHPs

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.42 (e) Child health status and care.

Goal: The Hidalgo County Head Start/Early Head Start Program will use program funds for professional medical and oral health services when no other funding source is available.

Objective: To arrange for the use of program funds if needed and provide written documentation of the efforts to access other available funding sources.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.42 (e)	The program will refer non-Medicaid parents/guardians to community health resources for assistance and offer resource lists as applicable.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; as needed	Community resource listing
1302.42 (e)	If no insurance is available, the parents/guardians will be instructed that they must apply for public assistance before the Hidalgo County Head Start/Early Head Start Program disburses a payment.	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	As needed	Public assistance denial letter; approval for payment letter from HCHSP; GoEngage Case Notes
1302.42 (e)	The Hidalgo County Head Start/Early Head Start Program will require a denial letter for assistance from the community resource. For example, a Medicaid letter stating the reason for services denial before agreeing to pay.	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	As needed	Public assistance denial letter; approval for payment letter from HCHSP; GoEngage Case Notes

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.43 Oral health practices.

Goal: The Hidalgo County Head Start/Early Head Start Program will promote effective oral health hygiene.

Objective: To enforce that all children with teeth are assisted by appropriate staff or volunteers in brushing their teeth with toothpaste containing fluoride once daily.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.43	The parents/guardians will sign consent for daily tooth brushing.	Parent/Guardian, Family Services Worker	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the 1 st day of school	Consent form for us of toothpaste. Teacher lesson plans.
1302.43	The parents/guardians will be provided with information on dental care.	Teacher/Teacher Assistant, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Ongoing	Dental education sheets
1302.43	The dental curriculum will reinforce the importance of brushing teeth after meals.	Teacher/Teacher Assistant, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Ongoing	Teacher lesson plans
1302.43	After lunch, children will brush their teeth, using fluoride toothpaste.	Teacher/Teacher Assistant, Disability Floater, Family Services Worker	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Daily; ongoing	Teacher lesson plans.

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.46(a)(b-1-i)(2-i-ii) Family support services for health, nutrition, and mental health.

Goal: The Hidalgo County Head Start/Early Head Start Program will collaborate with parents to promote children's health and well-being.

Objective: To conduct medical, oral, nutrition, and mental health education support services that are understandable to individuals. To recommend opportunities for parents/guardians to learn about preventive medical and oral health care, emergency first aid, environmental hazards, and health and safety practices. To assist the parent/guardian's navigation through health systems to meet their children's general health and specifically identified needs.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.46(a)(b-1-i)(2-i-ii)	The program will review health records regularly to ensure medical and/or dental concerns are addressed and completed promptly.	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the 1 st day of school; parent orientation. Monthly; ongoing.	GoEngage tracking system
1302.46(a)(b-1-i)(2-i-ii)	<p>The program will encourage the parent/guardian to become active partners through the following:</p> <ul style="list-style-type: none"> • Promote preventive health care via newsletters and conferences. • Inform the parents/guardians of local community health resources. • Encourage the parents/guardians to take their child for medical and dental appointments. • Encourage and remind the parents/guardians to keep a copy of all health records in a safe place for transitional purposes. • Encourage the parents/guardians to participate on the Health Services Advisory Committee. 	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the 1 st day of school; parent orientation. Monthly; ongoing.	Parent conference
1302.46(a)(b-1-i)(2-i-ii)	Health pregnancy and postpartum care through socializations and new baby visits.	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Weekly before delivery; 2 weeks after delivery	Educational materials; sign in sheets; agenda

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.47 (b) (1) (vi) Safety practices.

Goal: The Hidalgo County Head Start/Early Head Start Program will establish, train staff on, implement, and enforce a system of health and safety practices to ensure children are always kept safe.

Objective: To enforce that the facilities where children are served are equipped with safety supplies readily accessible to staff.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.47 (b) (1) (vi)	The program will make sure that a well-stocked first-aid kit is available continuously.	Family Services Worker, Campus Director, Teacher/Teacher Assistant, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	August through May; as needed	First Aid Monitor Check form
1302.47 (b) (1) (vi)	The program will monitor first-aid supplies inventory by way of a First Aid Monitor Check form.	Family Services Worker, Campus Director, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	August through May; as needed	First Aid Monitor Check form
1302.47 (b) (1) (vi)	The program will ensure staff will carry a first aid kit any time the children and staff are away from the classrooms/campus.	Family Services Worker, Campus Director, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	August through May; as needed	First Aid Monitor Check form
1302.47 (b) (1) (vi)	Completed First Aid Monitor Check forms are sent to the Health Services Department for review and storage on a monthly basis.	Family Services Worker, Campus Director, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	August through May; as needed	First Aid Monitor Check form

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.47 (b) (4) (i) (c) Safety practices.

Goal: The Hidalgo County Head Start/Early Head Start Program will provide all staff with regular child contact with initial orientation training and ongoing training in health, safety, and childcare requirements.

Objective: To enforce children's safety by providing staff with training in medication administration.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.47 (b) (4) (i) (c)	The program will provide mandatory standardized medication administration training to all staff once a year, with ongoing support available as needed.	Health Services Department	Health Services Department - Health Services Nurse, Health Services Director	Annual; as needed	Presentation Handouts with return demonstration; Medication Administration Training Checklist with Staff Training Acknowledgment
1302.47 (b) (4) (i) (c)	The program will administer, handle, and store all medication according to the program's policy and procedures.	Family Services Worker, Campus Director, Teacher Assistant, Nurse	Health Services Nurse, Health Services Director, Campus Director, Executive Team	Daily; as needed	Consent for Administration of Medication Observation Notes Procedures Manual Technical / Training Form Delegation of Tasks Action Plan for Asthma, Anaphylaxis, or Seizure

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.47 (b) (5) Safety practices.

Goal: The Hidalgo County Head Start/Early Head Start Program will provide all staff with regular child contact with initial orientation training and ongoing training in health, safety, and childcare requirements.

Objective: To ensure that all staff and consultants follow appropriate practices to keep children safe during all activities.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.47 (b) (5)	Staff will receive training on safety practices in the program setting by community agencies and during annual and pre-service training.	All Staff	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the 1 st day of school; ongoing; as needed	Technical training sign in; emergency policies; classroom safety
1302.47 (b) (5)	Children will be involved in safety practices through classroom activities, outdoor play, and field trips, etc.	Teacher/Teacher Assistant, Family Services Worker, Campus Director, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Ongoing	Technical training sign in; emergency policies; classroom safety

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.47 (b) (5) (i) Safety practices.

Goal: The Hidalgo County Head Start/Early Head Start Program will provide all staff with regular child contact with initial orientation training and ongoing training in health, safety, and childcare requirements.

Objective: To report suspected or known child abuse and neglect.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.47 (b) (5) (i)	Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect.	All Staff	Staff Development Department, Health Services Department, Mental Health Department, Executive Team	Annual Training, Pre-Service training, As needed	Presentation and Handouts, Suspected Abuse and Neglect Form
1302.47 (b) (5) (i)	Staff will immediately report all suspected abuse and neglect cases to the appropriate agency.	All Staff	Campus Director, Health Services Nurse, Health Services Director, Mental Health Coordinator	As needed	Suspected Abuse and Neglect Form
1302.47 (b) (5) (i)	Staff will fill out the suspected abuse and neglect form and write a summary of what occurred.	All Staff	Campus Director, Health Services Nurse, Health Services Director, Mental Health Coordinator	As needed	Suspected Abuse and Neglect Form
1302.47 (b) (5) (i)	All information will be kept strictly confidential and under lock and key.	All Staff	Campus Director, Health Services Nurse, Health Services Director, Mental Health Coordinator	As needed	Suspected Abuse and Neglect Form

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.47 (b) (6) (i) Safety practices.

Goal: The Hidalgo County Head Start/Early Head Start Program will ensure all staff systematically and routinely implement hygiene practices.

Objective: To decrease the exposure of blood and body fluids consistently with Occupational Safety Health Administration standards.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.47 (b) (6) (i)	Staff will receive training in Infection Control, including Bloodborne Pathogens and Universal Precautions.	All Staff	Staff Development Department, Health Services Department, Executive Team	Before the 1 st day of school; ongoing; as needed.	Presentation handouts; Sanitation and Control Policy
1302.47 (b) (6) (i)	Staff will ensure that a copy of the Sanitation and Infection Control Policy is posted on the Health Bulletin Board located in every classroom.	Campus Director, Family Services Worker	Compliance Department, Health Services Department, Executive Team	Ongoing; as needed	Sanitation and Control Policy
1302.47 (b) (6) (i)	Staff and volunteers will read the signs and abide by the Sanitation and Infection Control Policy. This form will be filed in the employee's record or volunteer folder.	All Staff	Compliance Department, Health Services Department, Executive Team	Ongoing; as needed	Sanitation and Control Policy

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.47 (b) (6) (i) Safety practices.

Goal: The Hidalgo County Head Start/Early Head Start Program will ensure all staff systematically and routinely implement hygiene.

Objective: To enforce appropriate toileting, hand washing, and diapering procedures.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.47 (b) (6) (i)	Staff will do the following when diapering: <ul style="list-style-type: none"> • Ensure child's safety at all times. • Change diapers on an elevated, nonporous surface used only for changing diapers. • Talk to infant/toddler/child while diapering. • Note anything unusual in the child's diaper, or the condition of the child's diaper region (buttocks, thighs and genitals) etc. • Change diapers at regular intervals as needed and record in diapering log. • Always follow Infection Control guidelines and use Universal Precautions. 	Teacher/Teacher Assistant, Family Services Worker, Campus Director, Nurse	Campus Director, Health Services Department, Mental Health/Disability Department	As needed	Diapering Policy

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.47 (b) (6) (iii) Safety practices.

Goal: The Hidalgo County Head Start/Early Head Start Program will ensure all staff systematically and routinely implement hygiene practices.

Objective: To decrease the exposure of blood and body fluids consistently with Occupational Safety Health Administration standards.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.47 (b) (6) (iii)	Gloves are made available to all staff and will be worn in contact with spills or other visible bodily fluids (i.e. blood, feces, urine, vomit, saliva, secretions).	All Staff	Campus Director, Health Services Nurse, Health Services Director, Executive Team	As needed	Sanitation and Infection Control Policy
1302.47 (b) (6) (iii)	Bodily fluids, spills or equipment used to clean such spills, will be cleaned and disinfected immediately as per established guidelines (Standards of Occupational Safety Health Administration). Other blood-contaminated materials will be disposed of in a plastic bag with a secure tie. <ul style="list-style-type: none"> Centers are provided with biohazard kits for proper clean-up of such incidents. 	All Staff	Campus Director, Health Services Nurse, Health Services Director, Executive Team	As needed	Sanitation and Infection Control Policy
1302.47 (b) (6) (iii)	Hands will be washed after every given use.	All Staff			

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.47 (b) (7) (i) & (vi) Safety practices.

Goal: The Hidalgo County Head Start/Early Head Start Program will ensure the program establishes, follows, and practices administrative safety procedures.

Objective: To provide staff with policies and plans of action for emergency care.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.47 (b) (7) (i) & (vi)	The program will post policies and plans of action for emergencies that require a rapid response from the staff (e.g., a child choking) or immediate medical and dental attention. This information will be posted on the health bulletin boards in every campus classroom. This includes the parents/guardian's room, literacy room, and administration sites.	Campus Director, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the 1 st day of school; ongoing	Health Safety Procedures; How to Handle medical/dental emergencies, Emergency Action Plans (EAPs) for anaphylaxis, asthma, or other condition.
1302.47 (b) (7) (i) & (vi)	The Health Services Advisory Committee will help establish emergency policies and procedures by revising the "Health Emergency Bulletin" annually.	Campus Director, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the 1 st day of school; ongoing	Health Safety Procedures; How to Handle medical/dental emergencies, Emergency Action Plans (EAPs) for anaphylaxis, asthma, or other condition.
1302.47 (b) (7) (i) & (vi)	Emergency policies and procedures are posted in both Spanish and English.	Campus Director, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the 1 st day of school; ongoing	Health Safety Procedures; How to Handle medical/dental emergencies, Emergency Action Plans (EAPs) for anaphylaxis, asthma, or other condition.

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.47 (b) (7) (iii) Safety practices.

Goal: The Hidalgo County Head Start/Early Head Start Program will ensure the program establishes, follows, and practices administrative safety procedures.

Objective: To sequence a plan to protect children and staff from contagious diseases and infectious disease outbreaks/pandemics.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.47 (b) (7) (iii)	When the parents/guardians present a child at the campus with an acute or short-term contagious illness, the parents/guardians will be notified that the child cannot stay on campus. Staff will refer to the Communicable Disease: Exclusion and Readmission to School and Childcare Centers chart, as prescribed by Texas Administrative Code (TAC) Rule §97.7 for assistance.	Parent/Guardian, Family Services Worker, Nurse, Disability Department	Campus Director, Health Services Nurse, Health Services Director, Executive Team	As needed	Exclusion Guidelines for a Sick Child
1302.47 (b) (7) (iii)	If the child has a short-term injury that prohibits them from participating in campus-based activities or group experiences, the staff will ask the parents/guardians for a doctor's order stating the child may or may not participate in school and/or physical activity. If the child cannot participate, the parents/guardians will be notified if the campus can or cannot reasonably accommodate the child on campus while injured. <ul style="list-style-type: none"> Homebound services may be considered for injuries requiring child to be out of school for an extended amount of time with a Texas-licensed healthcare providers medical excuse. 	Parent/Guardian, Family Services Worker, Nurse, Disability Department	Campus Director, Health Services Nurse, Health Services Director, Executive Team	As needed	Exclusion Guidelines for a Sick Child
1302.47 (b) (7) (iii)	Staff will explain to the parents/guardians the significant health and safety risks of the child or anyone in contact with the child if allowed to stay at the campus.	Parent/Guardian, Family Services Worker, Nurse, Disability Department	Campus Director, Health Services Nurse, Health Services Director, Executive Team	As needed	Exclusion Guidelines for a Sick Child

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.47 (b) (8) Safety practices.

Goal: The Hidalgo County Head Start/Early Head Start Program will ensure a disaster preparedness plan is in place.

Objective: To enforce the program has all-hazards emergency management/disaster preparedness and response plans.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.47 (b) (8)	The parents/guardians will sign consent for emergency treatment, dental treatment, and transportation. This will be in each child's folder.	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; ongoing; as needed	Emergency Plan II; Consent for Emergency, Transportation, Emergency Contact
1302.47 (b) (8)	Staff will have current emergency contacts for each child, including the parent's/guardian's physical address, home and work telephone number, physician's name, and telephone number in every classroom and at all telephone stations. (Emergency Plan II)	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; ongoing; as needed	Emergency Plan II; Consent for Emergency, Transportation, Emergency Contact
1302.47 (b) (8)	All consent forms for emergency treatment will accompany the child to every field trip and outdoor activity.	Parent/Guardian, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	At enrollment; ongoing; as needed	Emergency Plan II; Consent for Emergency, Transportation, Emergency Contact
1302.47 (b) (8)	Staff will post all emergency response systems as part of the Health Bulletin Board.	Campus Director, Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the 1 st day of school; ongoing	Emergency Plan II; Consent for Emergency, Transportation, Emergency Contact
1302.47 (b) (8)	Student-specific emergency medication such as epinephrine auto-injectors and inhalers, will be carried out by staff when practicing emergency drills or actual emergency situations.	Family Services Worker, Campus Director, Nurse	Campus Director, Health Services Nurse, Health Services Director, Executive Team	Before the 1 st day of school; ongoing	Medication Binder, student specific emergency medications, EAPs

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.80 (a)(b)(c)(d) Enrolled Pregnant Women.

Goal: The Hidalgo County Head Start/Early Head Start Program will determine if expecting mothers have continuous accessible health care.

Objective: To ensure expecting mothers receive adequate care throughout their pregnancies and identify family needs.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.80 (a)(b)(c)(d)	Within 30 days of enrollment, a program must determine whether each enrolled pregnant woman has ongoing source of continuous, accessible health care.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director	Within 30 days; ongoing	Healthcare resources
1302.80 (a)(b)(c)(d)	Staff will facilitate the ability to access services.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director	Ongoing; as needed	Healthcare resources
1302.80 (a)(b)(c)(d)	Staff will provide a newborn visit with each mother and baby to offer support and identify family needs within two weeks after the baby is born.	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director	2 weeks after delivery of newborn	

HEALTH SERVICES PROGRAM PLAN

Performance Standard: 1302.81 (a) Prenatal and postpartum information, education, and services.

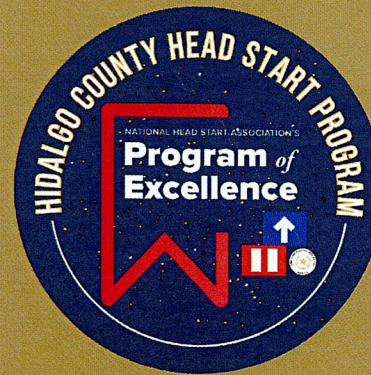
Goal: The Hidalgo County Head Start/Early Head Start Program will provide if expecting mothers/fathers/family prenatal and postpartum information.

Objective: To ensure expecting mothers/fathers/family receive prenatal/postpartum education and services needed.

PERFORMANCE STANDARD	TASK TO BE COMPLETED	PERSONS RESPONSIBLE	PERSONS RESPONSIBLE FOR MONITORING	PREJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.81 (a)	Staff will provide enrolled pregnant women, mothers, fathers, and partners or other family members the prenatal and postpartum information, education and services that address, as appropriate:	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director	Weekly before delivery/ 2 weeks after delivery of newborn	Educational material; sign in sheets; agenda
1302.81 (a)	Staff will provide prenatal education in the mother's home for a series of visits. Visits can be of any duration necessary to meet the family's goal. (minimum time requirement)	Family Services Worker, Nurse	Campus Director, Health Services Nurse, Health Services Director	Weekly before delivery	Educational material; sign in sheets; agenda

PROGRAM PLANS 2026-2027

Hidalgo County Head Start/Early Head Start



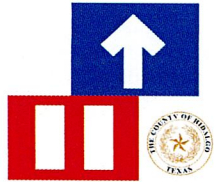
HUMAN RESOURCES

Policy Council Approval Date:

xx/xx/xxxx

Governing Body Approval Date:

xx/xx/xxxx



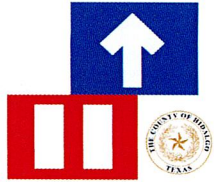
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.90 (a) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (a) To establish written personnel policies and procedures that are approved by the governing body and policy council and are available to all staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>The Program will maintain the lines of communication with Policy Council and key management to be clear and well established in assisting such with their responsibilities in developing, reviewing, and approving or disapproving policies dealing with the following: all funding applications and amendments; shared decision making; selection and enrollment priorities; personnel policies and changes related to; hiring and terminating the Head Start Director and Program staff. This will be accomplished by providing Program trainings and opportunities to attend Local, State, Regional and National Head Start conferences.</p>	Executive Director	Executive Director	August 1, 2026	Program By laws Training Agendas Governance Leadership Institute Conference Binder
<p>The Program will confirm that the Policy Council serves as a link between parent committees and Grantee Board, public/private organizations and committees they serve.</p>	Executive Director	Executive Director	August 1, 2026	Policy Council Meeting Minutes



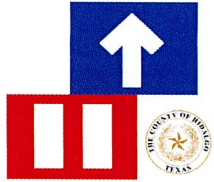
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (a) To establish written personnel policies and procedures that are approved by the governing body and policy council and are available to all staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
An Organizational Chart will reflect organization structure and define line and staff relationships.	Executive Director Assistant Program Directors	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
Development and revisions of the Organizational Chart will be reviewed and approved by the Policy Council and Grantee Board (Commissioners Court).	Executive Director	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
The Organizational Chart will illustrate staff positions and proper chain of command.	Executive Director	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
A job description that will be developed and maintained for all staff positions.	Executive Director	Assistant Program Director for Human Resources	As deemed necessary	Organizational Chart



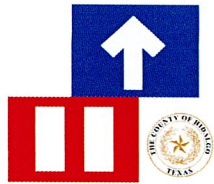
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.90 (b)(1)(i)(ii) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (b)(1)(i)(ii) The program must establish procedures for background check for employees, volunteers, school district partnership staff consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Before a person is hired, directly or through contract, including transportation staff and contractors, the program staff must conduct an interview, verify references, conduct a sex offender registry check, and obtain one of the following:</p> <ul style="list-style-type: none"> (i) State criminal history records, including Fingerprint checks; or, (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. 	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>Prior to Employment</p>	<p>Job Applications Request for Background Checks Child Maltreatment Policy Background Check DPS Criminal History FBI Fingerprint Background Check Sex Offender Tracking Background Check</p>



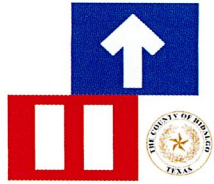
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.90 (2)(i)(ii) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (2)(i)(ii) The program must establish procedures for background check for employees, volunteers, school district partnership staff consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Human Resources (HR) staff will complete the background check process for each applicant to be hired by obtaining, within 90 days of employment:</p> <ul style="list-style-type: none"> (i) Whichever check listed in paragraph (b)(1) of this subsection was obtained prior to the date of hire; and, <ul style="list-style-type: none"> a. Conduct an Interview b. Reference Verification c. Conduct a Sex Offender Registry Check d. FBI Criminal History Check e. DPS Name Based Criminal History Check (ii) Child abuse and neglect state registry check. 	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>Prior to Employment</p>	<p>Job Applications Request for Background Checks Child Maltreatment Policy Background Check DPS Criminal History FBI Fingerprint Background Check Sex Offender Tracking Background Check</p>



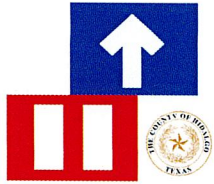
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.90 (b)(3)(4) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (3)(4) The program must establish procedures for background check for employees, volunteers, school district partnership staff, consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(3) HR staff will review employment application information and complete background check to assess relevancy of any issue uncovered by complete background check including:</p> <ul style="list-style-type: none"> • Arrest • Pending criminal charge or conviction <p>HR staff will 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 disqualification factors to determine whether the prospective employee can be either hired or the current employee must be terminated.</p>	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As Deemed Necessary</p>	<p>Job Applications Request for Background Checks Child Maltreatment Policy Background Check DPS Criminal History FBI Fingerprint Background Check Sex Offender Tracking Background Check</p>
<p>(4) HR staff will ensure a newly hired employee, consultant, or contractor does not have access to children until the complete background check process described in paragraph (b)(1) through (3) of this section is complete.</p>	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As deemed necessary</p>	<p>Background Check Clearance Form Background Check Eligibility Letter</p>



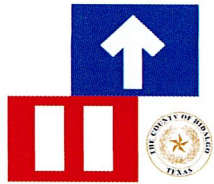
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (b)(5) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (5) The program must establish procedures for background checks for employees, volunteers, school district partnership staff, consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(5) HR staff will 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.</p>	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As Deemed Necessary</p>	<p>Job Applications Request for Background Checks Child Maltreatment Policy Background Check DPS Criminal History FBI Fingerprint Background Check Sex Offender Tracking Background Check</p>



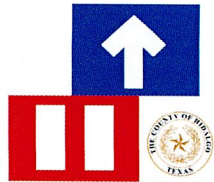
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (b)(6) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (6) The Program will confirm that Head Start parents, if qualified, are given employment preference with Head Start with the purpose to fulfill the Program’s missions and goals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
HR staff will provide priority consideration to current and former program parents for employment vacancies for which such parents apply and are qualified.	Executive Director Assistant Program Director for Human Resources	Assistant Program Director for Human Resources Assistant Chief Human Resources Officer	As deemed necessary	Job Applications
Staff will encourage Head Start parents to participate in Program activities, such as classrooms volunteering, parent committees, workshops and trainings.	Executive Director Assistant Program Director for Human Resources	Campus Directors Education Area Directors Family Services Staff	As deemed necessary	Parent Meetings Sign-in



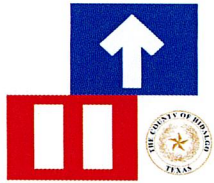
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (c)(1) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct

Objective: (c)(1) The Program will confirm that the Standards of Conduct Policy will support and reinforce appropriate professional behavior for staff, consultants, contractors, district partnership teachers, and volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(1) All employees, staff, consultants, substitutes, volunteers and district partnership teachers will follow the Standards of Conduct required of Program employees.	Executive Director Assistant Program Director for Human Resources	Assistant Program Director for Human Resources Assistant Chief Human Resources Officer	New Hire Pre-Service Training Annual Training	Personnel Policy Manual Acknowledgement of Policies Personnel File



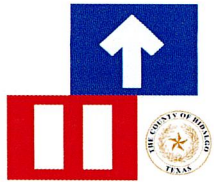
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (c)(1)(i)(ii)(A)(B)(C)(D) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program’s Standards of Conduct

Objective: (1)(i)(ii)(A)(B)(C)(D) The Program will confirm that the Standards of Conduct Policy will support and reinforce appropriate professional behavior for staff, consultants, contractors, district partnership teachers, and volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(i-D) Ensure staff, consultants, contractors, and volunteers must follow all Child Care Regulation requirements and Program Policies, including but not limited to the following: <ul style="list-style-type: none"> • Standards of Conduct Policy • Child Maltreatment Policy • Discipline and Guidance Policy • Supervision of Children Policy • Release of Children Policy • Reporting Child Health and Safety Incidents Policy • Sexual Harassment Awareness Policy • Confidentiality Policy • Dress Code Policy • Drug and Alcohol Policy • Ethics Policy • Sanitation and Infection Control Policy • Vaccine Preventable Disease Policy • Cellular Phone Policy 	Executive Director Assistant Program Director for Human Resources	Assistant Program Directors Chiefs Department Directors Campus Director	New Hire Pre-Service Training Annual Training	Acknowledgement of Policies



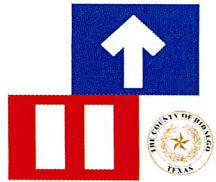
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (c)(iii) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program’s Standards of Conduct.

Objective: (iii) The Program will ensure that staff, consultants, and volunteers report reasonably suspected or known incidents of child abuse.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(iii) Staff, consultants, contractors, and volunteers will report reasonably suspected or known incidents of child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in compliance with Federal, State, local, and Tribal laws.	Executive Director	Assistant Program Directors Chiefs Department Directors Campus Director	New Hire Pre-Service Training Annual Training	Acknowledgement of Policies



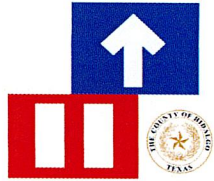
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (c)(iv) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program’s Standards of Conduct.

Objective: (iv) The Program will ensure that children of all races, religions, cultures and family backgrounds are treated with respect and consideration.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(iv) Staff, consultants, contractors, and volunteers will demonstrate 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 by:</p> <ul style="list-style-type: none"> • Providing boys and girls with equal opportunities to participate in playing activities that promote independent learning. • Organizing the educational classrooms with materials in the learning centers and decorations that reflect the diversity of all children. • Offering an engaging environment that exhibits the diversity of all children. 	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Directors Chiefs Department Directors Campus Director</p>	<p>New Hire Pre-Service Training Annual Training</p>	<p>Acknowledgement of Policies</p>



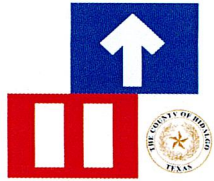
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.90 (c)(v) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program’s Standards of Conduct.

Objective: (v) The Program will conform with Federal, State, Tribal and local laws. Staff and consultants will follow the Confidentiality Policy concerning information about children, families and other staff members.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(v) Will 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 subject C of part 103 of this chapter and applicable federal, state, local, and tribal laws; and,</p> <ul style="list-style-type: none"> • Confidential information will be seen and discussed only with staff members who have the need for information to perform their job (children’s records and family records). • Staff personnel records will not be disclosed without a written consent by the staff member submitted to the Assistant Program Director for Human Resources (Custodian of Records). • Staff have the right to examine their own personnel files and to respond to the contents of those files. 	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Directors Chiefs Department Directors Campus Director</p>	<p>New Hire Pre-Service Training Annual Training As deemed necessary</p>	<p>Acknowledgement of Policies Children Records Family Records Personnel File</p>



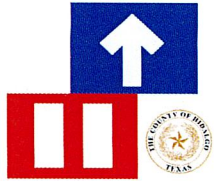
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (c)(vi) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program’s Standards of Conduct.

Objective: (vi) The Program will comply with child/staff ratio to maintain adult supervision at all times.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(vi) Campus Directors and campus staff will verify that child/staff ratio is maintained at all times and that no child is ever left alone or unattended.	Compliance Director Education Area Directors Campus Directors	Compliance Director Education Area Directors Campus Directors Family Service Worker	On-going	Classroom Roster Staff Roster Substitute Pool Volunteers



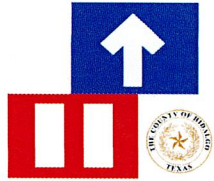
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.90 (c)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program’s Standards of Conduct.

Objective: (2) The Program will verify that all staff, consultants and volunteers are accountable for meeting the agency’s Standards of Conduct.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(2) Personnel policies and procedures will include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.</p> <ul style="list-style-type: none"> • The Program will verify that Policies and Procedures include provisions for appropriate penalties for violating the Standards of Conduct. • Misconduct and/or breach of the Standards of Conduct will be grounds for disciplinary action, which may include dismissal in accordance to the Personnel Policy Manual. 	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>Review annually and as deemed necessary</p>	<p>Personnel Policy Manual Personnel File Standards of Conduct Policy</p>



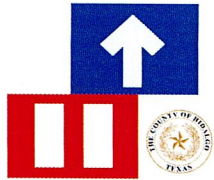
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (d)(1)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will hire Program staff and consultants that are familiar with the ethnic background and heritage of families in the Program and must be able to communicate effectively in the family’s primary language.

Objective: (d)(1)(2) The Program will establish an atmosphere of recognition and respect for the beliefs and practices of families and children that the Program serves.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(1) Will 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.</p>	<p>Executive Director Assistant Program Directors</p>	<p>Department Directors Campus Directors</p>	<p>As deemed necessary</p>	<p>Job Description Interview Questionnaire</p>
<p>(2) If a majority of children in class speak the same language, at least one class member or home visitor must speak will speak the language of the children.</p> <ul style="list-style-type: none"> • The Program will recruit qualified bilingual staff and consultants who are culturally and ethnically diverse to maintain appropriate representation of the ethnicity and cultures of families served. 	<p>Executive Director Assistant Program Directors</p>	<p>Department Directors Campus Directors</p>	<p>As deemed necessary</p>	<p>Job Description Interview Questionnaire</p>



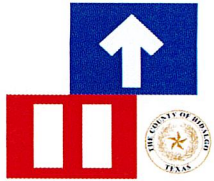
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.90 (d)(1)(2) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will hire Program staff and consultants that are familiar with the ethnic background and heritage of families in the Program and must be able to communicate effectively in the family’s primary language.

Objective: (d)(1)(2) The Program will establish an atmosphere of recognition and respect for the beliefs and practices of families and children that the Program serves.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will employ staff and recruit parents from the community to use as resources for understanding different cultures.	Executive Director Assistant Program Directors	Assistant Program Director for Human Resources Assistant Chief Human Resources Officer	As deemed necessary	Job Advertisement Job Description Interview Questionnaire
The Program will provide staff development trainings to develop skills in culture differences and conflict resolutions.	Executive Director Assistant Program Directors	Department Directors Campus Directors	As deemed necessary On-going training	Parent Meetings Sign-in Teacher Lesson Plans Training Calendar
The Program will encourage the use of community resources to help staff and parents appreciate and enjoy diverse cultures.	Executive Director Assistant Program Directors	Department Directors Campus Directors	As deemed necessary	Curriculum Program Calendar Teacher Lesson Plans
The Program will conduct staff trainings together with local organizations to get familiarized with cultural diversity.	Executive Director Assistant Program Directors	Department Directors	Pre-Service Training On-going training	Program Training Agendas Training Calendar



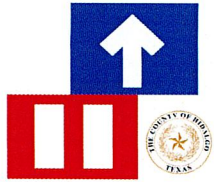
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (e)(1)(i)(ii)(iii) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (e)(1)(i)(ii)(iii) The Program will establish a pay structure to promote salaries that are comparable to similar services in relevant industries by geographic area.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(i) By August 1, 2031, the Program will implement a salary scale, salary schedule, wage ladder, or other similar pay structure for program staff salaries that incorporates the requirements in paragraphs (e)(2) through (4) of this section; reflects salaries or wages for all other staff in the program; promotes salaries that are comparable to similar services in relevant industries in their geographic area; and considers, at a minimum, responsibilities, qualifications, experience relevant to the position, and schedule or hours worked.</p> <p>(ii) After August 1, 2031, the Program will review its pay structure at least once every 5 years to assess whether it continues to meet the expectations described in paragraph (e)(1)(i) of this section.</p> <p>(iii) The Program will ensure that staff salaries are not in excess of level II of the Executive Schedule, as required in 42 U.S.C. 9848(b)(1).</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As deemed necessary</p>	<p>Wage Comparability Report Salary Scale Budgeted Positions Report</p>



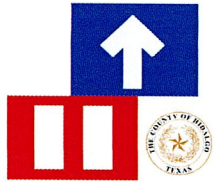
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (e)(2)(i) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (e)(2)(i) The Program will establish a pay structure to pay parity for education staff with elementary school staff by geographic area.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(i) By August 1, 2031, the Program will demonstrate it has made progress to parity with kindergarten through third grade teachers by ensuring that each Head Start teacher receives an annual salary that is at least comparable to the annual salary paid to preschool teachers in public school settings in the program’s local school district, adjusted for responsibilities, qualifications, experience, and schedule or hours worked. The Program may provide annual salaries comparable to a neighboring school district if the salaries are higher than a program’s local school district.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As deemed necessary</p>	<p>Wage Comparability Report Salary Scale Budgeted Positions Report</p>



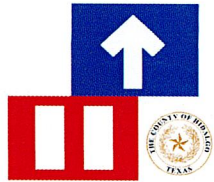
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.90 (e)(2)(ii)(iii) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (e)(2)(ii)(iii) The Program will establish a pay structure to pay parity for education staff with elementary school staff by geographic area.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(ii) The Program will make measurable progress towards pay parity for all other Head Start education staff who work directly with children as part of their daily job responsibilities. By August 1, 2031, the Program will demonstrate it has made progress to parity by ensuring that each staff member described in this provision receives an annual salary that is at least comparable to the salaries described in paragraph (e)(2)(i) of this section, adjusted for role, responsibilities, qualifications, experience, and schedule or hours worked.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As deemed necessary</p>	<p>Wage Comparability Report Salary Scale Budgeted Positions Report</p>
<p>(iii) For Head Start teachers and education staff described in paragraph (e)(2)(i) and (ii) of this section, progress to parity will be demonstrated for those staff who are employees as well as those whose salary is funded by Head Start through a contract.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As deemed necessary</p>	<p>Wage Comparability Report Salary Scale Budgeted Positions Report</p>



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (e)(2)(iv)(v) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (e)(2)(iv)(v) The Program will establish a pay structure to pay parity for education staff with elementary school staff by geographic area.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(iv) The Program may use an alternative method to determine appropriate comparison salaries in order to implement the requirements in paragraphs (e)(2)(i) and (ii) of this section. The alternative method must use a comparison salary that is equivalent to at least 90 percent of the annual salary paid to kindergarten teachers in public school settings in the program’s local school district, adjusted for role, responsibilities, qualifications, experience, and schedule or hours worked.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As deemed necessary</p>	<p>Wage Comparability Report Salary Scale Budgeted Positions Report</p>
<p>(v) To demonstrate measurable progress towards pay parity as described in paragraph (e)(2)(i) of this section, the Program will regularly track data on how wages paid to their education staff compare to wages paid to preschool through third grade teachers in their local or neighboring school district.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As deemed necessary</p>	<p>Wage Comparability Report Salary Scale Budgeted Positions Report</p>



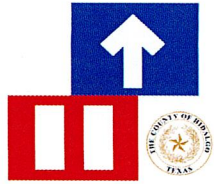
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (e)(3)(4) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (e)(3)(4) The Program will ensure, at a minimum, the wage or salary structure established provides all staff with a wage or salary that is generally sufficient to cover basic needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(3) Salary floor. By August 1, 2031, the Program will ensure, at a minimum, the wage or salary structure established or updated under paragraph (e)(1)(i) of this section provides all staff with a wage or salary that is generally sufficient to cover basic needs such as food, housing, utilities, medical costs, transportation, and taxes, or would be sufficient if the worker’s hourly rate were paid according to a full-time, full-year schedule (or over 2,080 hours per year).</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As deemed necessary</p>	<p>Wage Comparability Report Salary Scale Budgeted Positions Report</p>
<p>(4) Wage comparability for all ages served. The Program will ensure the wage or salary structure established or updated under paragraph (e)(1)(i) of this section does not differ by age of children served for similar program staff positions with similar qualifications and experience.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As deemed necessary</p>	<p>Wage Comparability Report Salary Scale Budgeted Positions Report</p>



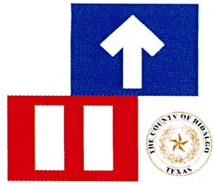
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (e)(5)(6) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (e)(5)(6) The Program will follow the rules for exemptions as applicable.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(5) Small agency exemption. An agency with 200 or fewer funded slots is exempt from the requirements described in this paragraph (e), except that such an agency must still establish or update a pay scale or structure that promotes competitive wages for all staff. The agency must also make measurable improvements in wages for Head Start staff over time and demonstrate progress towards meeting the requirements of paragraphs (e)(2) through (4) of this section.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>As deemed necessary</p>	<p>As Requested</p>
<p>(6) Interim service providers. The exemption described in paragraph (e)(5) of this section also applies to an interim service provider that is temporarily providing Head Start services in place of a Head Start agency that would otherwise qualify for the small agency exemption.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>As deemed necessary</p>	<p>As Requested</p>



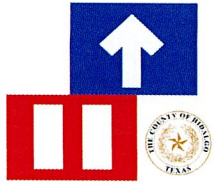
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (e)(7) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (e)(7) The Program will follow the rules for waivers as applicable.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(7) Secretarial determination of waiver authority. Between January 1, 2028, and December 31, 2028, the Secretary may establish a waiver process for the requirements described in paragraphs (e)(2) through (4) of this section for eligible Head Start programs, if over the preceding four fiscal years, the average annual increase in Federal appropriations for the Head Start program was less than 1.3 percent.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>As deemed necessary</p>	<p>As Requested</p>



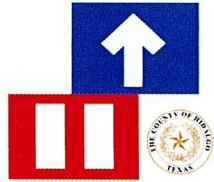
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (e)(8)(i)(ii) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (e)(8)(i)(ii) The Program will follow the rules for waivers as applicable.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(8) Waiver conditions. If the Secretary establishes the waiver process described in paragraph (e)(7) of this section, the responsible HHS official designated by the Secretary may grant a waiver if the program requests a waiver and meets the following conditions:</p> <p style="padding-left: 40px;">(i) The program can demonstrate that it would need to reduce enrolled Head Start slots in order to implement the requirements described in paragraphs (e)(2) through (4) of this section;</p> <p style="padding-left: 40px;">(ii) The program is meeting quality benchmarks including:</p> <p style="padding-left: 80px;">(A) Demonstrated improvements in staff wages during the preceding four years, to the greatest extent practicable;</p> <p style="padding-left: 80px;">(B) Has not been designated to compete under the Designation Renewal System after the date of publication in the federal register and</p> <p style="padding-left: 80px;">(C) The responsible HHS official determines the program does not have significant child health, safety, or quality concerns;</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>As deemed necessary</p>	<p>As Requested</p>



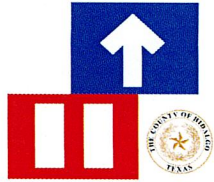
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (e)(8)(iii)(iv) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (e)(8)(iii)(iv) The Program will follow the rules for waivers as applicable.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(iii) The program held the Head Start grant for the service area prior to date of publication in the federal register; and	Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources	Chief Fiscal Officer Assistant Program Director for Human Resources	As deemed necessary	As Requested
(iv) The program continues to make improvements in wages for Head Start staff over time, to the greatest extent practicable.	Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources	Chief Fiscal Officer Assistant Program Director for Human Resources	As deemed necessary	As Requested



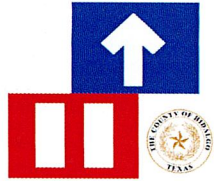
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (e)(9)(10) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (e)(9)(10) The Program will follow the rules for waivers as applicable.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(9) Reassessing waiver eligibility. For any program granted a waiver under the process established in paragraph (e)(7) of this section, the responsible HHS official will reassess waiver eligibility for each successive grant period, in line with the process established and criteria described in paragraph (e)(8) of this section.	Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources	Chief Fiscal Officer Assistant Program Director for Human Resources	As deemed necessary	As Requested
(10) Ongoing waiver authority. Waivers granted under the process established in paragraph (e)(7) of this section may only be granted if over the preceding four fiscal years, the average annual increase in Federal appropriations for the Head Start program was less than 1.3 percent.	Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources	Chief Fiscal Officer Assistant Program Director for Human Resources	As deemed necessary	As Requested



**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (f)(1)(i)(ii)(iii) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (f)(1)(i)(ii)(iii) The Program will establish a benefits package that is comparable to similar services in relevant industries by geographic area.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(f) Staff benefits. (1) For each full-time staff member, defined as those working 30 or more hours per week with the Head Start program during the program year, the Program will: <ul style="list-style-type: none"> (i) Provide or facilitate access to high-quality affordable health care coverage; (ii) Offer paid leave; and, (iii) Offer access to short-term, free, or minimal cost behavioral health services. 	Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources	Chief Fiscal Officer Assistant Program Director for Human Resources	As deemed necessary	Benefits Package Health Insurance Plan Employee Assistance Program



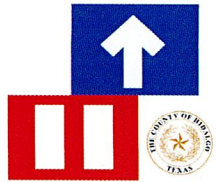
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (f)(2)(3)(4) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (f)(2)(3)(4) The Program will establish a benefits package that is comparable to similar services in relevant industries by geographic area.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(2) For each part-time staff member, the Program will facilitate access to high-quality, affordable health care coverage.	Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources	Assistant Program Director for Human Resources Assistant Chief Human Resources Officer	As deemed necessary	Benefits Package Health Insurance Plan Employee Assistance Program
(3) For each staff member, the Program will facilitate access to available resources and information on child care, including connections to child care resource and referral agencies or other child care consumer education organizations and, for staff who meet eligibility guidelines, facilitate access to the child care subsidy program.	Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources	Assistant Program Director for Human Resources Assistant Chief Human Resources Officer	As deemed necessary	Employee Assistance Program
(4) For each staff member who may be eligible, the Program will facilitate access to the Public Service Loan Forgiveness (PSLF) program, or other applicable student loan debt relief programs, including timely certification of employment.	Assistant Program Director for Human Resources	Assistant Program Director for Human Resources Assistant Chief Human Resources Officer	As deemed necessary	Public Service Loan Forgiveness Forms



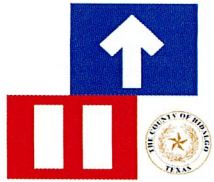
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.90 (f)(5)(6)(7) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will offer comparable wages and benefits to retain highly qualified staff.

Objective: (f)(5)(6)(7) The Program will establish a benefits package that is comparable to similar services in relevant industries by geographic area.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(5) To the extent practicable, the Program will assess and determine if their benefits package for full-time staff is at least comparable to those provided to elementary school staff in the program’s local or neighboring school district at least once every 5 years. Programs may offer additional benefits to staff, including more enhanced health benefits, retirement benefits, flexible savings accounts, or life, disability, and long-term care insurance.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>As deemed necessary</p>	<p>Benefits Package Health Insurance Plan Employee Assistance Program</p>
<p>(6) An agency with 200 or fewer funded slots is exempt from the requirements described in this paragraph (f). Such an agency must make measurable improvements in benefits for Head Start staff over time and demonstrate progress towards meeting the requirements of paragraphs (f)(1) through (5) of this section.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>As deemed necessary</p>	<p>Benefits Package Health Insurance Plan</p>
<p>(7) The exemption described in paragraph (f)(6) of this section also applies to an interim service provider that is temporarily providing Head Start services in place of a Head Start agency that would otherwise qualify for the small agency exemption.</p>	<p>Executive Director Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>Chief Fiscal Officer Assistant Program Director for Human Resources</p>	<p>As deemed necessary</p>	<p>Benefits Package Health Insurance Plan</p>



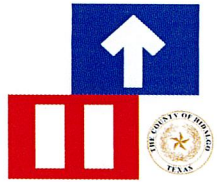
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.91 (a) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (a) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(a) The Hidalgo County Head Start Program will recruit highly qualified staff by advertising through the Hidalgo County Website, internal and open job announcements, or recruitment at UTRGV, and STC. In addition, the program highly considers Head Start parents who qualify for positions within the Program.</p> <p>(iii) Qualified staff will be hired accordingly for each position within the Hidalgo County Head Start Program.</p> <p>(iv) Qualified staff must be sensitive to the cultural differences of low income children and families.</p>	<p>Executive Director Assistant Program Director for Human Resources Staff Development Director</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Staff Development Director</p>	<p>On-going</p>	<p>Hidalgo County Website Job Announcement Requisitions Interviews Questionnaire Employee Performance Review Forms</p>



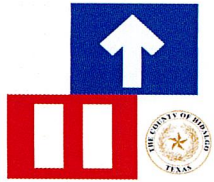
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.91 (b) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (b) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(b) A program will ensure that a HS director hired after November 7, 2016 , have, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.	Grantee Board (Commissioner’s Court) Policy Council	Policy Council	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



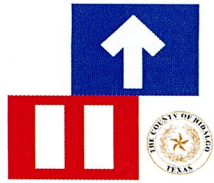
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.91(c) Staff Qualifications and Competency Requirements)

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (c) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(c) Fiscal Officer. A program will ensure the fiscal officer hired after November 7, 2016 , is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.	Executive Director Assistant Program Director for Human Resources	Assistant Program Director for Human Resources	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



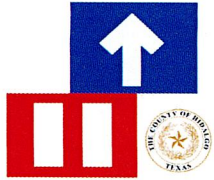
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.91(d)(1)(2) Staff Qualifications and Competency Requirements)

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (d)(1)(2) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(1) Program will ensure staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after November 7, 2016 will have, at a minimum, a baccalaureate degree, preferably to one of more of the disciplines they oversee.</p> <p>(2) Program will ensure staff and consultants that serve as education managers or coordinators, including those that serve as curriculum specialists, have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.</p>	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources</p>	<p>As deemed necessary</p>	<p>Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks Staff Reports</p>



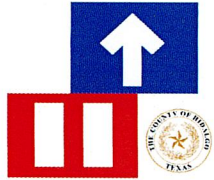
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.91(e)(1)(2)(i)(ii) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (e)(1)(2)(i)(ii) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(1) Early Head Start center-based teacher qualification requirements.</p> <p>(2) Head Start center-based based teacher qualifications requirements.</p> <ul style="list-style-type: none"> • The Secretary must ensure on less than fifty percent of all Head Start teachers, nationwide, have a baccalaureate in child development, early childhood education, or equivalent coursework. • Program will ensure all center based teachers have at least an associate’s or bachelor’s degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648(a)(3)(B) of the Act 	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Staff Development Director</p>	<p>As deemed necessary</p>	<p>Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks Staff Reports</p>



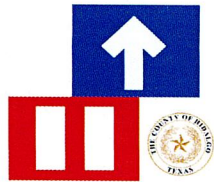
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.91(e)(3) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (e)(3) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(3) Program will ensure Head Start assistant teachers, at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, or enrolled in a CDA credential program to be completed within two years of the time of hire.</p>	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Staff Development Director</p>	<p>As deemed necessary</p>	<p>Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks</p>



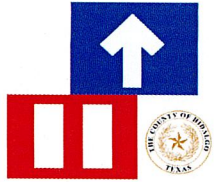
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.91(e)(4)(i)(ii) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (e)(4)(i)(ii) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(4) Family child care provider qualification requirements.</p> <p>(i) Program will ensure family child care providers have a previous child care experience and, at a minimum, are enrolled in a Family Child Care CDA program or state equivalent, or an associate's or baccalaureate degree or are enrolled in a CDA credential program to be completed with two years of the time of hire.</p> <p>(ii) By August 1, 2018, a child development specialist, will have, at a minimum, a required baccalaureate degree in child development, early childhood education, or related field</p>	<p>Executive Director Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Staff Development Director</p>	<p>As deemed necessary</p>	<p>Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks</p>



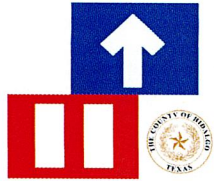
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.91 (e)(5) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (e)(5) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(5) Center-based teachers, assistant teachers, and family child care provider competencies.</p> <ul style="list-style-type: none"> Program will ensure center-based teachers, assistant teachers, and family child care providers demonstrate, competency to provide effective and nurturing teacher child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children’s progress across the standards described in the <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u> and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate. 	<p>Executive Director Assistant Program Director for Human Resources Assistant Program Director for Programmatic Services</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Chief Early Education Officer Education Area Directors</p>	<p>As deemed necessary</p>	<p>Staff Training Record Departmental Appropriate Reports</p>



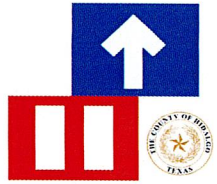
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.91 (e)(6)(i)(ii) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (e)(6)(ii)(ii) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(6) Home Visitors. A program will ensure home visitors providing home-based education services:</p> <p>(i) Have a minimum of a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's or bachelor's degree; and,</p> <p>(ii) Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children’s progress across the standards described in the <i>Head Start Early Learning Outcomes Framework: Ages Birth to Five</i>, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.</p>	<p>Executive Director Assistant Program Director for Human Resources Assistant Program Director for Programmatic Services</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Chief Early Education Officer Education Area Directors</p>	<p>As deemed necessary</p>	<p>Staff Training Record Departmental Appropriate Reports</p>



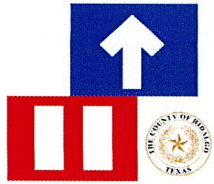
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.91(e)(7) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (e)(7) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(7) Family services staff qualification requirements. <ul style="list-style-type: none"> • Program will ensure staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen month of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field. 	Executive Director Assistant Program Director for Human Resources	Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Staff Development Director	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



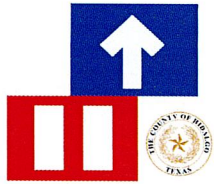
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.91 (e)(8)(i)(ii)(iii) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (e)(8)(i)(ii)(iii) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(8) Health professional qualification requirements.</p> <p>(i) A program will ensure health procedures are performed only by a licensed or certified health professional.</p> <p>(ii) A program will ensure all mental health consultants are licensed or certified mental health professionals. A program must use mental health consultants with knowledge or experience in serving young children and their families, if available in the community.</p> <p>(iii) A program will use staff or consultants to support nutrition services who are registered dieticians or nutritionists with appropriate qualifications.</p>	<p>Executive Director Assistant Program Director for Human Resources Assistant Program Director for Programmatic Services</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Department Directors</p>	<p>As deemed necessary</p>	<p>Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks</p>



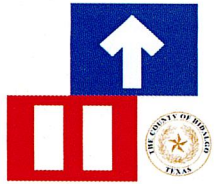
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.91(e)(f) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (e)(f) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(f) Coaches. A program will ensure coaches providing the services described in 1302.92(c) have a minimum of a baccalaureate degree in early childhood education or a related field.	Executive Director Assistant Program Director for Human Resources Assistant Program Director for Programmatic Services	Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Chief Early Education Officer	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



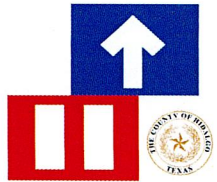
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.92(a) Training and professional development

Goal: The Hidalgo County Head Start Program will confirm that orientation to all new staff, consultants, volunteers and district partnership teachers include the goals and underlying philosophy of Head Start and the manner the Program is implemented.

Objective: (a) The Program will assist staff, volunteers, district partnership teachers and consultants in acquiring or increasing the knowledge and skills required to fulfill their job responsibilities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(a) A program will provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented.</p> <ul style="list-style-type: none"> All new staff, consultants, and volunteers will receive orientation training on the goals and philosophy of Head Start through the Parent Volunteer and Fatherhood Conferences. 	<p>Assistant Program Director for Human Resources Staff Development Director</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Staff Development Director Department Directors</p>	<p>On-going</p>	<p>Pre-Service and Annual Training Agendas</p>



Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.92 (b)(1) Training and professional development

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (b)(1) The Program will maintain a standard of excellence by having well trained and qualified staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(b) A Program 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, and attached to academic credit as appropriate. At a minimum, the system will include:</p> <ul style="list-style-type: none"> • Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in sections 648A(a)(5) of the Act. 	<p>Assistant Program Director for Human Resources Staff Development Director</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Staff Development Director Department Directors</p>	<p>On-going</p>	<p>Staff Development Files Training Calendars Agendas</p>



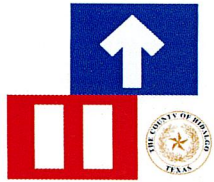
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.92 (b)(2)(3) Training and professional development (continued)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (b)(2)(3) The Program will maintain a standard of excellence by having well trained and qualified staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> • Training on methods to handle suspected or known child maltreatment cases that comply with applicable federal, state, local, and tribal laws. • The Program will provide staff and district partnership teachers with the policies and guidelines on how to identify and report child maltreatment. • Staff and district partnership teachers will sign on a yearly basis, a statement of acknowledgment on how to identify and report child maltreatment. • Training on positive strategies to understand and support children’s social and emotional development, such as tools for managing children’s behavior. 	Assistant Program Director for Human Resources Assistant Program Director for Operations	Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Staff Development Director Compliance Director Department Directors	On-going	Staff Development Files Training Calendars Agendas



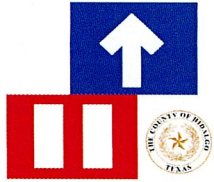
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.92 (b)(4)(5)(6) Training and professional development (continued)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (b)(4)(5)(6) The Program will maintain a standard of excellence by having well trained and qualified staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ul style="list-style-type: none"> • Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way, as described throughout this part • Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes • Research-based approaches to professional development for education staff are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions and use of data to individualize learning experiences to improve outcomes for all children. 	Assistant Program Director for Human Resources Department Directors	Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Staff Development Director Department Directors	On-going	Staff Development Files Training Calendars Agendas



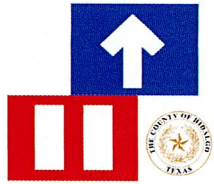
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.92 (C)(1)(2)(3) Training and professional development (continued)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (C)(1)(2)(3) The Program will implement a research-based, coordinated coaching strategy for education staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(c) A program will implement a research-based, coordinated coaching strategy for education staff that:</p> <p>(1) Assesses all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching;</p> <p>(2) At a minimum, provides opportunities for intensive coaching to those education staff identified through the process in paragraph (c)(1) of this section, including opportunities to be observed and receive feedback and modeling of effective teacher practices directly related to program performance goals;</p> <p>(3) At a minimum, provides opportunities for education staff not identified for intensive coaching through the process in paragraph (c)(1) of this section to receive other forms of research-based professional development aligned with program performance goals;</p>	<p>Assistant Program Director for Human Resources Assistant Program Director for Programmatic Services Chief Early Education Officer Staff Development Director</p>	<p>Chief Early Education Officer Staff Development Director Campus Directors Teachers</p>	<p>On-going</p>	<p>Staff Development Files Training Calendars Agendas</p>



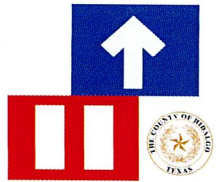
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.92 (C)(4)(i)(ii)(iii)(iv)(5) Training and professional development (continued)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (C)(4)(i)(ii)(iii)(iv)(5) The Program will implement a research-based, coordinated coaching strategy for education staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(4) The Program will implement intensive coaching opportunities for the staff identified through the process in paragraph (c)(1) of this section that:</p> <ul style="list-style-type: none"> (i) Align with the program’s school readiness goals, curricula, and other approaches to professional development; (ii) Utilize a coach with adequate training and experience in adult learning and in using assessment data to drive coaching strategies aligned with program performance goals; (iii) Provide ongoing communication between the coach, program director, education director, and any other relevant staff; and, (iv) Include clearly articulated goals informed by the program’s goals, as described in §1302.102, and a process for achieving those goals; and, <p>(5) The Program will establish policies that ensure assessment results are not used to solely determine punitive actions for staff identified.</p>	<p>Assistant Program Director for Human Resources Assistant Program Director for Programmatic Services Chief Early Education Officer Staff Development Director</p>	<p>Chief Early Education Officer Staff Development Director Campus Directors Teachers</p>	<p>On-going</p>	<p>Staff Development Files Training Calendars Agendas</p>



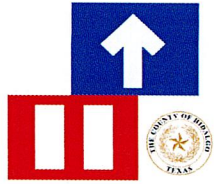
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.92 (d) Training and professional development (continued)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (d) The Program will implement a research-based, coordinated coaching strategy for education staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(d) If the Program needs to develop or significantly adapt their approach to research-based professional development to better meet the training needs of education staff, such that it does not include the requirements in paragraph (c) of this section, the Program will partner with external early childhood education professional development experts. The Program will assess whether the adaptation adequately supports staff professional development, consistent with the process laid out in subpart J of this part.</p>	<p>Assistant Program Director for Human Resources Assistant Program Director for Programmatic Services Chief Early Education Officer Staff Development Director</p>	<p>Chief Early Education Officer Staff Development Director Campus Directors</p>	<p>On-going</p>	<p>Staff Development Files Training Calendars Agendas</p>



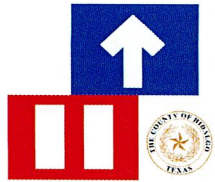
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.93 (a) Staff Health and Wellness

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisals that includes screening for tuberculosis and a periodic re-examination.

Objective: (a) The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(a) The Program will ensure each staff member has an initial health examination and 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 will ensure staff do not, because of communicable diseases, pose a significant risk to the health and 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.</p>	<p>Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>On-going</p>	<p>Health Appraisal Tuberculosis Form</p>



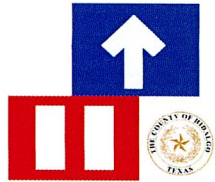
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.93 (a) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisals that includes screening for tuberculosis and a periodic re-examination.

Objective: (a) The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Upon employment, the employee will complete an initial health appraisal no later than thirty (30) working days after employment; thereafter, screened every three (3) years (includes tuberculosis screening). The Tuberculosis Questionnaire will be mandated annually.</p>	<p>Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>On-going</p>	<p>Health Appraisal Tuberculosis Form</p>
<p>Bus Drivers (CDL): Once hired, the bus driver will submit a Health Appraisal and Medical Examiner Certificate (Required by DOT); thereafter, will be screened every two (2) years (includes tuberculosis screening). Bus drivers will not drive the bus until the Health Appraisal and Medical Certificate is received at the Human Resources Department.</p>	<p>Assistant Program Director for Human Resources Field Operations Director</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>On-going</p>	<p>Medical Examiner Certificate Health Appraisal</p>



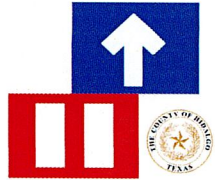
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.93 (a) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisals that includes screening for tuberculosis and a periodic re-examination.

Objective: (a) The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>Employees will be given a 1st, 2nd and Final Notice to comply with the health examination requirements</p> <p>Upon the final notice, employees will be given five (5) working days, to comply with the health examination requirements</p> <p>After five (5) working days employees will be subject to disciplinary action constituting leave without pay until the Health Appraisal as provided in Civil Service Policy Standards of Conduct</p> <p>Staff, volunteers, substitutes, and District partner Teachers must comply with acknowledgement of the vaccine-preventable diseases control and prevention policy to protect the health and safety of children, employees to comply with standards and state law.</p>	<p>Assistant Program Director for Human Resources</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer</p>	<p>On-going</p>	<p>Health Appraisal Tuberculosis Form Vaccine Preventable Disease Policy Sanitation and Infection Control Policy</p>



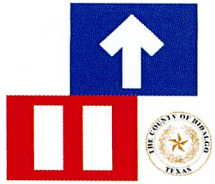
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.93 (b) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff receive mental health and wellness information with concerns that may affect their job performance.

Objective: (b) The Program will verify that the complexity of challenges in caring for children and families will not generate problems of “burnout” to staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(b) The Program 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.</p> <ul style="list-style-type: none"> • Providing information on job related stress, mental health and wellness training • Sponsoring mental and physical wellness programs such as exercise groups or staff support groups • Making confidential referrals to community agencies such as mental health centers and/or alcohol and drug counseling centers 	<p>Assistant Program Director for Human Resources Assistant Program Director for Programmatic Services Health Services Director Mental Health Director</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Health Services Director Mental Health Director</p>	<p>On-going</p>	<p>Training Agendas Referrals</p>



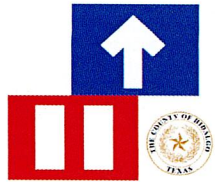
**Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027**

Performance Standard: 1302.93 (c)(1)(2)(3) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff receive mental health and wellness initiative that may affect their job performance.

Objective: (c)(1)(2)(3) The Program will provide adequate breaks to staff to prevent “burnout” and create a culture of wellness to deliver high-quality services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(c)(1) A program will provide, for each staff member, regular breaks of adequate length and frequency based on hours worked, including, but not limited to, time for meal breaks as appropriate.</p> <p>(2) If applicable Federal, State, or local laws or regulations have more stringent requirements for breaks, a program should comply with the more stringent requirements.</p> <p>(3) During break times for classroom staff described in paragraph (c)(1) of this section, one teaching staff member may be replaced by one staff member who does not meet the teaching qualifications required for the age, provided that this staff member has the necessary training and experience to ensure safety of children and minimal disruption to the quality of services. If providing a break during nap time, a program may comply with § 1302.21(b)(1)(ii).</p> <p>(d) A program will cultivate a program-wide culture of wellness that empowers staff as professionals and supports staff to effectively accomplish their job responsibilities in a high-quality manner, in line with the requirement at § 1302.101(a)(2).</p>	<p>Assistant Program Director for Human Resources Assistant Program Director for Programmatic Services Health Services Director Mental Health Director</p>	<p>Assistant Program Director for Human Resources Assistant Chief Human Resources Officer Health Services Director Mental Health Director</p>	<p>On-going</p>	<p>Policy Manual Training Agendas</p>



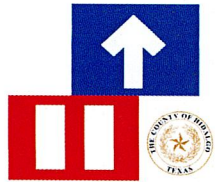
Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.94 (a)(b) Volunteers

Goal: The Hidalgo County Head Start Program will confirm that regular volunteers be screened for tuberculosis

Objective: (a)(b) The Program will endorse regular volunteers have been screened for appropriate communicable diseases in accordance with state, tribal or local laws. In the absence of state, tribal or local laws, the Health Services Advisory Committee must be consulted regarding the need for such screenings.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>(a) A program will ensure regular volunteers have been screened for appropriate communicable diseases in accordance with state, tribal or local laws. In the absence of state, tribal or local laws, the Health Services Advisory Committee must be consulted regarding the need for such screenings.</p> <ul style="list-style-type: none"> • TB Screening at Parent/Volunteer training; and thereafter, whenever necessary 	<p>Assistant Program Director for Human Resources Family Services Director Health Services Director</p>	<p>Campus Directors</p>	<p>On-going</p>	<p>Volunteer File</p>



Hidalgo County Head Start Program
Human Resources Department Program Plan
2026-2027

Performance Standard: 1302.94 (b) Volunteers

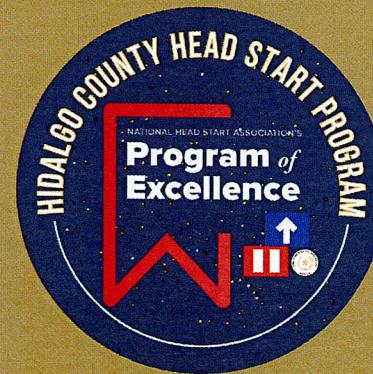
Goal: The Hidalgo County Head Start Program will confirm that staff supervise the outdoor and indoor play areas in such a way that children’s safety can be easily monitored and secure.

Objective: (b) The Program must ensure children are never left alone with volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(b) The Program will verify that staff: <ul style="list-style-type: none"> • Make regular inspections of safety and cleanliness of indoor and outdoor play areas • Monitor outdoor equipment will be monitored on regular basis • Comply with daily schedule for outdoor play, which will ensure proper staff/ratio supervision 	Assistant Program Director for Human Resources Assistant Program Director for Operations Assistant Program Director for Programmatic Services	Compliance Director Education Area Directors Campus Directors HS Campus staff	On-going	Monitoring Checklist Daily Schedule Daily playground inspection

PROGRAM PLANS 2026-2027

Hidalgo County Head Start/Early Head Start



**MENTAL
HEALTH
SERVICES**

Policy Council Approval Date:

xx/xx/xxxx

Governing Body Approval Date:

xx/xx/xxxx

MENTAL HEALTH PROGRAM PLAN

Performance Standard: 1302.45 (a) (1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will support a program-wide culture that promotes children’s mental health, social and emotional well-being.

Objective: To provide support for effective classroom management and positive learning environments.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.45 (a) (1)	The Mental Health Department will provide program staff with ongoing consultation and strategies on Positive Behavior Support.	Teachers, Assistants, Disability Floater, Subs and EHS Staff	Mental Health Consultants Mental Health Counselors Mental Health Coordinator Education Area Directors and EHS Staff	Aug 2026- June-2027	PBS Trainings-PPT Staff Development Packets- Brochures Staffing Form -T & TA attendee signature form <i>Mental Health Process-Go Engage</i>
1302.45 (a) (1)	The Mental Health Department will train teachers and program staff on responsive classroom behavior interventions and supportive strategies to work with children exhibiting challenging behaviors.	Family Services Workers, Teaching staff Campus Directors and EHS Staff			
1302.45 (a) (1)	The Mental Health Process will be followed once the teacher has identified, documented and implemented developmentally appropriate prevention strategies and there has been no change in a child’s behavior.	Teachers, assigned MH Coordinator M.H. Counselor and EHS Staff			Social & Emotional Component embedded into daily Lesson Plans/Guidance Plans
1302.45 (a) (1)	Positive Behavior Support strategies will be utilized and noted on daily lesson plans and used to support social and emotional intelligence and cognitive performance.	Teachers, Assistant, DF, Teacher(s) and EHS Staff			Conscious Discipline- FLIP IT!
1302.45 (a) (1)	FLIP IT will be used to target social and emotional skills during centers, play time, and/or outside activities which include sharing, taking turns, making choices, play and exploration.	Teachers, Assistant, DF, Teacher(s) and EHS Staff			

MENTAL HEALTH PROGRAM PLAN

Performance Standard: 1302.45 (a) (2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will support a program-wide culture that promotes children’s mental health, social and emotional well-being.

Objective: To ensure mental health consultation is available to all staff and families quickly and effectively.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.45 (a) (2)	Mental Health Counselors will submit a Fall and Spring Classroom Observation calendar.	Mental Health Director	Mental Health Director,	Ongoing (Fall and Spring)	Fall and Spring Classroom Observation-e-file
1302.45 (a) (2)	Mental Health Counselor will conduct an onsite classroom observation which will focus on: Classroom Environment, Classroom Management, Learning Conditions, and Interpersonal and Intrapersonal Considerations.	Mental Health Counselors and EHS Staff	Mental Health Counselors and EHS Staff		Calendar Mental Health
1302.45 (a) (2)	The Mental Health Services department will consult and discuss the Classroom Observation Report with on-site Campus Directors.	On site Campus Director,			Mental Health online On-Site Observation Checklist
1302.45 (a) (2)	The Mental Health Services department will consult with parents as needed to provide guidance and address Mental Health services, Crisis Intervention and Trauma Informed Approaches	Teachers			Parent Consultation (electronic) Go Engage Confidential
1302.45 (a) (2)	Mental Health Services department staff will attend monthly parent meetings to collaborate with families to offer support and guidance related to mental health services.	Family Service Workers and EHS Staff			Agency to Agency Referral electronic *Go Engage Child’s e-file Go engage
1302.45 (a) (2)	Mental Health Services department staff will attend scheduled staff meetings as needed to address each child's needs.				Parent Sign-In/Consent Forms
1302.45 (a) (2)	Mental Health Dept. will promote family engagement activities to enhance parent/child relationships.				

MENTAL HEALTH PROGRAM PLAN

Performance Standard: 1302.45 (a) (3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will support a program-wide culture that promotes children’s mental health, social and emotional well-being.

Objective: To obtain parental consent for mental health consultation services during enrollment.

PERFORMANCE STANDARD	Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1302.45 (a) (3)	Center Staff will obtain parental consent for the administration of e-DECA Assessment and Mental Health Onsite Observation services.	Teachers Teacher Assistant Family Services Workers Campus Directors and EHS Staff	Mental Health Director, EHS Director, Mental Health Counselors, Campus Directors.	Ongoing	Electronic Consent for Assessments/ Screening and Activities

MENTAL HEALTH PROGRAM PLAN

Performance Standard: 1302.45 (a) (4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will support a program-wide culture that promotes children’s mental health, social and emotional well-being.

Objective: To build community partnerships and facilitate access to additional mental health resources and services.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.45 (a) (4)	Mental Health Services department will make community resources available to program staff by providing guidance on resources, organizations, and programs.	Family Services Workers,	Mental Health Director Mental Health Counselors	Ongoing	HCHSP Community Resource Directory,
1302.45 (a) (4)	The Mental Health Services department will provide each Head Start center with a list of mental health resources to post on the Parent Corner bulletin board.	Campus Directors,			HS Program to Agency Referral /Go Engage
1302.45 (a) (4)	The Mental Health Services department will network with community agencies to facilitate services for children, families, and staff.	Mental Health Counselors and EHS Staff			Weekly Services Report
1302.45 (a) (4)	Mental Health Services department staff will assist parents and families to access community resource partners through Head Start Program-to-Agency referrals.				Program Information Report,
1302.45 (a) (4)	Mental Health Services department will work in collaboration with: Behavioral Health Solutions of South Texas, Buckner Children and Families Services, Inc., Tropical Texas Behavioral Health, Urban Solutions, Easter Seals, Region Onne, and the Local Education Agency to assist in providing appropriate interventions for Head Start children and their families.				BOY Network Meeting, Memorandum of Understanding

MENTAL HEALTH PROGRAM PLAN

Performance Standard: 1302.45 (b) (1) (2) (3) (4) (5) (6)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will ensure that Mental Health Consultants assist in addressing the needs of children with challenging behaviors.

Objective: To ensure the Mental Health Services department assist in identifying and supporting children with mental, social and emotional concerns.

PERFORMANCE STANDARD	Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1302.45 (b) (1) (2) (3) (4) (5) (6)	An Individualized Positive Guidance Plan will be implemented for children with challenging behaviors. Strategies are aligned with school and home connections.	Teachers	Mental Health Director	Ongoing	Devereux Early Childhood Assessment Individual Child Profile (e-DECA Child rating report)
1302.45 (b) (1) (2) (3) (4) (5) (6)	Parents are encouraged to participate in training, meetings and conferences to strengthen supportive environment and relationships in the home, to promote the social emotional development of their children.	Assistant Teachers	Mental Health Counselors Education Area Directors and EHS Staff	Ongoing	Classroom Behavior Observation.
1302.45 (b) (1) (2) (3) (4) (5) (6)	A newsletter will be available for parents twice a year with information on topics related to Mental Health well-being.	Family Services Workers			Positive Guidance Plan Mental Health Flyer
1302.45 (b) (1) (2) (3) (4) (5) (6)	Provide center staff with training on responsive classroom behavior interventions and ongoing supportive strategies.	Campus Directors			Behavior Intervention Plan
1302.45 (b) (1) (2) (3) (4) (5) (6)	Mental Health Counselors will engage children in a Learning activity to promote Social-Emotional Development.	Mental Health Counselor and EHS Staff		Ongoing	Consultation with Staff Electronic /Go Engage Social Stories Safe Place Harmony Essentials Kit. Conscious Discipline

MENTAL HEALTH PROGRAM PLAN

Performance Standard: 1302.45 (b) (1) (2) (3) (4) (5) (6)

Goal: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will ensure that Mental Health Consultants assist in addressing the needs of children with challenging behaviors.

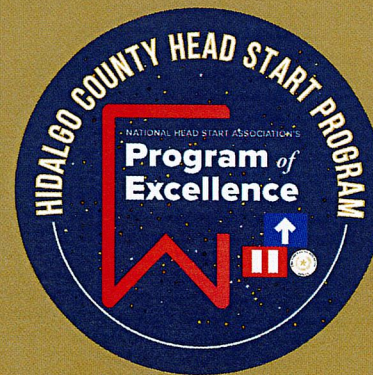
Objective: To ensure Mental Health Services staff assist in identifying and supporting children with mental, social and emotional concerns.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1302.45 (b) (1) (2) (3) (4) (5) (6)	Children will be assessed for behavioral concerns and identified within the first 45 days (about 1 and a half months) of enrollment using DECA.	Campus Directors Teachers	Mental Health Director Mental Health Counselors	Ongoing	Devereux Early Childhood Assessment (e-DECA)
1302.45 (b) (1) (2) (3) (4) (5) (6)	The results for DECA will be discussed with parents or guardians during home visits / PTC	Family Services Workers	Education Area Directors Administrator for Education and EHS Staff		Individual Child Profile Online
1302.45 (b) (1) (2) (3) (4) (5) (6)	Mental Health Counselors will provide feedback, recommendations, and strategies to all classroom staff. These strategies will be implemented with children who are exhibiting challenging behaviors.	Mental Health Counselors and EHS Staff			electronic Classroom Behavior Observation Form Mental Health Intervention/Action Plan
1302.45 (b) (1) (2) (3) (4) (5) (6)	The Mental Health Services department will refer children and families to outside community agencies for mental health services.				BIP Mental Health Progress Notes Parent Teacher Conference/Consultation with staff electronic.

PROGRAM PLANS

2026-2027

Hidalgo County Head Start/Early Head Start



**DISABILITY
SERVICES**

Policy Council Approval Date:

xx/xx/xxxx

Governing Body Approval Date:

xx/xx/xxxx

NARRATIVE

Hidalgo County Head Start Program believes that the early years of life are critical for learning and growth. During this time, children's cognitive, language, social and emotional development can be most influenced. If special needs are recognized and met during these years, children with disabilities will have an opportunity to reach their full potential and become independent adults.

Hidalgo County Head Start Program believes that children with disabilities benefit from inclusion in a regular preschool setting. The benefits of inclusion are enhanced by teachers who can adapt their teaching techniques and activities. In an inclusive preschool program, children with disabilities will truly have a "Head Start" in achieving their fullest potential.

The Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA) support the right of young children with disabilities to participate in natural environments such as the Hidalgo County Head Start Program that serve young children without disabilities.

Young children with disabilities require a variety of services to ensure that their developmental needs are appropriately addressed. Hidalgo County Head Start Program believes that appropriate intervention includes addressing the needs of the entire family and that parents need to be actively involved with every phase of their child's program. To provide these comprehensive services, integration, and collaboration between content areas within the agency and among other community resource agencies are essential.

At Hidalgo County Head Start Program, the overall purpose of the Disability Department effort is to ensure that children with suspected or diagnosed disabilities receive comprehensive services and are included in the full range of activities within the child development program. This effort will continue, though there have been some changes in the identification process of children with disabilities:

Children that will be counted towards the 10% are those children that are referred to the Special Education Department of the local school district (IDEA eligible) and are evaluated and qualified for services. The school district will provide the services to these children through their Individual Education Plan (IEP) with parental consent. The Hidalgo County Head Start Program will continue to assist the parents in arranging to secure services from private providers for our children in need of such services whether we can count them towards our 10% or not. The staff will attempt to secure evaluation reports for record keeping. Therefore, in striving to meet the overall purpose of the Hidalgo County Head Start Program Disability effort we are committed to the following major goals:

- Recruiting and enrolling a minimum of 10% (IDEA eligible) of the total funded enrollment slots which are for children with disabilities with particular emphasis on providing enrollment opportunities to children with more significant disabilities.
- Providing support to assist parents in the acceptance of, and learning about, their child's special needs.
- Establishing a collaborative effort between Hidalgo County Head Start Program and other agencies and organizations serving children with disabilities to identify and to facilitate a continuity of services necessary to meet the child's developmental needs.
- Promoting content area coordination to ensure the delivery of comprehensive program services for every Hidalgo County

Head Start Program children with a disability and their families.

- Enhancing Hidalgo County Head Start Program staff's understanding of disabilities related issues through a proactive staff development program.

Hidalgo County Head Start Program is in a primarily rural community with a significant Hispanic, Spanish speaking population. Hidalgo County Head Start is funded to serve 3200 children ages 3-4 in the 2024-2025 program year; a minimum of 10% of the total funded enrollment slots are for children with disabilities (IDEA eligible). A Disability Director and five (5) staff are designated to implement the Special Services Plan. Disability Aide/Floaters at the campus level are assigned to classrooms that have children with significant disabilities to assist with instruction in small and large group activities. The Health Advisory Committee, which includes parents from all content service areas of the program and community representatives, will review the Disability Plan for approval. The Policy Council will approve the Disability Plan.

To provide services collaboratively, Hidalgo County Head Start Program has signed agreements with Local Education Agencies (LEAs), Early Childhood Intervention Programs (ECIs), Child Find and Community Resources Agencies.

ACRONYMS

ADA	Americans with Disabilities Act	IDEA	Individuals with Disabilities Education Act
ARD	Admissions, Review, and Dismissal	IEP	Individual Education Plan (for children aged 3 and over)
CLI	Children’s Learning Institute	IFSP	Individual Family Services Plan (for ages 0-3)
DA	Disability Aide/Floater	LEA	Local Education Agency
DECA	Deveraux Early Childhood Assessment	MH	Mental Health
ECI	Early Childhood Intervention (Serve Children 0-3)	MOU	Memorandum of Understanding
ECSE	Early Childhood Special Education	OT	Occupational Therapy
EPSDT	Early Periodic Screening Development Test	POC	Plan of Care
ESC	Education Service Center	PSA	Public Service Announcement
FIE	Full Individual Evaluation	PT	Physical Therapy
FPA	Family Partnership Agreement	SLP	Speech Language Pathologist
HIPPA	Health Insurance Portability Accountability Act	SSI	Supplemental Security Income
HR	Human Resources	TEA	Texas Education Agency
HS	Head Start	T/TA	Training and Technical Assistance

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.13

Goal: The Hidalgo County Head Start Program/Early Head Start will develop and implement a recruitment process which will include children with disabilities.

Objective: To recruit and assist eligible children with disabilities to apply for admission to the program, to ensure a minimum of 10% of the total funded enrollment of children with significant disabilities.

Performance Standard	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.13	Contact Early Childhood Intervention (ECI) agencies, Child Find, WIC, local health clinics, private rehabilitation, LEAs and any other community organizations that may have contact with families that are 0-5 years old with disabilities and provide them with information on the Head Start Program. Mail outreach letters to such agencies.	Family services Disability Director EHS Director Campus Director Teacher Family Services Worker Disability Coordinators	Compliance Director Disability Director EHS Director Family Services Director Campus Director Education Area Director Disability Coordinators	Ongoing	Flyers Advertisement Poster Community Assessment Outreach letters
45 CFR Part 1302.13	Develop and distribute Public Service Announcements (PSAs) for TV, radio, and newspaper, post flyers, and issue brochures on Head Start inviting families of children 0-5 with disabilities as well as those with significant disabilities to apply.	Family Services Disability Director EHS Director Campus Director Family Services Worker Teacher, Communication Coordinator Head Start Staff	Family Services Director Disability Director EHS Director	Ongoing	Child Find posters Recruitment documentation Brochures PSAs
45 CFR Part 1302.13	The Head Start Program will actively recruit children with Disabilities, to include children with severe disabilities.	Family Services Worker Teacher, Communication Coordinator Head Start Staff	Family Services Staff	Ongoing	Recruitment flyers, Public Service Announcements
45 CFR Part 1302.13	The Head Start Program will assist parents and guardians in completing the application process and ensuring the required documents are in place.	Family Services Worker Campus Director	Family Services Staff	Ongoing	Head Start Application HCHSP Application

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.14 (b)(1.2)

Goal: The Hidalgo County Head Start Program/Early Head Start will enroll a minimum of 320 children (10% of the total funded enrollment) who are eligible for services under IDEA, only those IDEA eligible children will count towards 10%.

Objective: Will ensure non-discrimination of children with disabilities in the selection process in meeting 10% provided they meet age and income requirements. After 10% enrollment is met, children will compete equally. Assure that no child is denied enrollment due to severity of disability, staff attitudes, facility inaccessibility, staff unfamiliarity with disabling conditions, no need for personalized services or specialized equipment. Children previously identified as having a disability will not be excluded in the recruitment process.

Performance Standard	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.14 (b) (1-2)	The Head Start Program will ensure that a minimum of 10% of total funded enrollment slots are made available for IDEA eligible children, who also meet its eligible criteria. Also, coordination with LEAs to provide services to children in the least restrictive environment in accordance with the child's IEP.	Family engagement staff, family service workers, campus directors, LEA special services providers, LEA staff.	Campus Directors, Family Services Workers, Family Service Director, Family Services Staff, Disability Coordinators and Disability Director.	10%-MOY (ongoing)	Electronic enrollment packet. LEA annual goals on GoEngage data system.
45 CFR Part 1302.14 (b) (1-2)	All age-appropriate children with disabilities, including those previously identified, (regardless of severity) will be granted equal opportunity in applying for enrollment, if Head Start is the appropriate placement. Children will be placed on a waiting list after 10% is met unless slots are still available; all will compete equally; all must be age and income eligible.	Family Services Director Disability Director EHS Director Campus Director Family Services Worker	Disability Director/Staff Family Services Director/Staff Education Area Director Compliance Director	Ongoing	-Enrollment application -Waiting list -Community Assessment -PIR -ECI documentation

DISABILITY PROGRAM PLAN

Performance standard: 45 CFR Part 1302.30

Goal: The Hidalgo County Head Start Program/Early Head Start will provide high quality early education and child development services including children with disabilities, that promote children’s cognitive, social, and emotional growth.

Objective: Assist with departmental area coordination in the provision of services to children with disabilities.

Performance Standard	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.30	Research-based curriculum, screening and assessment procedures that support individualization and growth in the areas of development will be utilized.	Teacher(s) Assistant Teachers Disability Floater Campus Director Family Services	Compliance Director Education Area Director Disability Director/Staff Mental Health Counselor	45-day mandate from initial date of enrollment S/E screener. Waver 1,2,3-10% MOY	-Curriculum Assessment-CLI -Screening-E-DECA Progress Report GoEngage S/E/ Task
45 CFR Part 1302.30	Individualized accommodation and instructional support will be used to ensure the participation of children with disabilities.	Teacher Classroom Support Staff Campus Director	Disability Director/ Mental Health Staff Education Area Director Campus Director	Aug-June	-Progress Report -Ongoing monitoring -Special material Purchases -Lesson Plans

DISABILITY PROGRAM PLAN

Performance standard: 45 CFR Part 1302.31 (2)(d), 1302.31 (3)

Goal: The Hidalgo County Head Start Program/Early Head Start will include children with disabilities in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

Objective: To assist with departmental area coordination in the provision of services to children with disabilities. Make needed adaptations/accommodations to the environment to help the child benefit fully from the program.

Performance Standard	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.31 (2)(d), 1302.31 (3)	Individualized accommodations and instructional supports are used to ensure participation of disabled children. Some of these accommodations for children with disabilities will include assigning volunteers, and/or a Disability Aide/Floater to provide extra instruction in small and large group activities; provide adequate special utensils, materials, equipment, facility accessibility, and anything else required by the child as per IEP. Provide assistive technology as required by the child's IEP. Assure facility accessibility for any individual with a disability.	Disability Director Campus Director Family Services Worker Teacher Field Operations Director Disability Coordinator Mental Health Counselor Disability Floaters/Aide	Compliance Director Disability EHS Director Director/Staff Family Services Director Campus Director Family Services Worker	Ongoing-as needed June 2026	All forms and progress reports on file. Ongoing Monitoring Requisitions and POs on special material purchases/ADA accommodations.
45 CFR Part 1302.31 (2)(d), 1302.31 (3)	Develop a schedule for children who need diapering to set up a routine.	Teacher Assistant Teacher Disability Aide/Floater	Teacher Campus Director Disability Director/Staff Family Services Worker	Daily schedule monthly entry on GoEngage data system (tentative) upload	Electronic Diaper Change Log

DISABILITY PROGRAM PLAN

Performance standard: 45 CFR Part 1302.33 (a)(1)(2)(3)(i)(ii) (4) (5)(i)(ii) (A) (B)(b)(3)

Goal: The Hidalgo County Head Start Program/Early Head Start will document progress and plan program activities that are developmentally appropriate and individualized for children with disabilities.

Objective: To collect ongoing information on a child's functioning in gross and fine motor skills, perceptual discrimination, cognition, attention skills, self-help, social, receptive and expressive language. Notify parents of assessment results and provide parents with information on developmental milestones and the 5 Domains of Learning.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.3 (a)(1)(2)(3)(i)(ii)(4) (5)(i)(ii) (A) (B)(b)(3)	With parental consent, each child will be given a research-based standardized health and developmental assessment screening. Also, the DECA, in addition to any required screening instruments for children 0-5. LEA (Local Education Agencies) will administer screenings as needed upon referral.	Teacher Family Services Worker Campus Director LEA Special Education	Disability Director/Staff Health Services Director Education Area Director Mental Health Director Compliance Director	Forty-five (45) days after enrollment LEA ongoing	Copy of assessment screenings Ongoing Monitoring LEA
45 CFR Part 1302.3 (a)(1)(2)(3)(i)(ii)(4) (5)(i)(ii) (A) (B)(b)(3)	Children who require further specialized assessment to determine whether they have a disability will be referred to LEA for appropriate evaluation/assessment which will assess all areas related to the suspected disability. These cases will count towards 10% if qualified.	General Education Teacher Disability Director/Staff Family Services Worker Campus Director Parent LEA Special Education Teacher	LEA Disability Director/Staff Education Area Director Compliance Director	Ongoing	Documentation Head Start referral LEA Referral Ongoing monitoring
45 CFR Part 1302.3 (a)(1)(2)(3)(i)(ii)(4) (5)(i)(ii) (A) (B)(b)(3)	If LEA does not provide the evaluation, the parents will be assisted in arranging services through other resources outside Head Start hours. Rehab will ensure certified staff for evaluations. A follow-up will take place. The identified case will be monitored but will not count towards 10%.	Disability Director/Staff Family Services Worker Campus Director	LEA Disability Director/Staff Education Area Director Compliance Director	Ongoing	Data Collection form Parental Consents Case Notes

DISABILITY PROGRAM PLAN

Performance standard: 45 CFR Part 1302.33 (a)(1-3) (i)(ii), (4)(5)(i)(ii)(A)(B)(b)(3)

Goal: The Hidalgo County Head Start Program/Early Head Start will identify through a systemic process and meet the eligibility criteria for all identified disabilities to ensure services are adequately and professionally provided for children with special needs.

Objective: Ensure that eligibility criteria are met when classifying children with an identified disability, per performance standards. The eligibility criteria are 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; or Visual Impairment.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.33 (a)(1-3) (i)(ii), (4)(5)(i)(ii)(A)(B)(b)(3)	Attend staffing on children whose needs may be unique/specific (Autism, Syndromes, etc.)	Content Area Director Family Services Worker Campus Director/Teacher	Compliance Director Disability Director/Staff EHS Director Education Director	Ongoing As needed	Staffing Notice Staffing Notes Community assessment
45 CFR Part 1302.33 (a)(1-3) (i)(ii), (4)(5)(i)(ii)(A)(B)(b)(3)	Develop Plan of Care to monitor medical health condition/development. (504 plan)	Family Services Worker Campus Director/Teacher Mental Health/Health Director	Compliance Director Health Services Director Disability Director/Staff Education Director	Within 45 days of enrollment Ongoing	Plan of Health (504 plan as needed)
45 CFR Part 1302.33 (a)(1-3) (i)(ii), (4)(5)(i)(ii)(A)(B)(b)(3)	Review classroom observation reports and all screening tools for follow-up on possible suspected disabilities. Meet with parents for possible further evaluations (speech, hearing, vision, other impairments, etc.)	Family Services Worker Campus Director/Teacher Special Services Director Mental Health/Health Director	Mental Health/Health Director Education Area Director Disability Director/Staff EHS Director Compliance Director	As needed	Information on file Ongoing monitoring PBS/Mental Health Process Ongoing Monitoring GoEngage PIR Cameras
45 CFR Part 1302.33 (a)(1-3) (i)(ii), (4)(5)(i)(ii)(A)(B)(b)(3)	Follow-up on child's challenging behavior by utilizing the Mental Health Process/Positive Behavior Support (PBS (Positive Behavior Support)) which includes the development of Behavioral Plans.	Family Services Worker Campus Director Mental Health/Health Director/Coordinator Mental Health Consultant Education Area Directors			

DISABILITY PROGRAM PLAN

Performance standard: 45 CFR Part 1302.44 (a)(i)

Goal: The Hidalgo County Head Start Program/Early Head Start will establish a process to ensure that staff and the Content Area Directors work together to ensure that provisions for the nutritional needs of children are met.

Objective: Consult with appropriate professionals on ways to assist the staff with problems of chewing, swallowing, and feeding our children with significant disabilities. Include activities to assist children with disabilities; participate in meals with classmates.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.44 (a)(i)	Schedule training/workshops by the appropriate professionals, on specific nutritional needs for children with disabilities for staff to ensure that proper procedures are learned and followed when caring for children with special nutritional needs.	Disability Director/Staff Health Director Nutrition Director	Compliance Director Family Services Worker Campus Director Disability Director/Staff EHS Director Education Area Director	Ongoing	Training agendas Sign-ins Pre-service training topics Nutrition training agendas
45 CFR Part 1302.44 (a)(i)	Encourage children with special needs to participate in meal/snack time interactions and weekly nutrition activities.	Family Services Worker Teacher Campus Director	Compliance Director Disability Director Education Area Director Campus Director	Ongoing	Classroom observation notes The teacher's weekly plan reflects nutrition activities Cameras Special Diet Menus
45 CFR Part 1302.44 (a)(i)	Provide special diets for children with chewing, swallowing and feeding problems.	Nutrition Director	Health/Mental Health Director Disability Director Nutrition Director EHS Director Education Area Director	Ongoing	Notice of staffing Staffing notes
45 CFR Part 1302.44 (a)(i)	Hold staffing's to ensure that children with special Nutrition needs are identified are appropriate delivery of services as a means of prevention.	Family Services Worker Campus Director Disability Director Teacher Nutrition Director	Nutrition Director Health Director Disability Director/Staff EHS Director Education Area Director	Ongoing	

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.52 (a)

Goal: The Hidalgo County Head Start Program/Early Head Start will include children with disabilities and their families in the full range of services provided to all children enrolled in Head Start and ensure that all services on the IEP are provided.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services (audiology, physical and occupational therapy, speech therapy, psychological services, transportation, and assistive technology).

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.52 (a)	In conjunction with Family Services and other content areas, a Link and Refer Families system will be utilized to ensure that needed services, to include special education and related services, are addressed and delivered in a timely manner. Referrals to LEA will be initiated accordingly.	Disability Director Family Services Director Family Services Worker Campus Director	Family Services Director Family Services Worker Campus EHS Director Director Health/Mental Health Director Disability Staff	Ongoing	-Referrals /GoEngage -Follow-up -Progress reports -Self Assessment -Ongoing Monitoring
45 CFR Part 1302.52 (a)	Link and Refer families to disability support group meetings. A support group list will be made available to parents at the campus.	Teacher Campus Director Family Services Worker Disability Staff	Disability Director/Staff Campus Director	Ongoing	Support Group List

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.53 (a) (2) (ii) (b) (1)

Goal: The Hidalgo County Head Start Program/Early Head Start 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.

Objective: Memorandums of Understanding will be developed to address, Child Find, joint staff and parent education training, link and refer to Special Education, IEP meetings, placement, joint transition training and planning, resource sharing, and any other jointly agreed upon item.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.53 (a) (2) (ii) (b) (1)	Memorandum of Understanding will be secured with LEA and other agencies to provide services for children with disabilities and families.	Disability Director Transition/Community Partnership Director ISD Special Ed. Staff	Disability Director Transition/Community Partnership Director	May 2026-June 2027	Agreements on File PIR
45 CFR Part 1302.53 (a) (2) (ii) (b) (1)	Attend Child Find meetings, workshops, fairs, for recruitment purposes. Special Services Director or Disability Coordinator participates in Child Find Advisory Committee meeting with Region One ESC	Disability Director Disability Coordinators EHS Staff Transition Staff	Disability Director Disability Coordinators EHS Director	As scheduled by LEAs and Region One ESC	Agendas information on file
45 CFR Part 1302.53 (a) (2) (ii) (b) (1)	Coordinate and collaborate in resource sharing and joint training with LEA.	Family Services Worker Campus Director Disability Director Disability Staff EHS Director LEA SPED Staff	Compliance Director Disability Director Disability Staff EHS Director Education Area Director	Ongoing	Referral training
45 CFR Part 1302.53 (a) (2) (ii) (b) (1)	The memorandum of Understanding will address all the above-mentioned objectives.	Disability Director Transition/Community Partnership Director	Disability Director Transition/Community Partnership Director Director/Staff	April 2026-August 2027	Referral training Interagency Agreements Ongoing monitoring

DISABILITY PROGRAM PLAN

Performance standard: 45 CFR Part 1302.60

Goal: The Hidalgo County Head Start Program/Early Head Start will enroll a minimum of 320 (10%) of the total funded enrollment, children with disabilities as diagnosed by LEA. Only LEA diagnosed children will be counted towards 10%.

Objective: Will ensure non-discrimination of children with disabilities in the selection process in meeting 10% provided they meet age and income requirements. After 10% enrollment is met, children will compete equally. Assure that no child is denied enrollment due to severity of disability, staff attitudes, facility inaccessibility, staff unfamiliarity with disabling conditions, no need for personalized services or specialized equipment. Children previously identified as having a disability will not be excluded in the recruitment process.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.60	All age-appropriate children with disabilities; to include those previously identified, (regardless of severity) will be granted equal opportunity in applying for enrollment if Head Start is the appropriate placement. Children will be placed on a waiting list after 10% is met unless slots are still available; all will compete equally; all must be age and income eligible.	Family Services Director Disability Director EHS Director Campus Director Family Services Worker	Disability Director/Staff Family Services Director/Staff Education Area Director Compliance Director	Aug2026 -June 2027	Enrollment Application Waiting list Community Assessment PIR ECI documentation

DISABILITY PROGRAM PLAN

Performance standard: 45 CFR Part 1302.60

Goal: The Hidalgo County Head Start Program/Early Head Start 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.

Objective: To ensure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make needed adaptations for small and large group activities to help the child benefit fully from the program.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.60	Maintain open communication with all content areas regarding services being provided or required for children with disabilities and their families. A link and the referral system are maintained to assist families in receiving services. Needs will also be identified using the Family Partnership Agreement (FPA).	Disability Director Family Services Worker Campus Director Disability Director EHS Director	Compliance Director Disability Director EHS Director Family Services Director Family Services Worker Campus Director	Monthly	FPA on file Child's disability Reflected on FPA
45 CFR Part 1302.60	A community resource directory will be provided to families to ensure maximum use of the local resources. LEA Special Education Department will be included.	Disability Director Family Services Worker Campus Director Transition Director	Disability Director Disability Staff EHS Director Family Services Worker Campus Director Compliance Director	Available BOY-ongoing	Resource Directory on file
45 CFR Part 1302.60	An Advisory Committee Network Meeting will be hosted by Head Start where local agencies will present an overview of their services	Transition/Community Partnership Director	Transition/Community Partnership Director	BOY-ongoing as per new partnerships	Sign in agenda of network meeting Agreements on file

DISABILITY PROGRAM PLAN

Performance standard: 45 CFR Part 1302.60

Goal: The Hidalgo County Head Start Program/Early Head Start 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.

Objective: To ensure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make the necessary adaptations for small and large groups activities to help the child benefit fully from the program.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.60	A Social Services Network Meeting will be hosted by Head Start where local agencies will present an overview of their services.	Transition/Community Partnership Director	Transition/Community Partnership Director	BOY- ongoing as per new partnerships	Sign in agenda of network meeting Agreements on file
45 CFR Part 1302.60	Accommodation for children with disabilities will include assigning volunteers, and/or Disability aide/Floater to provide extra instruction in small and large group activities, provide adequate special utensils, materials, equipment, facility accessibility, and anything else required by the child as per IEP. Provide Assistive Technology as required by the child's IEP. Assure facility accessibility for any individual with a disability.	Teacher Disability Director EHS Director Family Services Worker Campus Director Field Operations Director	Compliance Director EHS Director Disability Director Family Services Director Family Services Worker Campus Director	Aug 2026-June 2027	All forms and Progress reports on file. Ongoing monitoring Requisitions and POs on special material purchases/ADA accommodation DA observation notes

DISABILITY PROGRAM PLAN

Performance standard: 45 CFR Part 1302.61 (a)

Goal: The Hidalgo County Head Start Program/Early Head Start 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.

Objective: To ensure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make the necessary adaptations for small and large groups activities to help the child benefit fully from the program.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.61 (a)	Individualized accommodation and instructions Supports are used to ensure participation of disabled children some of these accommodations for children with disabilities will include assigning volunteers, and/or a Disability Aide/Floater to provide extra instruction in small and large group activities; provide adequate special utensils, materials, equipment, facility accessibility, and anything else required by the child as per IEP. Provide Assistive Technology as required by the child's IEP. Assure facility accessibility for any individual with a disability.	Campus Director Family Services Worker Teacher Field Operations Director Teacher Aids Disability Floaters	Compliance Director Special Services Director/Staff Family Services Director Campus Director Family Services Worker	Aug 2026-June 2027	All forms and progress report on file. Ongoing monitoring Requisitions and POs on special material purchases/ADA accommodations
45 CFR Part 1302.61 (a)	Staff will be trained to feel competent in working comfortably with children with different disabilities to ensure that staff attitudes and unfamiliarity with a particular disability are addressed. A session on the ADA (Americans with Disabilities Act) is held during Annual Training and as needed.	Disability Director Disability Coordinator EHS Director		PD Training-BOY-ongoing for new hires	PPT/Teams

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.61 (b)

Goal: The Hidalgo County Head Start Program/Early Head Start includes children with disabilities and their families who are eligible for services under IDEA and all other children, ensuring they all receive appropriate individualized services based on their needs.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.61 (b)	While waiting for the LEAs Special Ed staff to evaluate a child, Parents will be assisted in arranging services through other resources outside of Head Start with Dr. referral and/or with persistent behavior to suspected delays affect learning. The same procedure will be followed as securing consents.	Finance Director Assistant Program Director Disability Director Family Services Workers Disability Coordinator Staff Response (as needed) EHS Staff	Finance Director Executive Director Compliance Director Disability Director/Staff EHS Staff	Aug 2026-June 2027	Budget copy Monthly budget reports PIR Community Assessment
45 CFR Part 1302.61 (b)	Ensure families are given information regarding the referral, evaluation, and other services process, as well as information on inclusion.	Disability Director/Staff Campus Director Family Services Worker	Disability Director/Staff Campus Director	Aug 2026-June 2027	IDEA Law Special Ed Process Special Ed brochures

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.61(b)

Goal: The Hidalgo County Head Start Program/Early Head Start includes children with disabilities and their families who are eligible for services under IDEA and all other children, ensuring they all receive appropriate individualized services based on their needs.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
	<p>In conjunction with other content areas, a Link and Refer system will be utilized to ensure services needed, to include special education and related services are addressed and delivered in a timely manner. Referrals to LEA will be initiated accordingly. Secure lists from Campus Directors on any children who failed the development screening instrument for follow-up purposes to avoid missing any child in need of further evaluation.</p> <p>Support classroom staff with children who do not have an IEP but may require modifications or accommodations.</p> <p>Review lesson plans to ensure modifications are being made to support children with suspected disabilities for referral.</p>	<p>Disability Director Family Services Director Mental Health Director Campus Director Family Services Worker EHS Staff</p> <p>Family Services Worker Education Area Director Campus Director</p> <p>Family Services Worker Education Area Director Campus Director</p> <p>Family Services Worker Education Area Director Campus Director</p>	<p>Disability Director/Staff Family Services Director Health Director Mental Health Staff Campus Director Family Services Worker</p> <p>Disability Director Disability Staff EHS Staff Compliance Director Education Area Director Campus Director Family Services Worker</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Referral/ GoEngage Follow-up Progress reports Self-Assessment Ongoing Monitoring</p> <p>CLI Child Assessment Ongoing Monitoring GoEngage</p>

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.61(b)

Goal: The Hidalgo County Head Start Program/Early Head Start includes children with disabilities and their families who are eligible for services under IDEA and all other children, ensuring they all receive appropriate individualized services based on their needs.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.61(b)	Allowable budget expenses include children’s evaluations and treatment, if needed, special equipment/materials, eating utensils, manipulatives, walkers, special scissors, and T/TA for substitutes, and facility accessibility (ramps, etc.).	Disability Director EHS Director Assistant Program Director Finance Director Compliance Director	Disability Director Assistant Program Director Executive Director Compliance Director	Aug 2026- June2027	Monthly budget reports Ongoing monitoring on budget expenditures

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.61 (c) (1) (i-v)

Goal: The Hidalgo County Head Start Program/Early Head Start through LEAs will develop IEP (Individual Education Plan) that meets the needs of children with disabilities and enables them to be included fully in classroom activities.

Objective: Participate and provide input into the LEA IEP. When LEA develops the IEP, a Head Start representative will attempt to attend IEP meetings to include teacher, parents, evaluator, interpreter for parents will be provided if needed. IEPs will be in parent's dominant language; encourage parents to attend IEP meetings; have meetings without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEPs and child's progress. Encourage interaction between classroom teachers, service providers, and parents.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.61 (c) (1) (i-v)	MOUs will be secured with LEAs and other agencies to provide services for children with disabilities and their families. Details of the agreement will be Specified and listed on the MOU.	Community Partnerships Director Disability Director EHS Director LEA Staff	Disability Director/ Staff EHS Director Compliance Director Education Area Director Campus Director	Within thirty (30) days of evaluation or ASAP	MOU (Agreements) PIR
45 CFR Part 1302.61 (c) (1) (i-v)	Ensure attendance of required Head Start Staff and parents when LEA schedule ARD/IEP meetings upon completion of assessment to discuss eligibility results.	Disability Director/Coordinator LEA Staff, Parent, Teacher Campus Director Family Service Worker	Disability Director LEA Staff Compliance Director Education Area Director	Aug 2026-June 2027	ARD/IEP
45 CFR Part 1302.61 (c) (1) (i-v)	The multi-disciplinary team will provide input into developing an appropriate IEP to meet the special needs of children.	Disability Director/Coordinator, LEA Staff Parent Teacher Campus Director Family Services Worker	Disability Director LEA Staff Compliance Director Education Area Director	Within 30 days of evaluation or ASAP	

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.61 (c) (1) (i-v)

Goal: The Hidalgo County Head Start Program/Early Head Start through LEAs, will develop IEP that meet the needs of children with disabilities and enable the to be included fully in classroom.

Objective: Participate and provide input into the LEA IEP. When LEA develops the IEP, a Head Start representative will attempt to attend IEP meetings to include teacher, parents, evaluator, interpreter for parents will be provided if needed. IEPs will be in parent’s dominant language; encourage parents to attend IEP meetings; have meetings without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEPs and child’s progress. Encourage interaction between classroom teachers, service providers, and parents.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.61 (c) (1) (i-v)	Child’s unique needs, strengths and developmental potential will be documented through various sources- IEP six-week progress report, case notes. Teachers reflect IEP objectives in weekly lesson plans and reinforce them daily.	Disability Director/Coordinator EHS Director Teacher Campus Director Family Services Worker Education Directors	Compliance Director Disability Director/ Staff EHS Director Family Services Worker Education Director Campus Director	Aug 2026-June 2027	-IEP -Progress reports -Case Notes -Teacher Notes
45 CFR Part 1302.61 (c) (1) (i-v)	Special Education services can be provided in the child’s Head Start classroom.	Disability Staff Teacher Campus Director Special Services Director/Staff	Compliance Director Disability Director/ Staff EHS Director Family Services Worker Campus Director	Aug 2027-June 2027	-Requisitions -Invoices -ARD/IEP -Case Notes

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.61 (c) (1) (i-v)

Goal: The Hidalgo County Head Start Program/Early Head Start through LEAs will develop IEPs that meet the needs of children with disabilities which enable them to be included fully in classroom activities.

Objective: Participate and provide input into the LEA IEP. When LEA develops the IEP, a Head Start representative will attend the IEP meeting to include teacher, parents, evaluator, and interpreters for parents will be provided if needed. IEPs will be in parent's dominant language; encourage parents to attend IEP meetings; have meetings without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEPs and child's progress. Encourage more interaction between classroom teachers and services providers, and parents.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.61 (c) (1) (i-v)	Involve the different content areas when monitoring the child's IEP if needed to ensure that every area of need is satisfied, (nutrition, mental health etc.) Children with disabilities will be included in the full range of activities within the child development program, while being served in the Head Start classroom by the Specialists.	Disability Director Education Area Director Teacher/LEA Campus Director Family Services Worker	Compliance Director Disability Staff EHS Director Education Director Campus Director	Aug 2026-June 2027	Reflect IEP objectives in weekly lesson plan Cameras
45 CFR Part 1302.61 (c) (1) (i-v)	Encourage more interaction between teacher and service providers through IEP meetings, face-to-face contact, periodic telephone calls, classroom material sharing, child/parent home activities etc. Schedule visits and observe children during implementation of IEP in therapy session; LEAs and other special services providers usually accommodate such requests.	Disability Director Teacher Campus Director Family Services Worker	Campus Director Education Director Family Services Worker Compliance Director Disability Staff EHS Director	Aug 2026-June 2027	Case notes Teacher notes Take home activities Cameras Teacher/Parent Conference IEP meeting

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.61 (c) (2) (i-ii)

Goal: The Hidalgo County Head Start Program/Early Head Start will ensure the smooth joint transition training and planning of children with disabilities into Head Start and from Head Start to the next placement.

Objective: In collaboration with Early Childhood Intervention (ECI) and LEAs, transition 3-year-old Head Start eligible children with disabilities into Head Start. In collaboration with LEAs, transition children exiting Head Start into the public school. Provide parents and staff with information and training on the transition process.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.61 (c) (2) (i-ii)	Maintain coordination and collaboration with ECI agencies and LEAs through use of faxes, e-mail, telephone, mailings, and ARD meetings to ensure a smooth joint transition training and planning on children with possible disabilities to enroll in Head Start.	Disability Director/Coordinator EHS Staff Transition/Community Partnership Director Transition Specialist (ECI)	Disability Director EHS Staff Compliance Director Campus Director Family Services Worker	Aug 2026-June 2027	ECI documentation on file -Ongoing monitoring
45 CFR Part 1302.61 (c) (2) (i-ii)	Maintain documentation on ECI transition meetings attended by Transition Director/ Family Services Worker	Disability Director/Coordinator Transition/Community Partnership Director Campus Director Family Services Worker	Disability Director/Coordinator EHS Staff Campus Director Family Services Worker	Aug 2026-June 2027	ECI Notice of Transition Meeting Transition paperwork Ongoing monitoring
45 CFR Part 1302.61 (c) (2) (i-ii)	Maintain coordination and collaboration with LEAs regarding 3- & 4-year-old Head Start eligible children with disabilities who may benefit from enrollment. Secure documentation on any type of communication.	Disability Director/Coordinator Campus Director Family Services Worker	Disability Director Compliance Director Campus Director	Aug 2026-June 2027	ARD minutes on file Community Assessment MOU

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.61 (c) (2) (i-ii)

Goal: The Hidalgo County Head Start Program/Early Head Start will ensure the smooth joint transition training and planning of children with disabilities into Head Start and from Head Start to the next placement.

Objective: In collaboration with Early Childhood Intervention (ECI) and LEAs, transition 3-year-old Head Start eligible children with disabilities into Head Start in collaboration with LEAs, transition children exiting Head Start into the public school. Provide parents and staff with information and training on the transition issues and process.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.61 (c) (2) (i-ii)	Provide all LEA Special Education Departments with a list of children with disabilities exiting Head Start and transitioning to public school.	Disability Director/Coordinator EHS Staff	Disability Director/Coordinator EHS Staff	June 2026	Transition List to Sp. Ed. Dept.
45 CFR Part 1302.61 (c) (2) (i-ii)	Schedule training workshops or meetings in conjunction with LEAs, Region One ESC and ECI agencies to provide parents and Head Start Staff with information on joint transition training and planning on what procedures to follow.	Campus Director Family Services Worker	Transition/Community Compliance Director	Aug 2026-June 2027	Transition meeting agenda and sign-in on file. Child Find Advisory agenda
45 CFR Part 1302.61 (c) (2) (i-ii)	Provide transition letter to parents with information on Special Education contacts to ensure a smooth transition for their children with special needs.	Disability Director/Staff EHS Staff Transition/Community Partnership Director Campus Director Family Services Worker	Disability Director/Coordinator EHS Staff Transition/Community Partnership Director Compliance Director	May 2027	Parent transition letter on file.
45 CFR Part 1302.61 (c) (2) (i-ii)	Attend Parent Committee Meetings and educate parents on transition/IDEA for children with disabilities transitioning to LEA.	Transition/Community Partnership Director Campus Director Family Services Worker Disability Staff	Disability Director Transition/Community Partnership Director Compliance Director EHS Staff Disability Director Transition/Community Partnership Director Campus Director	Aug 2026-June 2027	Agenda Meeting sign-ins Notice of meeting

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.61 (c) (2) (i-ii)

Goal: The Hidalgo County Head Start Program/Early Head Start will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the planned enrollment prior to date of enrollment.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.61 (c) (2) (i-ii)	Provide parents with information on special education services available in the public school system as a guide to parents on joint transition training and planning.	Disability Director/Staff EHS Staff Transition/Community Partnership Director Teacher Family Services Worker Campus Director	Disability Director/Staff EHS Staff Transition/Community Partnership Director Compliance Director Campus Director	Aug 2026-June 2027	Transition Information Training Sign-In IDEA/ADA/504
45 CFR Part 1302.61 (c) (2) (i-ii)	Provide parents with transition brochures to facilitate joint transition training and planning.	Family Services Worker Transition/Community Partnership Director Campus Director Teacher	Disability Director EHS Staff Transition/Community Partnership Director Compliance Director Campus Director	Aug 2026-June 2027	Transition brochures
45 CFR Part 1302.61 (c) (2) (i-ii)	With parent consent, transfer children's records to LEA. Provide LEA Special Education Department with a list of all transitioning children with disabilities.	Disability Director EHS Director Transition/Community Partnership Director Campus Director Family Services Worker	Disability Director/Staff EHS Staff Transition/Community Partnership Director Compliance Director Education Area Director Campus Director	Aug 2026-June 2027	Copies of consent on file Transition list to LEA Special Education Dept

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.61 (c) (2) (i-ii)

Goal: The Hidalgo County Head Start Program/Early Head Start will allow for parent and family engagement throughout the disability effort and meet the family’s needs when relating to joint transition training and planning.

Objective: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the planned enrollment prior to date of enrollment.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>45 CFR Part 1302.61 (c) (2) (i-ii)</p>	<p>Allow for communication with parents by providing a transition letter that lists special education staff contacts, phone numbers, campus assignment etc. to provide a smooth transition.</p>	<p>Disability Director EHS Staff Transition/Community Partnership Director Campus Director Teacher Family Services Worker</p>	<p>Disability Director/Staff EHS Staff Transition/Community Partnership Director Compliance Director Education Area Director Campus Director</p>	<p>Aug 2026-June 2027</p>	<p>Transition letter to Parents</p>

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.62 (a) (1-2)

Goal: The Hidalgo County Head Start Program/Early Head Start will collaborate with parents of children with disabilities, to include, but not limited to children who are eligible for services under IDEA.

Objective: Provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e., SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill, and knowledge to advocate for their children's special needs.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.62 (a) (1-2)	A resource directory and Parent Handbook is provided at the first parent orientation meeting for information on parent education programs. Parents and staff will be provided with the opportunity to learn about first aid, principals of preventative health, safety measures and any information on disabilities that may assist parents with their family's disability needs, thus promoting family well-being.	Transition/Community Partnership Director Family Services Director Campus Director Family Services Worker Teacher	Transition/Community Partnership Director Compliance Director Family Services Director Disability Director EHS Director Campus Director	Aug 2026-June 2027	-Training Documentation -Resource Directory -Flyers -Disability Brochures -ARD -Parent handbook
45 CFR Part 1302.62 (a) (1-2)	A Family Partnership Agreement (FPA) will be used to help families identify basic life support needs, including siblings' needs related to disabilities. HS will link and refer families to community agencies to assist them in receiving services, including securing equipment/devices to assist the child as needed,	Family Services Director/Staff Campus Director Family Services Worker Teacher	Family Services Director Disability Director/Staff EHS Staff Compliance Director Education Area Director Campus Director	Aug 2026-June 2027	-FPA/Follow ups -GoEngage -PIR -Referral

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.62 (a) (1-2)

Goal: The Hidalgo County Head Start Program/Early Head Start will collaborate with parents of children with disabilities, to include, but not limited to children who are eligible for services under IDEA.

Objective: Provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e., SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill, and knowledge to advocate for their children’s special needs.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
5 CFR Part 1302.62 (a) (1-2)	Link and refer families to disability support group meetings. A support group list will be made available to parents through Campus Directors. Cross cultural responsiveness will be considered.	Disability Director Teachers Family Services Worker Campus Director	Disability Director/Staff Compliance Director Education Area Director Campus Director	Aug 2026-June 2027	-Support group list at campus
5 CFR Part 1302.62 (a) (1-2)	Encourage parent and family engagement participation for trainings, workshops, conferences on IDEA/Section 504, ADA to promote families as advocates and leaders. Develop honest dialogue with families regarding ARD meetings to promote participation.	Family Services Worker Campus Director Disability Director/Staff EHS Staff Teacher	Disability Director/Staff EHS Staff Compliance Director Family Services Director Education Area Director Campus Director	Aug 2026-June 2027	-Training agendas/sign-in -Flyers -Brochures -ARD/IEP

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.62 (b) (1-4)

Goal: The Hidalgo County Head Start Program/Early Head Start will allow for parent and family engagement throughout the disability effort to meet the needs of the child and the family.

Objective: Provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e., SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill, and knowledge to advocate for their children's special needs.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.62 (b) (1-4)	Parent Consent will be obtained, and the referral and evaluation process will be explained to the parent. Also, should the child qualify, the services will be explained to the parents at the ARD meeting.	Disability Director EHS Director LEA Special Ed Staff Campus Director Family Services Worker Teacher	Disability Staff EHS Staff Compliance Director Campus Director Family Services Worker	Aug 2026-June 2027	-Referral/Go Engage -LEA Referral -Ongoing monitoring -Data Collection Form -Parent Consent
45 CFR Part 1302.62 (b) (1-4)	A multidisciplinary approach will be utilized for children evaluated by LEA to determine eligibility for services under IDEA upon completion of the evaluation.	Disability Director LEA Special Ed Staff EHS Staff Campus Director Family Services Worker Teacher	Disability Staff Compliance Director Campus Director Family Services Worker	Aug 2026-June 2027	-Referral/Go Engage -LEA Referral -Ongoing monitoring -Data Collection Form -Parent Consent
45 CFR Part 1302.62 (b) (1-4)	A multidisciplinary team to include the parent and Head Start staff will provide input in the development of the IEP to meet the child's special needs. Head Start Staff will ensure parent attendance.	Disability Director EHS Director Campus Director Family Services Worker Teacher	Disability Staff EHS Staff Compliance Director	Aug 2026-June 2027	Sign Language Contracts

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.63 (a)

Goal: The Hidalgo County Head Start Program/Early Head Start 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.

Objective: MOUs (Memorandum of Understanding) are developed to address, Child Find, joint staff and parent education training, link, and refer to Special Ed., IEP meetings, placement, joint transition training, and planning, resource sharing, PEIMS Fall snapshot child count and any other jointly agreed upon items.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.63 (a)	Memorandum of understanding will be secured with LEA and other agencies to provide services for children with disabilities and families.	Disability Director EHS Staff Transition/Community Partnership Director	Disability Director EHS Director Transition/Community Partnership Director Compliance Director	Aug 2026-June 2027	Agreements on file PIR
45 CFR Part 1302.63 (a)	Attend Child Find meetings, workshops, and fairs for recruitment purposes. Special Services Director/Coordinators participate in Child Find Advisory meetings with Region One ESC.	Procurement Director Disability Director EHS Staff Disability Coordinator Transition/Community Partnership Director	Disability Director Disability Staff EHS Staff Compliance Director Family Service Staff	-As scheduled by LEAs -Region One ESC -Easter Seals	Agendas Information on file Parent sign-in Referral training sign-in
45 CFR Part 1302.63 (a)	Coordinate and collaborate in resource sharing and joint training with LEA.	Family Services Worker Campus Director Special Services Director	Compliance Director Disability Director EHS Director Disability Staff Education Area Director	Aug 2026-June 2027	LEA -Referral training -MOU -Ongoing monitoring
45 CFR Part 1302.63 (a)	The Memorandum of Understanding will identify all the above-mentioned objectives.	Special Services Coordinator Disability Director Transition/Community Partnership Director	Disability Director Transition/Community Partnership Director	Aug 2026-June 2027	

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.63 (b)

Goal: The Hidalgo County Head Start Program/Early Head Start 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.

Objective: Arrange for options with LEA to meet the needs of each child to include joint placement, shared services, or shared personnel and strategies to check that special needs are met.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.63 (b)	Memorandums of Understanding will be secured with LEA and other agencies to provide services for children with disabilities and their families.	LEA Special Ed. Director LEA Special Ed. Teacher LEA Paraprofessionals HS Teacher/Assistant Campus Director	Disability Director/Staff EHS Staff Campus Director Education Area Director Compliance Director	Aug 2026-June 2027	MOU Teacher Notes Case Notes
45 CFR Part 1302.63 (b)	Through the MOU and LEA children with significant disabilities from the ECSE classroom of LEA are allowed the opportunity to dual enroll with Head Start and participate in an inclusive educational setting. The MOU allows a Special Education Teacher to provide instruction in the Head Start classroom and implement the IEP. Strategies to be used to ensure that special needs are met include using substitutes, volunteers, and disability aids who provide extra instruction and assistance for children with disabilities. Also utilize special equipment/materials/transportation/sign language interpreters etc.	Disability Director/Coordinator or EHS Staff Education Area Director Teacher Family Services Worker Campus Director	Disability Director/Staff Education Area Director	Aug 2026-June 2027	Case notes Progress notes Ongoing monitoring

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.63 (b)

Goal: The Hidalgo County Head Start Program/Early Head Start will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist in the transition of children from Head Start to public school.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.63 (b)	Provide parents with information on special education services available in the public school system as a guide to parents on joint transition training and planning.	Transition/Community Partnership Director Family Services Worker Campus Director Disability Director Teacher EHS Staff	Compliance Director Disability Director EHS Director Transition/Community Partnership Director Campus Director Education Area Director	Aug 2026-June 2027	-Transition information -Training sign-in on IDEA/ADA/504
45 CFR Part 1302.63 (b)	Provide parents with transition brochures to facilitate joint transition training and planning.	Family Services Worker Campus Director/Teacher Transition/Community Partnership Director	Disability Director EHS Director Transition/Community Partnership Director Compliance Director Campus Director	Aug 2026-June 2027	-Transition brochures
45 CFR Part 1302.63 (b)	With parent consent, transfer children's records to LEA. Provide LEA Special Education Department with a list of all transitioning children with disabilities.	Family Services Worker Transition/Community Partnership Director Campus Director Disability Director/Coordinator EHS Staff	Compliance Director Disability Director/Staff EHS Director Transition/Community Partnership Director Education Area Director Campus Director	Aug 2026-June 2027	-Copies of consent on file -Transition list to LEA Special Education Dept.

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.63 (b)

Goal: The Hidalgo County Head Start Program/Early Head Start will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist in the transition of children from Head Start to public school.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.63 (b)	Allow for communication with parents by providing a transition letter that lists special education staff contacts, phone numbers, and campus assignments to provide a smooth transition.	Family Services Worker Transition/Community Partnership Director Campus Director Disability Director EHS Staff Teacher	Compliance Director Disability Director/Staff Transition/Community EHS Staff Partnership Director Education Area Director Campus Director	Aug 2026-June 2027	-Transition Letter to parents

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.63 (c) (1-2)

Goal: The Hidalgo County Head Start Program/Early Head Start through LEAs will develop IEPs that meet the needs of children with disabilities and enable them to be included fully in the classroom.

Objective: Participate /provide input into the IEP; interpreter for parents; IEPs in parent's dominant language; encourage IEP attendance; have meeting without parents if necessary; implement IEP as soon after the meeting.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.63 (c) (1-2)	Ensure attendance of required Head Start Teacher, staff, parent, and other required team members of scheduled IEP meeting upon completion of assessment to discuss LEA eligibility results. IEP meetings may be held without the parent, provided parents consented to it and every effort was made to include parent, document efforts.	Family Services Worker Campus Director Teacher LEA Special Education Staff Disability Director	Disability Director Family Services Worker Campus Director EHS Staff	Within 45 school days of consent for evaluation	-ARD/IEP Notice -PIR
45 CFR Part 1302.63 (c) (1-2)	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.	Disability Director Family Services Worker Campus Director Teacher	Disability Director/Staff EHS Staff	Aug 2026-June 2027	ARD/IEP Notice P/O Requisition for Sign Language Interpreters
45 CFR Part 1302.63 (c) (1-2)	The multi-disciplinary team will provide input into developing an appropriate IEP to meet the special needs of children. The team will include Head Start representatives/teachers who will also provide input on child's progress.	Disability Director Family Services Worker Campus Director Teacher LEA Special Education Staff	Compliance Director Disability Director/Staff EHS Staff Education Area Director Campus Director	Within 45 school days of consent for evaluation	-ARD/IEP -PIR

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.63 (d)

Goal: The Hidalgo County Head Start Program/Early Head Start will maintain a working file of children who are eligible for services under IDEA while enrolled.

Objective: To include all information relevant to assist in the child's instruction and success.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>45 CFR Part 1302.6 3 (d)</p>	<p>Maintain current documentation of enrolled children who receive services under IDEA, such as Consent for Evaluation, Evaluation Reports (FIE) ARD/IEP, Progress Reports, and Therapy Sign-in forms.</p>	<p>Disability Director/Coordinator EHS Staff Campus Director Family Services Worker</p>	<p>Disability Director/Staff EHS Staff Education Area Director Compliance Director</p>	<p>Aug 2026-June 2026</p>	<p>-FIE -ARD/IEP -Progress Reports -Consent for Evaluation -Therapy Sign-In</p>

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.71(3)(e)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the child's planned enrollment prior to date of enrollment.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.71(3)(e)	Provide parents with information on special education services available in public school's system as a guide to parents on joint transition training and planning.	Transition/Community Partnership Director Family Services Worker Campus Director Disability Director EHS Staff Teacher	Compliance Director Disability Director EHS Director Transition/Community Partnership Director Campus Director Education Area Director	Aug 2026-June 2027	-Transition information
45 CFR Part 1302.71(3)(e)	Provide parents with transition brochures to facilitate joint transition training and planning.	Family Services Worker Campus Director/Teacher Transition/Community Partnership Director	Disability Director EHS Director Transition/Community Partnership Director Compliance Director Campus Director	Aug 2026-June 2027	-Transition brochures
45 CFR Part 1302.71(3)(e)	With parent consent, transferring children's records LEA. provides LEA special education with a list of all transitioning children with disabilities.	Family Services Worker Transition/Community Partnership Director Campus Director Disability Director/Staff EHS Staff	Compliance Director Disability Director/Staff EHS Staff Transition/Community Partnership Director Education Area Director Campus Director	Aug 2026-June 2027	-Copies of consents on file -Transition list to LEA Special Education Dept.

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1302.71(3)(e)

Goal: The Hidalgo County Head Start Program/Early Head Start will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the planned enrollment prior to date of enrollment.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1302.71(3)(e)	Allow for communication with parents by providing a transition letter that lists special education staff contacts, phone numbers, campus assignment to provide a seamless transition.	Family Services Worker Transition/Community Partnership Director Campus Director Disability Director EHS Director Teacher	Monitoring Director Disability Director/Staff EHS Staff Transition/Community Partnership Director Education Area Director Campus Director	Aug 2026-June 2027	
45 CFR Part 1302.71(3)(e)	Administrative staff will meet with the Campus Directors and Family Services Worker to prepare and involve children and parents with transition to the public school.	Transition/Community Partnership Director Area Directors	Transition/Community Partnership Director	Aug 2026-June 2027	Field Trip Request Form
45 CFR Part 1302.71(3)(e)	The program will meet with the Local Education agencies (school districts) to discuss and deliver Head Start children's transition packages.	Transition/Community Partnership Director	Transition/Community Partnership Director	Aug 2026-June 2027	Agendas Sign-In forms

DISABILITY PROGRAM PLAN

Performance Standard: 45 CFR Part 1303.75 (a)(b)

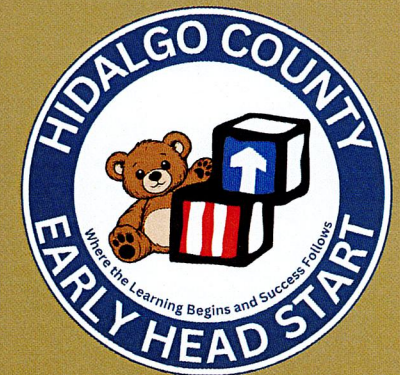
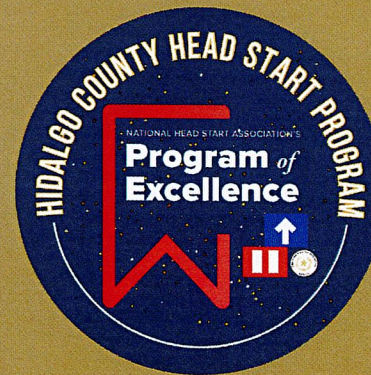
Goal: The Hidalgo County Head Start Program/Early Head Start will include children with disabilities in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

Objective: Arrange for options with LEA to meet the needs of each child to include joint placement, shared services, or shared personnel and strategies to check that special needs are met.

PERFORMANCE STANDARD	TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
45 CFR Part 1303.75 (a)(b)	Transportation is an allowable expense for those children that require transport to and from home or to therapy treatments. When transportation to services can be accessed from other agencies such as the LEA it should be used, otherwise, transportation will be provided.	Family Services Worker Campus Director Disability Director Transportation Coordinator	Monitoring Director Disability Director Disability Staff Campus Director	Aug 2026-June 2027	-Request for transportation -Parent consent -Bus route schedules -Community Assessment -Self Assessment -Ongoing monitoring
45 CFR Part 1303.75 (a)(b)	Provide specially equipped buses with lifts to transport children with physical disabilities for compliance with ADA.	Family Services Worker Campus Director Disability Director Transportation Coordinator	Disability Director Transportation Coordinator Education Area Director	Aug 2026-June 2027	-Transportation Plan -Ongoing monitoring -Transportation Schedules
45 CFR Part 1303.75 (a)(b)	Staff will be provided with training on how to use equipment. Supervision is always provided.				

PROGRAM PLANS 2026-2027

Hidalgo County Head Start/Early Head Start



TRANSITION SERVICES

Policy Council Approval Date:

xx/xx/xxxx

Governing Body Approval Date:

xx/xx/xxxx



Hidalgo County Head Start/Early Head Start Program
Transition Services Program Plan
2026-2027

Performance Standard C. F. Regulation: 1302.71 (c) (2) (i) (ii) (iii), and 1302.72 (2) (i) (a) (b) Transition Services

Goal: To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.

Objective: To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start/Early Head program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. The parents will be notified of necessary records and information that are required for enrollment for their designated local education agency.</p> <p>Activities:</p> <ul style="list-style-type: none"> a. On-site online registration for children transitioning to the school district b. Registration documents and forms c. School Tours <ul style="list-style-type: none"> • Campus director will be in charge of all paperwork for transition field trip. Request at least 2 weeks in advance. • Field trip to partner school in Spring. • Trip to partner school cafeteria. • Invite Kinder teachers from partner school to come visit children in Pre K 4 classes. • Parent meetings to orient parents on transition. • Parent meetings where ISD Administration staff can inform parents on school and procedures. • Pre-Registration dates for the upcoming school year 	<p>Campus Directors Family Service Workers ISD Teachers, Parent Liaison</p>	<p>Community Partnership/Transition Director</p>	<p>August – 2026 thru June - 2027</p>	<p>Confidentiality Statement – Child Record Field Trip Request Form Permission Slip Transition / Application packet</p>



Hidalgo County Head Start/Early Head Start Program
 Transition Services Program Plan
 2026-2027

Performance Standard C. F. Regulation: 1302.71 (c) (2) (i) (ii) (iii), and 1302.72 (2) (i) (a) (b) Transition Services

Goal: To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.

Objective: To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start/Early Head program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
2. The Program will maintain on-going coordination and collaboration between the Head Start staff and their counterparts in the schools and community programs. Activities: <ul style="list-style-type: none"> a. Memorandum of Understanding (MOU) b. Partnership c. Non-competitive collaboration MOU 	Campus Directors	Community Partnership/Transition Director	August – 2026 thru June - 2027	Networking Meeting Record MOU's



Hidalgo County Head Start/Early Head Start Program
Transition Services Program Plan
2026-2027

Performance Standard C. F. Regulation: 1302. 71 (c) (2)(i)(ii)(iii), and 1302.72 (2) (i)(a)(b) Transition Services

Goal: To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.

Objective: To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start/Early Head Start program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
3. 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. Activities: <ul style="list-style-type: none"> a. School Tours b. Dual Enrollment Attendance Policies and Procedures c. Transition Parent Meetings <ul style="list-style-type: none"> • Day • Evening d. Meet the Principal and campus staff 	Community Partnership/ Transition Director Area Directors	Community Partnership/ Transition Director	August – 2026 thru June - 2027	Field Trip Request Form Agendas Sign-In's Policies and Procedures Transitions with local agencies
4. The Program will encourage community participation through community wide events to allow parents, staff, community organizations, and children to meet, visit the program, and ask questions. Activities: <ul style="list-style-type: none"> a. Network Meeting b. Parent Fair c. Monthly Parent Meetings d. Child Find Fairs 	Community Partnership/ Transition Director Family Services Director	Community Partnership/ Transition Director	August – 2026 thru June - 2027	Sign-In's Parent Meeting Information Agendas Flyers



Hidalgo County Head Start/Early Head Start Program
 Transition Services Program Plan
 2026-2027

Performance Standard C. F. Regulation: 1302.71 (c) (2)(i)(ii)(iii), and 1302.72 (2) (i)(a)(b) Transition Services

Goal: To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.

Objective: To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start/Early Head Start program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
5. The Program will assist & support transitions for families and children who move out of the community to include homeless families and foster children. Activities: <ul style="list-style-type: none"> a. Childs Transition-packet consent for release form b. Referral Data Form c. Tracking Log d. Progress Monitoring Data 	Campus Directors Community Partnership/ Transition Director	Community Partnership/ Transition Director	August – 2026 thru June - 2027	Sign-In's HS Locater Referrals



Hidalgo County Head Start/Early Head Start Program
Transition Services Program Plan
2026-2027

Performance Standard C. F. Regulation: 1302.60, 1302.61 (a), 1302.62(a) and 1302.70 (e) Transition Services

Goal: To encourage and involve parents in the transition of their child into Head Start/ Early Head Start Program.

Objective: To schedule and conduct meetings / activities to engage parents in the transition of their children into the Head Start/Early Head Start Program; including transition of children with disabilities into the Head Start/Early Head Start Program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. The Program will coordinate and collaborate with ECI Early Childhood Intervention agencies on children who are being referred to the Early Head Start and Head Start Program. The Program will conduct “face to face” transition meetings with the parents, ECI agency, and the local education agency. Activities:</p> <ul style="list-style-type: none"> a. Established written MOU's b. ECI Referrals 	<p>Campus Directors Family Service Workers</p>	<p>Community Partnership/ Transition Director</p>	<p>August – 2026 thru June - 2027</p>	<p>Referral Data Confidentiality Statement ECI Transition Pkt. ECI Tracking Log</p>
<p>2. The Program will ensure that appropriate placement of children enrolled with developmental programs, are provided with the steps necessary to participate and enroll in the Early Head Start and Head Start Program. Activities:</p> <ul style="list-style-type: none"> a. Staff will assist the parents in completing the application process as needed b. Children will receive instruction in an in depth setting c. Assign DCA to assist in the classroom 	<p>Community Partnership/ Transition Director Special Services Director</p>	<p>Community Partnership/ Transition Director Special Services Director</p>	<p>August – 2026 thru June - 2027</p>	<p>Confidentiality Statement HS Application ARD/Dr. Recommendation Form PO-s for materials and equipment ADA checklist</p>



Hidalgo County Head Start/Early Head Start Program
 Transition Services Program Plan
 2026-2027

Performance Standard C. F. Regulation: 1302.60, 1302.61 (a), 1302.62(a) and 1302.70 (e) Transition Services

Goal: To encourage and involve parents in the transition of their child into Head Start/Early Head Start Program.

Objective: To schedule and conduct meetings / activities to engage parents in the transition of their children into the Head Start/Early Head Start Program; including transition of children with disabilities into the Head Start Program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
d. Provide adequate materials/equipment for the child to be successful e. Ensure the facility is accessible to all persons with a disability f. Maintain coordination/collaboration with the district's special education department g. Special Education services will be provided at the center by Sp. Ed. Staff h. Provide sign language interpreters as needed for the application process/ARD meetings/parent meeting/etc. i. Provide transportation services for special needs children such as a bus with a lift. j. Assist/support the parents from the transition into HCHSP in order for them to feel this is the best placement for their child.	Community Partnership/ Transition Director Special Services Director	Community Partnership/ Transition Director Special Services Director	August – 2026 thru June - 2027	MOU's Therapy Sign In's Professional Contracts Transportation Applications Transition Meeting Documents



Hidalgo County Head Start/Early Head Start Program
 Transition Services Program Plan
 2026-2027

Performance Standard C. F. Regulation: 1302.70 (a) (b) (1) (2) (c) (d) (e) Transition Services

Goal: To ensure that the Transition Services are successfully implemented.

Objective: To develop and implement schedules of activities to facilitate parent participation in the transition of children in and out of the program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Program will implement strategies and practices to support successful transitions for all program options, to include Early Head Start home base and Early Head Start center base. Timing for transitions will take into account child's development level, health & disability status, progress of child & family, current and changing family circumstances and availability of Early Head Start children services. Early Head Start children will remain Early Head Start until the following school year, unless less is an opportunity for 3 year old becomes available.	Teachers Campus Director Family Service Workers Family Services Director Family Services Coordinators	Community Partnership/ Transition Director	August – 2026 thru June - 2027	GoEngage

PROGRAM PLANS 2026-2027

Hidalgo County Head Start/Early Head Start



**COMMUNITY
PARTNERSHIP**

Policy Council Approval Date:

xx/xx/xxxx

Governing Body Approval Date:

xx/xx/xxxx

**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2026 – 2027**

Performance Standard C.F. Regulation: 1302.53(a) (1) Partnerships

Goal: *To collaborate with partners in our communities in order to provide the highest level of services to children and families.*
Objective: *The program will foster the development of a continuum of family centered services and to advocate for communities that share responsibility for the healthy development of children and families.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will facilitate community partnerships by developing formal and informal networks with a wide range of community organizations. The program will sponsor a networking meeting to encourage community cooperation and develop linkages. Program staff will also participate in networking meetings hosted by other agencies and organizations.	Department Directors	Community Partnerships/ Transition Director Family Services Director	December	Family Services Procedures Manual Networking Meeting Agenda & Listing
Confidentiality policies are established and maintained to ensure that privileged information is shared in a manner that improves service delivery. Partnership Agreements that required the sharing of child and/or family information will include appropriate confidentiality clauses.	Department Directors	Community Partnerships/ Transition Director Human Resource Director	Ongoing	Community Partnership Agreements Confidentiality Policy
The program will establish agreements and will supplement them by building upon existing agreements with the LEA'S.	Department Directors	Community Partnerships/ Transition Director	Ongoing	Partnership Agreements

**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2026 – 2027**

Performance Standard C.F. Regulation: 1302.53 Community partnerships and coordination with other early childhood and education programs.

Goal: *To enable parents to become involved in community advocacy that best responds to their needs and interests.*

Objective: *To provide parents with opportunities to collaborate and work alongside community members on activities that enhances resources and services.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>1. (i) Parents are provided with opportunities to meet with agencies and community members to discuss issues regarding social climate, community services, and to influence the character of their community.</p> <p><u>Networking Meeting</u> - Community agencies, cities, and schools are invited to provide information regarding the referrals systems, collaboration and partnership strategies, tracking systems, and improvement of services are items discussed during this meeting.</p> <p><u>Parent Fair/Conference</u> - Community agencies, businesses, advocacy groups, school districts, municipalities, etc., are invited to set up information booths. Parents have an opportunity to meet on an individual basis with agency representatives and receive information and link with those agencies.</p>	<p>Department Directors</p> <p>Campus Directors,</p> <p>Family Service Workers</p>	<p>Family Services Director</p> <p>Community Partnerships/ Transition Director</p>	<p>October</p> <p>November</p> <p>August thru May</p>	<p>HCHS Program Calendar</p> <p>Family Services Procedures Manual</p> <p>Parent Notices of Activities</p>
<p>1. Parents are provided a Community Resource Directory. Parents are provided with individualized and group training on how to utilize the directory. The Community Resource Directory is in both English and Spanish. Training is provided at the...</p> <ul style="list-style-type: none"> • Parent Workshops • Family Partnership Agreement Visit 	<p>Campus Directors</p> <p>Family Service Workers</p>	<p>Community Partnerships/ Transition Director</p> <p>Family Services Director</p>	<p>September</p> <p>Ongoing</p>	<p>Community Resource Directory</p> <p>Family Services Procedures Manual</p>

**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2026 – 2027**

Performance Standard C. F. Regulation: 1302.53 (a) Community partnerships (1)

Goal: *To collaborate with partners in the communities in order to provide the highest level of services to children and families.*

Objective: *The program will establish and maintain collaborative relationships with organizations to recruit volunteers to participate in the program.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>Collaboration and partnership agreements will be established with organizations to promote community members to volunteer in the Head Start program. They include the following:</p> <p>Youth Programs TANF - Welfare to Work Program Winter Texan Groups School Districts STC – Students doing internship hours University of Texas Rio Grande Valley</p>	<p>Family Services Director</p> <p>Campus Directors</p>	<p>Family Services Director</p> <p>Community Partnerships/ Transition Director</p>	<p>Ongoing</p>	<p>Partnership Agreements with Community Organizations</p>

**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2026 – 2027**

Performance Standard C.F. Regulation: 1302.53 (a) Community Partnerships. (ii)

Goal: *To collaborate with partners in the communities in order to provide the highest level of services to children and families*

Objective: *The program will establish and maintain collaborative relationships that are responsive to our Head Start/Early Head Start families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
<p>Collaboration and partnership agreements will be established with nutritional services providers. They include the following: Texas A & M AgriLife Extension Program Texas Agricultural Extension Service University of Texas-Rio Grande Valley: Dietetic Department Rio Grande Valley Food Bank WIC</p>	Nutrition Director	Nutrition Director Community Partnerships/ Transition Director	November	Partnership Agreements with Nutrition Service Providers and Agencies
<p>Collaboration and /or partnership agreements will be established with providers and agencies that provide services to children with disabilities and their families. All agreements include (IDEA) requirements and consideration for children needing services through the summer months. They include the following: LEA's Local Education Agencies Region I/Easter Seals - ECI Program</p>	Special Services Director Health Services Director Mental Health Director	Special Services Director Community Partnerships/ Transition Director	November Ongoing	IDEA Partnership Agreements with Providers & Agencies That Provide Services to Children with Disabilities & their Families

**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
 FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
 PROGRAM YEAR 2026 – 2027**

Performance Standard C.F. Regulation: 1302.53 Community Partnerships and coordination with other Early Childhood and Education programs. (a) Community Partnerships. (ii)

Goal: *To collaborate with partners in the communities in order to provide the highest level of services to children and families.*

Objective: *The program will establish and maintain collaborative relationships with organizations and agencies that are responsive to Head Start/Early Head Start children with disabilities and their families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Review 1302.53 (a) (2) (ii): Family and Community Partnerships Program Plan - Page FS #29				

**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2026 – 2027**

Performance Standard C.F. Regulation: 1302.53 Community partnerships and coordination with other early childhood and education programs. (a) Community partnerships. (iii)(iv)(v)(vii)

Goal: *To collaborate with partners in the communities in order to provide the highest level of services to children and families.*

Objective: *The program will establish and maintain collaborative relationships that are responsive to our Head Start/Early Head Start families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(v) Collaboration and /or partnership agreements will be established with family preservation and support services. They include the following: Attorney General’s Office - Child Support Division Texas Health and Human Services Department- TANF Salvation Army Woman Together/Mujeres Unidas- Battered Women’s Shelter & Counseling Center Hidalgo County Community Service Agency Hidalgo County Indigent Services American Red Cross	Family Services Director	Family Services Director Community Partnerships/ Transition Director	November Ongoing	Partnership Agreements with Family Preservation and Support Services Providers & Agencies
(iii) Collaboration and partnership agreements will be established with Child Protective Agencies and other agencies that child abuse can be reported under state law. They include following: Texas Dept. of Protective & Regulatory Services - CPS Division Hidalgo County Sheriff’s Department	Health Services Director	Health Services Director Community Partnerships/ Transition Director	November Ongoing	Partnership Agreements with Agencies that Deal with Child Abuse & Neglect

**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2026 – 2027**

Performance Standard C.F. Regulation: 1302.53 (a) Community partnerships. (iv) (viii)

Goal: *To collaborate with partners in the communities in order to provide the highest level of services to children and families.*

Objective: *The program will establish and maintain collaborative relationships that are responsive to our Head Start/Early Head Start families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Document or Forms
(iv) Collaboration and /or partnership agreements will be established with local elementary schools, cultural institutions, libraries, and other organizations. They include: McAllen International Museum Museum of South Texas History City Libraries Local Elementary Schools	Community Partnership Director Campus Director	Community Partnership/ Transition Director	December Ongoing	Partnership Agreements with Cultural and Educational Institutions
(viii) Collaboration and partnership agreements will be established with childcare providers. They include.... CCS - Child Care Systems TMC – Teaching and Mentoring Communities	Community Partnership Director Campus Director	Community Partnerships/ Transition Director	November Ongoing	Partnership Agreements with Child Care Providers
Collaboration and partnership agreements will be established with other organizations and businesses that provide support and resources to families. They include.... Local Chamber of Commerce Rio Grande Valley Chamber of Commerce Knights of Columbus Lions Club US Border Patrol	Family Services Director Campus Director	Family Services Director Community Partnerships/ Transition Director	December Ongoing	Partnership Agreements with Organizations and Businesses Provide Support & Resources To Head Start Children & Families

**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2026 – 2027**

Performance Standard C.F. Regulation: 1302.50 (b), 1302.51, 1302.52, 1302.53 Family and Community Engagement Program Services.

Goal: *To collaborate with partners in the communities in order to provide the highest level of services to children and families.*

Objective: *The program will establish and maintain collaborative relationships that are responsive to our Head Start/Early Head Start families' needs and interests.*

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Document or Forms
<p>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:</p> <ul style="list-style-type: none"> • "Father Breakfast" or "Dad Lunch" • Reading with their child • Playing with children at playground • Volunteering time at campus • Participating in taking children on field trips, and/or participate in cultural activities. • Telling childhood stories • Fatherhood/Family Wellness Conference 	<p>Community Partnership Director</p> <p>Campus Director</p> <p>Family Service Workers</p> <p>Teachers</p> <p>Teacher Assistants</p>	<p>Community Partnership/ Transition Director</p>	<p>Ongoing</p>	<p>Partnership Agreements with Cultural and Educational Institutions</p> <p>Partnership Agreements with Child Care Providers</p> <p>Partnership Agreements with Organizations and Businesses Provide Support & Resources To Head Start/Early Head Start Children & Families</p>

PROGRAM PLANS 2026-2027

Hidalgo County Head Start/Early Head Start



**TRANSPORTATION
SERVICES**

Policy Council Approval Date:

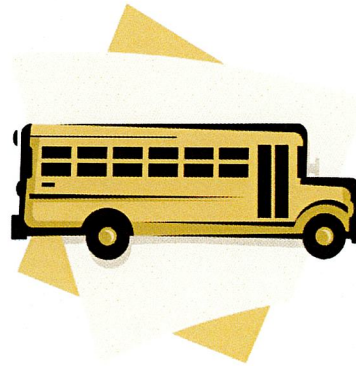
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Governing Body Approval Date:

xx/xx/xxxx

Hidalgo County Head Start/Early Head Start Program

Transportation



Dr. Nereyda Cantu
Assistant Program Director for Operations

Azucena Saenz
Field Operations Director

Ramiro Guerreo
Transportation Coordinator

Ana Quiroz
Field Operations Secretary



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026- 2027**

PERFORMANCE STANDARD: 1303.71 (2)(i)(ii)

GOAL: The Hidalgo County Head Start/Early Head Start Program in coordination and collaboration with parents/guardians' engagement will establish a plan to transport children in a safe manner.

OBJECTIVE: To implement an on-going education and certification program to include pedestrian safety and cost control for all drivers and parents.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Parents of qualifying children are provided with a set of bus safety rules and an acknowledgement form to sign during parent orientation.	Field Operations Director	Field Operations Director	Parent Orientation	Agendas Sign-In Forms
2. Bus safety will be presented to all children at the beginning and throughout the school year in the curriculum's daily lesson plan.	Field Operations Director	Field Operations Director	Parent Orientation	Agendas Sign-In Forms
3. The transportation plan will be developed with staff, parents and community members.	Transportation Coordinator	Transportation Coordinator	May of Current School Year (to be implemented the following year)	Agendas, Certificates of Completion
4. Drivers will receive the required training and certifications to implement the safety of children.	Transportation Coordinator	Transportation Coordinator	May of Current School Year (to be implemented the following year)	Agendas, Certificates of Completion
5. Vehicles will be inspected daily with the use of their work phone inspection app as part of a preventive maintenance and cost control program.	Bus Drivers	Transportation Coordinator	August thru May	Vehicle Inspection Report, work phone inspection app



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.70 (b)(1)

GOAL: The Hidalgo County Head Start/Early Head Start Program will provide the necessary number of vehicles to transport qualifying program participants.

OBJECTIVE: To facilitate transportation services to all qualifying enrolled children in or lease vehicles with proper arrangements.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents
1. If a program does not provide transportation services, either for all or a portion of the children, it must provide reasonable assistance, such as information about public transit availability, to the families of such children to arrange transportation to and from its activities and provide information about these transportation options in recruitment announcements. 2. The program will acquire enough vehicles to transport qualifying children, budget permitting.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	On-going	Transportation Request Form Vehicle Inventory



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.71 (b) 1303.72 (3)

GOAL: Hidalgo County Head Start/Early Head Start Program will provide transportation services with fidelity and commitment to families who do not have access to transportation. OBJECTIVE: To assist families not transported by the program by guiding them to other means of transportation so that children will attend the program. Children released to authorized people and rosters kept up to date by appropriate personnel.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Document or Forms
1. To provide transportation for a portion of the enrolled children with a total of eighteen (18) regular routes.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	August thru June	Application Priority ranking criteria.
2. Provide transportation for children, on a daily basis, to their respective school districts.	Field Operations Director Transportation Coordinator Bus Drivers	Field Operations Director Transportation Coordinator	August thru June	Transportation Application
3. Families whose children are not being transported, and request assistance will be provided with guidance for other alternatives.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	Parent Orientation	Agendas Sign-in Forms
4. All vehicles used for transportation will be equipped with all safety requirements to include, but not limited to, fire extinguisher with sign, reflective triangles, spare fuses, first aid kit with sign, seat belt cutter, and bio-hazard kit.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator Risk Management	Pre-Service On-Going Training	Agendas Sign-In Forms
5. All accidents will be reported observing state requirements.	Field Operations Director Transportation Coordinator Bus Driver	Field Operations Director Transportation Coordinator Risk Management	August thru June	Transportation Notice Letter
6. Children will only be released to authorized people and rosters kept up to date by appropriate personnel.	Bus Aide	Bus Driver	August thru June	Parent Sign In/Out Roster



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.371 (d)

GOAL: The Hidalgo County Head Start/Early Head Start Program will be committed to ensure that all transportation vehicles are equipped with appropriate and approved child safety restraint systems.

OBJECTIVE: To inspect each designated transportation vehicle for safety restraint systems as required by federal guidelines.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Equip all transportation units with an approved child restraint system in proportion to height and weight.	Field Operations Director Transportation Coordinator Bus Drivers	Assigned Bus Driver	On-Going	Work phone inspection app



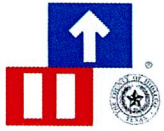
**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.71 (a)

GOAL: The Hidalgo County Head Start/Early Head Start Program will use grant funds to purchase school buses or alternate allowable vehicles.

OBJECTIVE: To require all vehicles used for transporting children be equipped with child restraint systems and reverse beepers in order to meet all federal, state and local requirements.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents
1. Purchase sufficient school buses or allowable alternate vehicles with reverse beepers and child restraint systems. 2. Use specifications for new vehicles from an approved source, such as the State's General Service Agency.	Field Operations Director Transportation Coordinator Procurement Director	Field Operations Director Transportation Coordinator Safety Field Operations Director Transportation Coordinator Safety	Grant Award Guidelines Grant award Guidelines	Specification Sheet Specification Sheet



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.71 (2)(i)(ii)(iii)

GOAL: The Hidalgo County Head Start/Early Head Start Program will maintain all vehicles in safe operating condition.

OBJECTIVE: To assure the safety of the children when transported.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents
1. Implement procedures for the safe operation of all transportation units.	Field Operations Director Transportation Coordinator Bus Drivers	Field Operations Director Transportation Coordinator Safety	Work Phone App Everyday	Vehicle APP QR Code
2. Conduct preventive maintenance and daily pre and post trip inspection by the driver.	Field Operations Director Transportation Coordinator Bus Drivers	Field Operations Director Transportation Coordinator Safety	Work Phone App Everyday	Vehicle APP QR Code



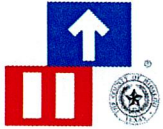
**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.71(f)

GOAL: The Hidalgo County Head Start/Early Head Start Program will specify correct specifications of new vehicles to include its intended use.

OBJECTIVE: To implement a thorough specification check list and applicable certification upon receipt of new vehicles.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Monitor that all bid announcements comply with state and federal regulations including its intended use.	Field Operations Director Transportation Coordinator Procurement Director	Field Operations Director Transportation Coordinator Procurement Director	Proposal Request Date and Receipt of Vehicles	Proposal Outline and Specification Check List
2. Examine vehicles upon receipt for compliance of all bid specifications and certification with Federal Motor Vehicle Safety Standards.	Field Operations Director Transportation Coordinator Procurement Director	Field Operations Director Transportation Coordinator Procurement Director	Proposal Request Date and Receipt of Vehicles	Proposal Outline and Specification Check List



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.72 (a)(1)(2)(4)

GOAL: Hidalgo County Head Start/Early Head Start Program will ensure that appropriate height and weight safety restraint systems be utilized for children weighing 50 pounds or less while vehicle is in motion; isles and emergency exits be kept clear and loose articles be properly restraint.

OBJECTIVE: To transport children safely to and from the center, program related activities and service providers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. To equip all vehicles used for transportation with an approved restraint system before January 2004. Baggage and loose articles will be properly secured including maintaining clear aisles and emergency exits unobstructed at all times.	Field Operations Director Transportation Coordinator Bus Driver	Transportation Coordinator Bus Driver Bus Monitor	On-Going	Bus Driver Observation Report
2. Each bus will have a qualified bus aide to assist and supervise children. When the assigned bus aide is absent, a substitute is utilized.	Field Operations Director Transportation Coordinator Bus Driver	Transportation Coordinator	On-Going	Bus Driver Road Performance Observation Form



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.72 (b)(1)(2)(c)(1)(2)(3)(4)

GOAL: The Hidalgo County Head Start/Early Head Start Program will ensure that all assigned drivers be fully qualified and possessing current required certification, including physical and mental ability.

OBJECTIVE: The program will implement a comprehensive application and screening process on all persons seeking employment as drivers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. The program will require all assigned drivers be current on all the required drug testing, certifications and be tested randomly for drugs, also mental and physical ability, or with reasonable accommodations be able to perform duties determined by a medical examination. Medical examination shall be completed prior to commencing driving duties.</p>	<p>Field Operations Director Transportation Coordinator Human Resources Safety</p>	<p>Field Operations Director Transportation Coordinator</p>	<p>On-Going</p>	<p>Driver License Required Training and Certifications</p>
<p>2. The Hidalgo County Head Start/Early Head Start Program will develop 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.</p>	<p>Field Operations Director Transportation Coordinator Human Resources Risk Management</p>	<p>Field Operations Director Transportation Coordinator</p>	<p>On-Going</p>	<p>Questionnaire Form</p>



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.72 (d)(1)(2)(i) 1303.73 (3)(5)(6)

GOAL: The Hidalgo County Head Start/Early Head Start Program will ensure that all designated drivers receive the required training within the allowed time frame.

OBJECTIVE: To provide safe transportation to program participants

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>1. The program will provide the required training to all drivers upon hiring and during pre-service, on-going, and as needed. Topics include classroom, behind-the-wheel to safely and efficiently operate the vehicle; running fixed routes; loading/unloading children; stopping at railroad crossing and other maneuvers; evacuation procedures and the operation of special equipment (lifts assistive devices). Bus monitors are also trained in their area of responsibility. Each driver will be evaluated yearly, which will include road performance.</p>	<p>Field Operations Director, Transportation Coordinator</p>	<p>Transportation Coordinator</p>	<p>July thru June</p>	<p>Program Calendar</p>
<p>2. Hands on training at Region One Education Center.</p>	<p>Transportation Coordinator</p>	<p>Field Operations Director</p>	<p>July thru June</p>	<p>Go Engage</p>
<p>3. The program will provide training to bus monitors before being assigned on the following topics: child boarding/exiting procedures, the use of child safety restraint systems, required paperwork, emergency evacuation procedures, use of special equipment, child pickup and release procedures, and pre and post trip vehicle checks.</p>	<p>Field Operations Director Transportation Coordinator</p>	<p>Field Operations Director Transportation Coordinator</p>	<p>July thru June</p>	<p>Go Engage</p>
<p>4. Fixed routes are implemented with no backing or "U" turns only for safety reasons. When roadway crossing is required, children are escorted by monitor or adult person.</p>	<p>Bus Driver Bus Monitor</p>	<p>Transportation Coordinator</p>	<p>July thru June</p>	<p>Go Engage</p>



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.73(a)(b)(1)

GOAL: The Hidalgo County Head Start/Early Head Start Program will ensure that parents be engaged in training be provided to parents at the beginning of the school year.

OBJECTIVE: To make parents aware of and responsible on the transportation regulations

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program's primary concern is the safety of the children. Parents are provided training within the first thirty days of the child's enrollment. The program will evaluate each route to not exceed one-hour ride only if there is no shorter route or poses a safety concern.	Field Operations Director Transportation Coordinator Campus director	Field Operations Director Transportation Coordinator	September	Training Agendas Sign-In Rosters



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.74(a)(b)

GOAL: The Hidalgo County Head Start/Early Head Start Program in collaboration with the parents and children will conduct training regarding pedestrian safety; safe riding practices; safe loading and unloading procedures; roadway crossing to and from the vehicle at stops; danger zones around the bus and emergency evacuation procedures. The program will also conduct three evacuation drills during the school year including activities reminding children of the training.

OBJECTIVE: The program will implement a transportation safety program for children and parents to help prevent harm or injury.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program provides bus safety training in areas such as pedestrian safety for children and parents. The training takes place within the first thirty days of the program year.	Field Operations Director Transportation Coordinator	Field Operations Director, Transportation Coordinator	August thru June	Agendas Hand-outs
2. The children will be taught safe riding practices, boarding and unloading procedures, roadway crossings, the danger zones, and emergency evacuation procedures as part of the daily lessons. The program ensures that the Bus Aide escort children when crossing the street.	Field Operations Director Transportation Coordinator Campus Director	Field Operations Director Transportation Coordinator	Two Times During the Program Year	Evacuation Record Go Engage



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.75 (a)(b)

GOAL: The Hidalgo County Head Start/Early Head Start Program will make available appropriate number of buses or allowable alternate vehicles for transporting children with disabilities. Children’s Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) shall specify special transportation requirements such as seating, equipment and any special assistance that may be required.

OBJECTIVE: To implement appropriate and safe transporting of children with disabilities to include, whenever possible, the inclusion of children with disabilities by transporting them in the vehicles as are non-disabled peers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program provides transportation to children with disabilities in appropriately equipped buses to their respective school district for services. The program also mainstreams children with disabilities by transporting them on the regular bus routes. Individual Education Plan (IEP) reflects a child’s need for transportation and is accommodated with special adaptive equipment, if needed, including bus driver and monitor training.	Field Operations Director Transportation Coordinator Campus Director	Field Operations Director Transportation Coordinator	August thru June	Memorandum Budget Workshop



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.72 (i)(2)

GOAL: The Hidalgo County Head Start/Early Head Start Program establishes and implements procedures for on-going monitoring of transportation services to ensure effective implementation of Federal Regulations.

OBJECTIVE: To manage the transportation services aspect of the program to effectively implement Federal Regulations.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<ol style="list-style-type: none"> 1. The Transportation Services Department Staff will participate in the program's annual self-assessment. 2. The Campus Director and Transportation Coordinator use the following procedure to ensure the on-going monitoring of the program's transportation services. 3. Pre/Post Trip Inspection Report is implemented the work phone inspection app which is conducted in the mornings before the bus begins the route to ensure the bus is safe and road worthy. In the event the driver identifies any mechanical mal function, he reports it to the Fields Operation Director or Transportation Coordinator and does not operate the bus until the malfunction is corrected. This will ensure the safety of the children and the bus staff as well. The Post-Trip Inspection is conducted at the end of the workday to ensure the bus is still in safe operating condition. 	<p>Administrative Team Consultants Campus Staff Parents</p> <p>Campus Director Transportation Coordinator</p> <p>Bus Driver / Bus Monitor</p>	<p>Executive Director Assistant Program Director Policy Council Members</p> <p>Field Operations Director</p> <p>Field Operations Director Transportation Coordinator</p>	<p>As Schedule in Program Calendar</p> <p>Daily (Workdays)</p> <p>Daily (Workdays)</p>	<p>Monitoring Form</p> <p>Pre/Post Inspection Report Thru Work Phone Inspection APP</p>



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.72 (3) - Continued

GOAL: The Hidalgo County Head Start/Early Head Start Program establishes and implements procedures for on-going monitoring of transportation services to ensure effective implementation of Federal Regulations.

OBJECTIVE: To manage the transportation services aspect of the program to effectively implement Federal Regulations.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>4. Bus Route Monitoring Report-The Campus director and Transportation Coordinator will ride each bus, unannounced, a minimum of two times per school year to ensure all Federal Regulations are met. A checklist will ensure all required documentation is approved for all children being transported; all required safety equipment, such as, a Certified Fire Extinguisher with identifiable sign and mounted on bracket, well supplied First Aid Kit, Emergency blanket, bio-hazard material kit, seat belt cutter mounted away from children's reach.</p>	<p>Campus Director Transportation Coordinator Field Operations Director</p>	<p>Campus Director Transportation Coordinator Field Operations Director</p>	<p>PY 2025-2026</p>	<p>Bus Route Monitoring Report</p>
<p>5. This monitoring instrument will also ensure the observation of children being assisted when boarding and exiting the bus and the implementation of the approved Child's Safety Restraint System. Part of the bus monitoring will also enable the monitor to observe the bus driver conduct a thorough check for any children or personal belonging left behind.</p>	<p>Campus Director Transportation Coordinator Field Operations Director</p>	<p>Campus Director Transportation Coordinator Field Operations Director</p>	<p>PY 2025-2026</p>	<p>Bus Route Monitoring Report</p>



**HIDALGO COUNTY HEAD START/EARLY HEAD START PROGRAM
TRANSPORTATION PLAN
2026-2027**

PERFORMANCE STANDARD: 1303.72 (3) - Continued

GOAL: The Hidalgo County Head Start/Early Head Start Program establishes and implements procedures for on-going monitoring of transportation services to ensure effective implementation of Federal Regulations.

OBJECTIVE: To manage the transportation services aspect of the program to effectively implement Federal Regulations.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<p>6. Behind the Wheel Driver Education - The Field Operations Director and/or Transportation Coordinator conducts the evaluation during the bus driver's interview to determine if the applicant is physically able to drive a bus and observe if the driver is observing all Local, State and Federal Traffic Laws, including Railroad Crossing and avoiding wide right turns. The driver's respective Campus Director will conduct the same evaluation at the time of driver's annual performance evaluation.</p>	<p>Field Operations Director Transportation Coordinator Campus Director</p>	<p>Field Operations Director Transportation Coordinator Campus Director</p>	<p>Pre-Employment Annual Evaluation</p>	<p>Behind the Wheel Driver Evaluation</p>

