

Head Start Scenarios: Using Head Start Regulations to Guide Decision-Making (answers)

1. During their monthly board meetings, the organization's board of directors found that 25 percent of their time is spent on Head Start issues. Many times, items have to be tabled to the next meeting or special call meetings are scheduled. The board chair met with the executive director to see if there was any way to reduce some of the board's responsibilities for the Head Start and Early Head Start program.

Identify and review any applicable citations from the Head Start Act, Head Start Program Performance Standards (HSPPS), and related regulations.

Head Start Act:

- **Sec. 642(c)(1)(E)**

HSPPS:

- **Governing body, 45 CFR § 1301.2**
 - **Duties and responsibilities, 45 CFR § 1301.2(b)**
 - **Advisory committees, 45 CFR § 1301.2(c)**

Using the Effective Decision-Making Tool, what would the executive director do?



2. Jean, the family services worker from Cypress Head Start program, was conducting an intake with the Jones family. Through the intake process, Jean found that the family was experiencing homelessness. Jean informed the family that they didn't have any enrollment slots available and she had to put them on the waiting list. This is the third family experiencing homelessness in a week that has been put on the waiting list.

Identify and review any applicable citations from the Head Start Act, HSPPS, and related regulations.

HSPPS:

- **Enrollment, 45 CFR § 1302.15**
 - **Reserved slots, 45 CFR § 1302.15(c)**

Using the Effective Decision-Making Tool, what should Cypress Head Start do?

3. Your service area managers are accustomed to developing program goals related to their respective service areas. They are excited to make the shift as a team to developing program goals that will improve the school readiness of the Head Start children in their program. However, they are concerned that this new approach might add more work to their planning process.

Identify and review any applicable citations from the Head Start Act, HSPPS, and related regulations.

HSPPS:

- **Achieving program goals, 45 CFR 1302.102**
 - **Establishing program goals, 45 CFR § 1302.102(a)(1)–(4)**

Using the Effective Decision-Making Tool, what would be important for them to consider as a team?

4. You are the Head Start director. Your program has been having difficulty meeting its required non-federal match. How would you address this with the Policy Council and the board?

Identify and review any applicable citations from the Head Start Act, HSPPS, and related regulations.

Head Start Act:

- **Sec. 640(b)**

HSPPS:

- **Federal financial assistance, non-federal match, and waiver requirements, 45 CFR § 1303.4**

Using the Effective Decision-Making Tool, how would the Policy Council and board address this issue?

5. You are a new Migrant and Seasonal Head Start (MSHS) director. Because of weather conditions and crop reduction and a recent MSHS-Early Head Start expansion, your program failed to meet its funded (cumulative) enrollment for the program year. During a meeting with the Regional Office, the program specialist and grantee specialist suggested that you revisit your community assessment data and connect with the local Growers Associations to determine if there are unserved agricultural working families.

Identify and review any applicable citations from the Head Start Act, HSPPS, and related regulations.

Head Start Act:

- **Sec. 645 (a)(1)(B)(iii)(II)**

HSPPS:

- **Determining, verifying, and documenting eligibility, 45 CFR § 1302.12**
 - **Eligibility requirements, 1302.12(c)(2)**
 - **Additional allowances for programs, 1302.12(d)**
 - **Migrant or Seasonal eligibility requirements, 1302.12(f)**

Using the Effective Decision-Making Tool, what would you do to improve the program's cumulative enrollment?

6. A new tribal chief has been elected, and you have been hired as the new Head Start director. One of your first priorities is to hire staff.

Identify and review any applicable citations from the Head Start Act, HSPPS, and related regulations.

Head Start Act:

- **Sec. 648A(g)(1)–(3), Staff Recruitment and Selection Procedures**

HSPPS:

- **45 CFR § 1302 Subpart I—Human Resources Management**

Using the Effective Decision-Making Tool, how would you do that?

7. Marissa is a family child care provider with the Parent-Child Development Early Head Start-Child Care (EHS-CC) Partnership in her community. She is ready to begin engaging parents in the Head Start governance process. On her next Early Care and Education (ECE) coach visit, she will meet with her coach to discuss next steps to establish a parent committee.

Identify and review any applicable citations from the Head Start Act, HSPPS, and related regulations.

HSPPS:

- **Parent committees, 45 CFR § 1301.4**

Using the Effective Decision-Making Tool, how will the ECE coach respond to Marissa?

8. After serving as the Head Start director for about nine months, Lorna received a call from the large grocery store chain where the agency bought most of its food for preparing meals. The store representative wanted to know why the agency had failed to pay invoices on its open purchase order system. They were in arrears by about \$8,000. After conducting research, Lorna found that all the purchase orders had been signed by the receptionist. This receptionist later admitted that she had been buying her family groceries using the agency purchase order system, and when invoices matching these purchase orders came in the mail, she intercepted them so that the fiscal office never received them.

Identify and review any applicable citations from the Head Start Act, HSPPS, and related regulations.

Fiscal Regulations:

- **Internal controls, 45 CFR § 75.303**

Using the Effective Decision-Making Tool, what important financial administrative requirements should the program have in place for internal control?

