

Area:	Eligibility, Recruitment, Selection, Enrollment, and Attendance
Subject:	EL01 – Community Assessment and Determining Community Strengths and Needs
Reference:	1305.3 (a-g)(2)(ii)
Policy:	Grantee and Delegate Agencies will conduct a Community Assessment within its service area once every three years. The Community Assessment will gather, organize, and analyze information that focuses on the needs and characteristics of Head Start-eligible children and families.

Procedure:

1. Grantee Staff will send letter and disk to Delegate Agency directors with stating when information on Community Assessment is due to Grantee office, who to send it to. The Community Assessment will include the collection and analysis of the following information about the Head Start area:
 - a. The demographic make-up of Head Start eligible children and families, including estimated number, geographic location, and racial and ethnic composition.
 - b. Other child development and child care programs that are serving Head Start eligible children, including the approximate number of Head Start-eligible children served by each.
 - c. The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies.
 - d. Data regarding the education, health, nutrition and social service needs of Head Start eligible children and their families, including the needs defined by the families and other institutions in the community that serve young children.
 - e. Resources in the community that could be used to address the needs of Head Start eligible children and their families, including the availability and accessibility of those resources.
2. Grantee and Delegate agencies will use information from the Community Assessment to:
 - a. Help determine the grantee's philosophy and its long-range and short-range program objectives.
 - b. Determine the type of component services that are most needed and what program options will be implemented
 - c. Determine the recruitment area that will be served by the grantee and by each delegate agency if limitations in resources make it impossible to serve the entire service area.
 - d. Determine locations for centers and the areas to be served by home-based programs.
 - e. Set criteria that define the types of children and families who will be given priority for recruitment and selection.
 - f. As needed to maintain full enrollment: Analyze data regarding community assessment demographics and identified program needs to determine if agencies will be approved by grantee management to serve a maximum of 35% of families whose incomes are under 130% of the poverty line (Near Low Income) after families in higher priorities are served.

3. In each of the two years following completion of the Community Assessment, Grantee and Delegate will conduct a review to see if information must be updated and revised.

Supervised by: Grantee Executive Director, Grantee Director II's

Performed by: Delegate Directors, Child Development Supervisor

Forms needed: Community Assessment Packet distributed from the Grantee

Frequency: Every three years (updated yearly)