



Program Planning and Service System Design: Summary of Regulatory Requirements

Program planning and service system design guide all programs in their five-year grants. They are linked phases in a continuous cycle that involves key members of the Head Start community. The outcome of this cycle is the creation of long-term goals and measurable objectives that, when implemented, lead to positive child and family outcomes. Review the table below for a summary of Head Start Program Performance Standards (HSPPS) that reference these two linked processes. The first column identifies the type of planning required and the second presents the related HSPPS.

It is important to note that many documents and processes inform planning and service system design. For example, as indicated in the [Head Start Program Planning Cycle](#), grantees must take into consideration such things as their community assessment, self-assessment, goals and objectives, budget, and monitoring data.

HSPPS References to Program Planning	45 CFR §
Calendar Planning	1302.21(c)(6)
Community-wide Strategic Planning and Needs Assessment (Community Assessment)	1302.11(b)
Data Use Planning	1302.102(c)(1)
Disaster Preparedness Plan	1302.47(b)(8)
Emergency Preparedness and Response Planning for Emergencies	1302.47(b)(4)(i)(G)
Lesson Plans: Effective Teaching Practices and Learning Environments	1302.31(b)(1)(ii) 1302.31(c)
Purchase, Construction, and Renovation of Facilities Planning	1303.44
Quality Improvement Plans	1302.102(c)(2)(iv-v) 1304.2(c) 1304.14(a)
Suspension and Expulsion Response Plan	1302.17(a)(4)(ii)
Transition Services Planning	1302.61(c)(2) 1302.70(b) 1302.82(b)

