



Head Start Program Performance Standards Orientation

March 18, 2024

Southwest Conference



Head Start Regional TTA Network

Welcome and Prayer

Welcome
Tribal Leaders,
Elders, Parents
and
Head Start
Leaders



Head Start Regional TTA Network

Facilitators



Patricia Banks
Grantee Specialist



Betsy McDougall
Grantee Specialist



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Anticipated Outcomes

- The participants will explore and discuss how the HSPPS are divided into five distinct parts with an emphasis on subparts A-J in Part 1302 (Program Operations).
- The participants will identify and share how the HSPPS supports recipients in designing programs that reflect local demographics, needs, language, and culture.



Introduction Activity

Pick one of the following to describe yourself:

1. I am very new to HS/EHS and am going to soak it all in!

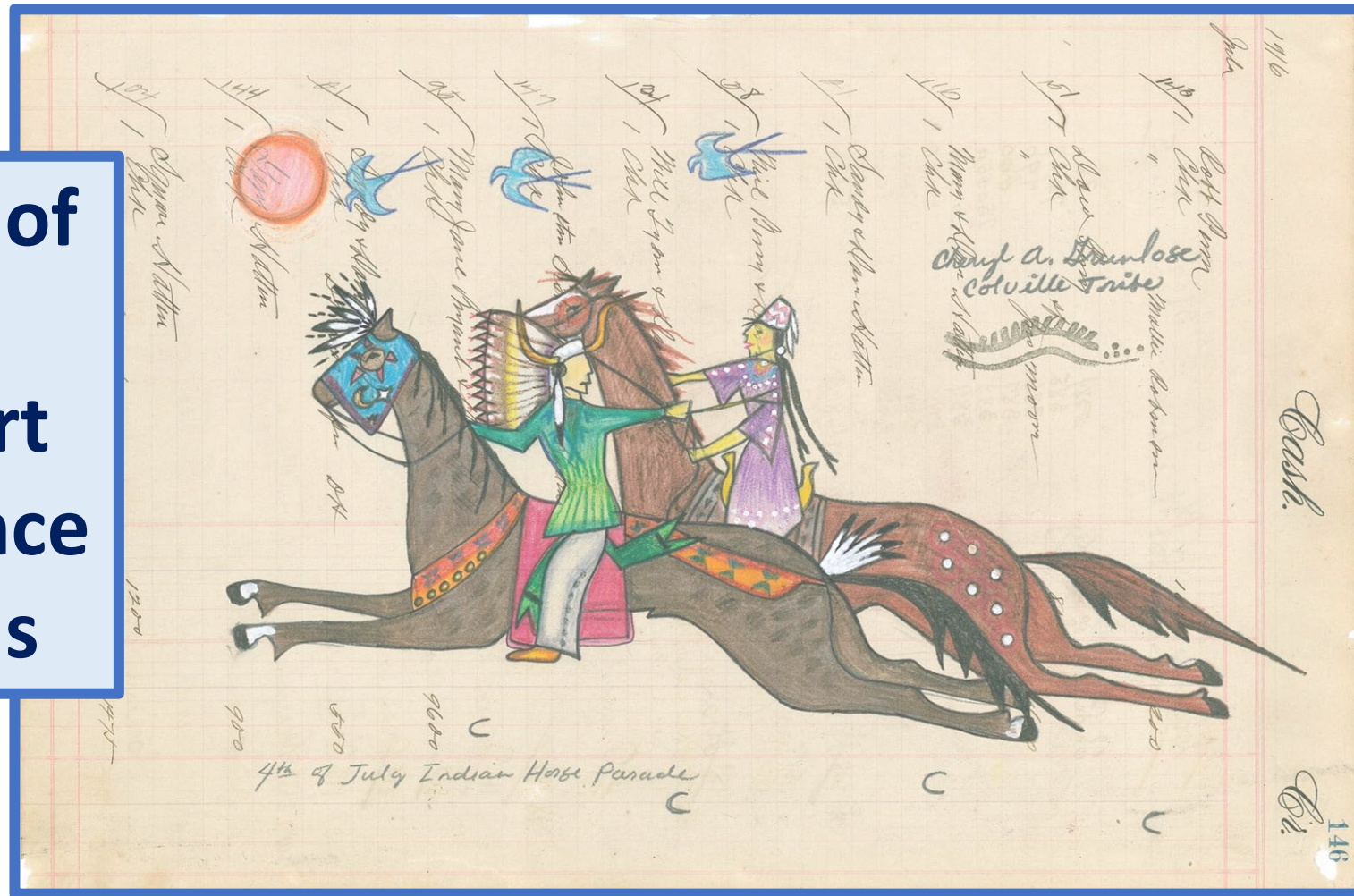
2. I've heard of the Head Start Performance Standards.

3. I understand some of the HSPPS involved in my content area.

4. I understand that HSPPS are the foundation of the program, and our policies and procedures are built from these standards.

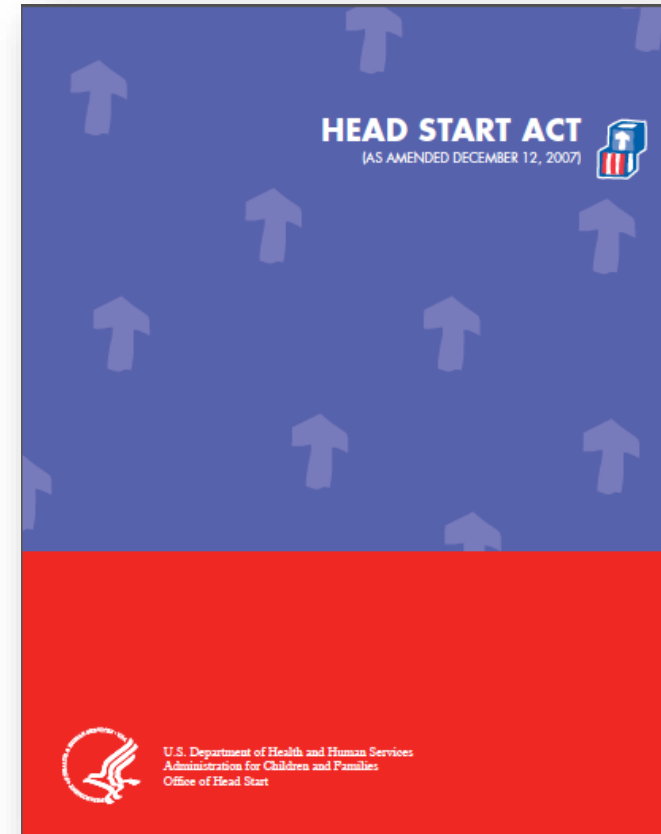


Overview of the Head Start Performance Standards



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Read in Concert with Each Other



<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>

<https://eclkc.ohs.acf.hhs.gov/policy/head-start-act>

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Head Start Program Performance Standards

Subchapter B — The Administration for Children and Families, Head Start Program

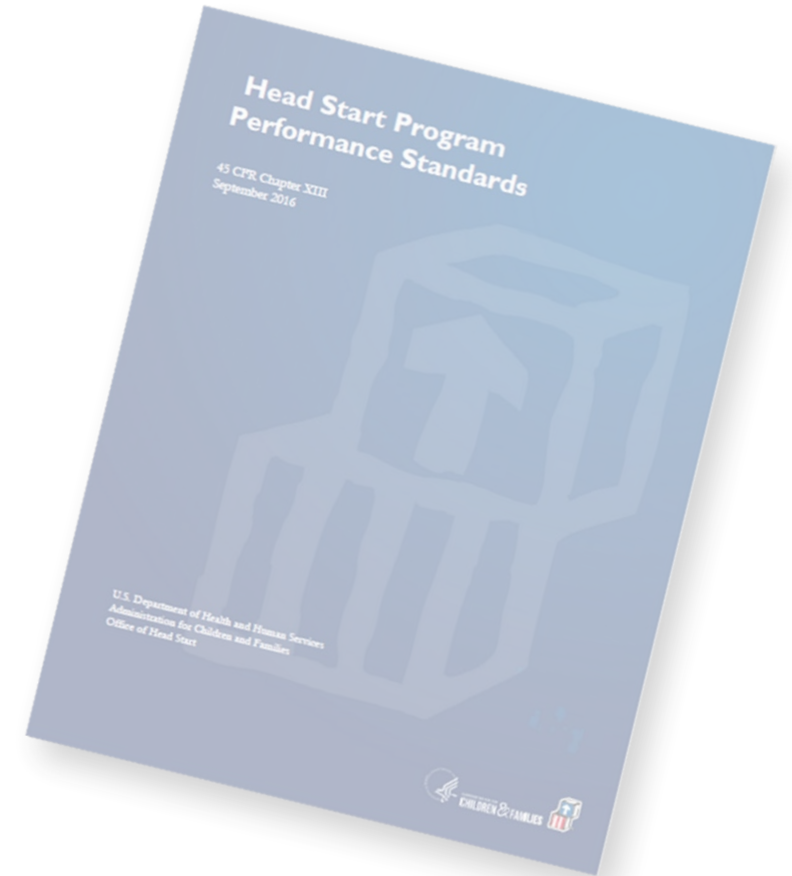
Part 1301 — Program Governance

Part 1302 — Program Operations

Part 1303 — Financial and Administrative Requirements

Part 1304 — Federal Administrative Procedures

Part 1305 — Definitions



Improving Head Start for School Readiness Act of 2007

Sec. 635. Short title.

Sec. 636. Statement of purpose.

Sec. 637. Definitions.

Sec. 638. Financial assistance for Head Start programs.

Sec. 639. Authorization of appropriations.

Sec. 640. Allotment of funds; limitations on assistance.

Sec. 641. Designation of Head Start agencies.

Sec. 641A. Standards; monitoring of Head Start agencies and programs.

Sec. 642. Powers and functions of Head Start agencies.

Sec. 642A. Head start transition and alignment with K–12 education.

Sec. 642B. Early childhood education, coordination, and improvement.

Sec. 643. Submission of plans.

Sec. 644. Administrative requirements and standards.

Sec. 645. Participation in Head Start programs

Sec. 645A. Early Head Start programs.

Sec. 646. Appeals, notice, and hearing.

Sec. 647. Records and audits.

Sec. 648. Technical assistance and training.

Sec. 648A. Staff qualifications and development.

Sec. 649. Research, demonstrations, and evaluation.

Sec. 650. Reports.

Sec. 653. Comparability of wages.

Sec. 654. Nondiscrimination provisions

Sec. 655. Limitation with respect to certain unlawful activities.

Sec. 656. Political activities.

Sec. 657. Advance funding

Sec. 657A. Parental consent requirement for health services.

Sec. 657B. Centers of Excellence in Early Childhood.

Sec. 657C. General provisions.



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Part 1302 — Program Operations

Section

1302.1 Overview.

Subpart A — Eligibility, Recruitment, Selection, Enrollment, and Attendance

Subpart B — Program Structure

Subpart C — Education and Child Development Program Services

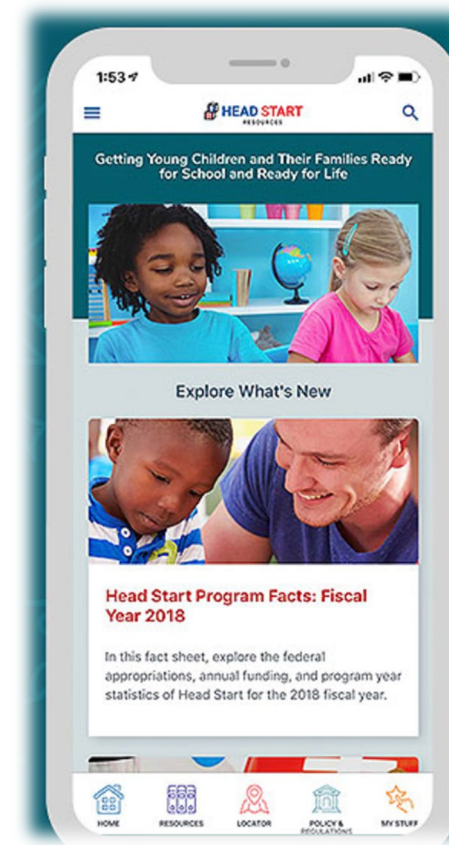
Subpart D — Health Program Services



Head Start Resources App

Key Features

- Save your favorite and newly discovered ECLKC resources simply by adding them to your personalized "My Stuff" section or download them for offline use.
- Search all of the ECLKC's web content straight from the app.
- Access the Head Start Program Performance Standards, Policy Instructions, and Information Memoranda, even without an internet connection.
- Filter the "Resources" section to tailor your search so the information that's most important to you appears first.



Download the app:



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True or False?



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Question One

All EHS and HS programs must train all governing body, policy council, management, and staff who determine eligibility on eligibility policies and procedures within 90 days of being hired or seated.



Question One Answer

Part 1302

Subpart A- Eligibility, Recruitment,
Selection, Enrollment, and Attendance

FALSE

1302.12(m) Training on eligibility.

(2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.

(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.



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Question Two

A program must maintain appropriate ratios during all hours of program operation, except for brief absences of no more than five minutes and during nap time when replaced with one staff member or trained volunteer who does not meet the teaching qualifications required for the age.



Question Two Answer

Part 1302

Subpart B- Program Structure

TRUE

1302.21(b) Ratios and group size.

(1) Staff-child ratios and group size maximums must be determined by the age of the majority of children and the needs of children present. A program must determine the age of the majority of children in a class at the start of the year and may adjust this determination during the program year, if necessary.

Where state or local licensing requirements are more stringent than the teacher-child ratios and group size specifications in this section, a program must meet the stricter requirements. A program must maintain appropriate ratios during all hours of program operation, except:

(i) For brief absences of a teaching staff member for no more than five minutes; and,

(ii) During nap time, one teaching staff member may be replaced by one staff member or trained volunteer who does not meet the teaching qualifications required for the age.



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Question Three

A program that serves American Indian and Alaska Native children may integrate efforts to preserve, revitalize, restore, or maintain the tribal language for children into program services.



Question Three Answer

Part 1302

Subpart C- Education and Child
Development Program Services

TRUE

1302.36 Tribal language preservation and revitalization.

A program that serves American Indian and Alaska Native children may integrate efforts to preserve, revitalize, restore, or maintain the tribal language for these children into program services. Such language preservation and revitalization efforts may include full immersion in the tribal language for the majority of the hours of planned class operations. If children's home language is English, exposure to English as described in §1302.31(b)(2)(i) and (ii) is not required.



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Discussion



How does or how can your program incorporate tribal language?



Question Four

EHS and HS programs must use program funds to provide diapers and formula.



Question Four Answer

Part 1302

Subpart D- Health Program Services

TRUE

1302.42 Child health status and care.

(e) Use of funds.

(1) A program must use program funds for the provision of diapers and formula for enrolled children during the program day.



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Part 1302 — Program Operations cont.

Section

Subpart E — Family and Community Engagement Program Services

Subpart F — Additional Services for Children with Disabilities

Subpart G — Transition Services

Subpart H — Services to Enrolled Pregnant Women

Subpart I — Human Resources Management

Subpart J — Program Management and Quality Improvement



Question Five

EHS and HS programs can determine whether to offer a parenting curriculum to parents.



Question Five Answer

Part 1302

Subpart E- Family and Community
Engagement Program Services

FALSE

1302.51 Parent activities to promote child learning and development.

(b) A program must, at a minimum, offer opportunities for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development. A program that chooses to make significant adaptations to the parenting curriculum to better meet the needs of one or more specific populations must work with an expert or experts to develop such adaptations.



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Question Six

EHS and HS programs must provide any necessary modifications to the classroom and individualized accommodations and supports necessary to support the full participation of children with disabilities.



Question Six Answer

Part 1302

Subpart F- Additional Services for Children and Disabilities

TRUE

1302.61 Additional services for children.

(a) Additional services for children with disabilities. Programs must ensure the individualized needs of children with disabilities, including but not limited to those eligible for services under IDEA, are being met and all children have access to and can fully participate in the full range of activities and services. Programs must provide any necessary modifications to the environment, multiple and varied formats for instruction, and individualized accommodations and supports as necessary to support the full participation of children with disabilities. Programs must ensure all individuals with disabilities are protected from discrimination under and provided with all services and program modifications required by section 504 of the Rehabilitation Act (29 U.S.C. 794), the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*)¹⁸, and their implementing regulations.



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Question Seven

EHS and HS programs must implement strategies and practices to support successful transitions for children and families.



Question Seven Answer

1302.70 Transitions from Early Head Start.

(a) Implementing transition strategies and practices. An Early Head Start program must implement strategies and practices to support successful transitions for children and their families transitioning out of Early Head Start.

1302.71 Transitions from Head Start to Kindergarten.

(a) Implementing transition strategies and practices. A program that serves children who will enter kindergarten in the following year must implement transition strategies to support a successful transition to kindergarten.

1302.72 Transitions between programs.

(a) For families and children who move out of the community in which they are currently served, including homeless families and foster children, a program must undertake efforts to support effective transitions to other Early Head Start or Head Start programs. If Early Head Start or Head Start is not available, the program should assist the family to identify another early childhood program that meets their needs.

Part 1302

Subpart G- Transition Services

TRUE



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Question Eight

EHS programs that provide services to pregnant women must transition the infant into center-based care.



Question Eight Answer

Part 1302

Subpart H- Services to Enrolled
Pregnant Women

1302.82 Family Partnership services to enrolled pregnant women.

(b) A program must engage enrolled pregnant women and other relevant family members, such as fathers, in discussions about program options, plan for the infant's transition to program enrollment and support the family during the transition process, where appropriate.

FALSE



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Question Nine

EHS and HS programs must ensure that each staff member has a health examination that includes screeners or tests for communicable diseases every year.



Question Nine Answer

Part 1302

Subpart I- Human Resources
Management

FALSE

1302.93 Staff health and wellness.

(a) A program must ensure each staff member has an initial health examination and a periodic re-examination as recommended by their health care provider in accordance with state, tribal, or local requirements, that include screeners or tests for communicable diseases, as appropriate. The program must ensure staff do not, because of communicable diseases, pose a significant risk to the health or safety of others in the program that cannot be eliminated or reduced by reasonable accommodation, in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.



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Question 10

EHS and HS programs do not have to report a child safety incident to the Office of Head Start if it has already been reported to the governing body and policy council.



Question Nine Answer

1302.102 Achieving program goals.

(d) Reporting.

(1) A program must submit:

(ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:

- (A) Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders;
- (B) Incidents that require classrooms or centers to be closed for any reason;
- (C) Legal proceedings by any party that are directly related to program operations; and,
- (D) All conditions required to be reported under §1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation.

Part 1302

Subpart J- Program Management
and Quality Improvement

FALSE



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Part 1303 — Financial and Administrative Requirements

Section

1303.1 Overview

Subpart A — Financial Requirements

Subpart B — Administrative Requirements

Subpart C — Protections for the Privacy of Child Records

Subpart D — Delegation of Program Operations

Subpart E — Facilities

Subpart F — Transportation



Part 1304 — Federal Administrative Procedures

Section

Subpart A — Monitoring, Suspension, Termination, Denial of Refunding, Reduction in Funding, and their Appeals

Subpart B — Designation Renewal

Subpart C — Selection of Grantees through Competition

Subpart D — Replacement of American Indian and Alaska Native Grantees

Subpart E — Head Start Fellows Program



Part 1305 — Definitions

Section

1305.1 Purpose

1305.2 Terms



Program Instructions & Information Memorandum

A **Program Instruction (PI)** addresses a specific requirement that Head Start grantees and delegate agencies must implement in their programs.

<https://eclkc.ohs.acf.hhs.gov/policy/pi>

An **Information Memorandum (IM)** is a targeted communication tool from the Office of Head Start which provides policy information to Head Start and Early Head Start grantees and delegate agencies.

<https://eclkc.ohs.acf.hhs.gov/policy/im>



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3 TIPS ON HOW TO READ THE HEAD START PROGRAM PERFORMANCE STANDARDS

1. **Study the rule’s structure.** The Head Start Program Performance Standards final rule is devised into parts, subparts, and sections. Each section “§” contains paragraphs.

Example: PART 1302 PROGRAM OPERATIONS
Subpart I Human Resources Management
§1302.90 Personnel policies.
(a) In general.

2. **Understand paragraph structure.** There are no such things as subparagraphs. One paragraph could flow for up to 6 levels.

Level 1: (a), (b), (c), etc.

Level 2: (1), (2), (3), etc.

Level 3: (i), (ii), (iii), etc.

Level 4: (A), (B), (C), etc.

Level 5: (1), (2), (3), etc.

Level 6: (i), (ii), (iii), etc.

3. **Follow paragraph structure sequentially when you read.**

- a. Always begin at Level 1.
- b. Look for words of authority like, “may” versus “must” and for logical connectors like, “and,” “or,” “if,” “except,” “when,” and “unless.”
- c. Pay particular attention to punctuation. Pause when you see a comma and stop when you see a period.

