

Region 9 ESC Head Start Policies and Procedures



TABLE OF CONTENTS 2024-2025



Disabilities Services DS-1 Memorandum of Understanding (MOU) DS-2 Child Find Participation DS-3 Head Start Screenings DS-4 ARD and IEP Meetings DS-5 Transition	DS 1-5
Education and Child Development Services ES-1 Child Development/Educational Approach for Preschoolers ES-2 Curriculum ES-3 Curriculum Integration ES-4 Developmentally Appropriate Practices ES-5 Individualization ES-6 Effective Teaching Practices ES-7 Appropriate Teaching Behaviors ES-8 Developmental Screening ES-9 Developmental Progress and Ongoing Assessment ES-10 Ongoing Monitoring ES-11 Staff-Child Ratios ES-12 Documents to be Posted ES-13 Classroom Daily Schedule ES-14 Classroom Files ES-15 Home Visits ES-16 Coaching	EDS 1-16
Eligibility, Recruitment, selection, Enrollment, Attendance (ERSEA) ERSEA-1-2 Eligibility ERSEA-3 Recruitment ERSEA-4 Selection ERSEA-5 Enrollment ERSEA-6-7 Attendance ERSEA-8-9 Suspension and Expulsion ERSEA-10 Fees	ERSEA 1-10
Family and Community Engagement Services FCS-1 Collaborative Partnership Building with Parents/Family Partnership Agreement FCS-2 Supporting Parent/Parents Goal Setting FCS-3 Supporting Parent/Parents in Becoming Their Child's Advocate/Transition FCS-4 Reimbursement for Parents FCS-5 Child Abuse & Neglect FCS-6 Community Planning for Strong Collaboration and Communication FCS-7 Request for Payment Assistance for Required Services	FCS 1-7

Financial and Administrative Requirements (Fiscal)

FAR-1 Qualification of Content Area Experts: Fiscal Officer
FAR-2 General Accounting Practices
FAR-3 Cash Disbursements
FAR-4 Accounting Records and Source Documentation
FAR-5 Financial Management System
FAR-6 Disclosure of Financial Results
FAR-7 Reports and Records: Financial Reporting-General
FAR-8 Reporting Systems
FAR-9 Payroll & Labor Account Standards
FAR-10 Fringe Benefits Account Standards
FAR-11 Executive Level II
FAR-12-13 Safeguards & Internal Controls
FAR-14 Period of Accountability of Funds
FAR-15 Region 9 ESC Head Start Income
FAR-16 Source and Use of Funds
FAR-17 Revision of Head Start Budget & Region 9 ESC Plans
FAR-18 Limitation on Costs of Development and Administration
FAR-19-20 Budgeting Standards
FAR-21-23 Allocability, Allowability, Reasonableness, and Necessity of Costs
FAR-24 Use of Banks
FAR-25 Purpose of Procurement System
FAR-26 Procurement General
FAR-27 Procurement Responsibilities: Applicability and Objectives
FAR-28 Internal Review of Procurement System
FAR-29 Contracting Authority
FAR-30 Insurance Coverage
FAR-31 Facility Transactions are Approved and Comply with Federal Regulations
FAR-32 Federally-Owned and Exempt Property
FAR-33 Real Property
FAR-34 Property Management Standards for Equipment
FAR-35 Matching Requirements
FAR-36-37 Cost Sharing or Matching
FAR-38 Insurance and Bonding
FAR-39 Bonding Officials and Disbursement
FAR-40 Standards of Conduct
FAR-41 Program Self-Assessment and Monitoring
FAR-42 Self-Assessment
FAR-43 Reports and Records: Monitoring and Reporting Region 9 ESC Performance
FAR-44 Auditee Responsibilities
FAR-45 Annual Audit
FAR-46 Financial Statements
FAR-47 Audit Costs
FAR-48 Sanctions
FAR-49-50 Audit Report Submissions
FAR-51 Audit Findings Follow-up
FAR-52 Retention and Access Requirement for Records
FAR-53 Reporting Codes Defined

**FAR
1-53**

Health Services HS-1 Confidentiality HS-2 Ongoing, Continuous, Accessible Health Care HS-3 New or Recurring Medical, Dental or Developmental Concerns HS-4 Conditions of Short-Term Exclusion and Admittance HS-5 Medication Administration HS-6 Lead Requirement HS-7-8 Hemoglobin Requirement HS-9 Hearing/Vision Screening Outcomes HS-10 Procedures for Obtaining Medical Records	HS 1-10
Mental Health Services MH-1-2 Mental Health Services MH-3 Mental Health Schedule MH-4 Mental Health Referrals MH-5 Mental Health Observations MH-6 Mental Health Training/Resources for Parents and Staff	MH 1-6
Child Nutrition CN-1-2 Nutrition Services CN-3 Nutritional Requirements CN-4 Oral Health Practices	CN 1-4
Program Governance PDM-1-2 Roles and Responsibilities for the Governing Body PDM-3-5 Internal Dispute Procedures PDM-6 Grievance Procedures for Parents and Community Members PDM-7-8 Policy Council Composition and Selection PDM-9 Policy Council Roles and Responsibilities PDM-10 Policy Council Structure and Meetings PDM-11 Parent Committee Structure PDM-12 ESC Board and Policy Council Training PDM-13-16 Program Planning PDM-17 Community Assessment PDM-18 Self-Assessment PDM-19 Ongoing Monitoring PDM-20-21 Record Keeping PDM-22-23 Reporting PDM-24 Communication with ESC Board and Policy Council PDM-25 Communication with Staff PDM-26 Communication with Families PDM-27 Communication between Staff and Community Partners PDM-28-29 Employing Region 9 Head Start Personnel PDM-30-31 Employing District Head Start Personnel PDM-32-33 Staff Training/Staff Development PDM-34-35 New Staff Orientation and Training PDM-36 Child Development Associate (CDA) PDM-37 Parent and Volunteer Orientation PDM-38 Child Abuse Identification and Reporting Training PDM-39 Confidentiality PDM-40 Fees	PG 1-42

PDM-41	Violation of Standards of Conduct	
PDM-42	Classroom Staffing and Home Visitors	
Safety Practices (Safe Environment) SE-1-2 Facilities, Materials, and Equipment SE-3 CPR and First Aid Training SE-4 First Aid Supplies and Emergency Information SE-5 Health Emergency Procedures SE-6-7 Hygiene SE-8 Blood Borne Pathogens/ Universal Precautions SE-9 Diapering/Toileting Procedures SE-10 Procedures for Gloves SE-11-12 Active Supervision		SP 1-10
Transportation Services TS-1-2 Transportation		TS 1-2