

	<b>DHS Early Head Start Program Policy</b>		
<b>PDM 11</b>			
<b>SUBJECT</b>	Program Governance		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/26/16</b>	<b>Policy Council Revision: 4/23/24</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: 5/16/24</b>
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**Policy:**

The Head Start Program, including Early Head Start (EHS), has established a formal structure for program governance that includes the City of San Antonio City Council as the Governing Body, and the Head Start Policy Council. City Council has the legal and fiscal responsibility to administer and oversee the Head Start and Early Head Start programs and has authorized a subcommittee to oversee key responsibilities related to program governance and improvements of the Head Start programs. The Head Start Policy Council allows for parent participation in policy making and other decisions about the program, as required by the Head Start Program Performance Standards and Section 642 (c) of the Head Start act.

The Head Start Program must provide appropriate training and technical assistance to include orientation to the governing body, advisory committee, and policy council. The training must include review of program performance standards, program governance and eligibility verification indicated in 1302.12(m). This is to ensure the staff and governing body members understand the information and can effectively oversee the direction of the Head Start Program.

The City of San Antonio Head Start Program will develop and implement procedures related to information reported to the Head Start Policy Council (HSPC) and program governance advisory committees.

In addition, the Head Start Program will establish parent committees exclusively of parents of currently enrolled children to advise staff and communicate with the Policy Council.

**Performance Standard:**

1301

**Head Start Act:**

Sec. 642(c)(1)(E)(iv)(XI) and Sec. 642 (c) (2)