

Area:	Program Governance
Subject:	PG11 – Policy Groups and Criteria for Defining Recruitment, Selection, and Enrollment Priorities
Reference:	1304.50(d)(1)(vii)
Policy:	CCMHS/SCOE Policy Councils will work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the criteria for defining recruitment, selection, and enrollment priorities in accordance with Performance Standard 1305.

Procedure:

1. Requests to develop new or to revise existing recruitment, selection, and enrollment priorities for Head Start programs will be made at a Policy Council regular meeting.
2. Policy Council members, management staff, or governing body members may make requests.
3. Requests will be placed on the agenda for discussion, and a vote to approve or disapprove the request to develop new or revise existing priorities will be taken.
4. If approved, a subcommittee will be formed to recommend the new or revised priorities. The subcommittee will consist of, but will not be limited to, Policy Council members, management staff, delegate staff, and governing body members. If disapproved, the internal dispute process will begin.
5. The subcommittee will report their recommendation to the Policy Council during a regular meeting. The item will be placed on the agenda.
6. The Policy Council will approve or disapprove the recommendations made by the subcommittee. If disapproved, the subcommittee may be requested to reconvene and present a revision at a subsequent regular meeting.
7. If approved, Executive Director will present the recommendation to the governing body for approval or disapproval.
8. If approved by both the Policy Council and the governing body, the new or revised recruitment, selection, and enrollment priorities will become effective.
9. If disapproved by either the Policy Council or the governing body, the Binding Arbitration for Resolution of Impasse procedure will be enacted.
10. If approved, training will be provided to appropriate staff.
11. Head Start staff will be trained on use of the new or revised recruitment, selection, and enrollment priorities.

Supervised by:	Director II
Performed by:	Family & Community Services Supervisor
Forms needed:	Training Request
Frequency:	At each occurrence