

Area:	Program Governance
Subject:	PG12 – Policy Groups and Self-Assessment
Reference:	1304.50(d)(1)(viii), 1304.51(i)(1)
Policy:	Central California Migrant Head Start Policy Council (CCMHS) and the Stanislaus Head Start Policy Council (SHSPC) members will have the opportunity to participate in the program's annual self-assessment. A summary of self-assessment results will be reviewed by the appropriate Policy Councils and Governing Body.

Procedure:

1. Each delegate agency and grantee operated program will conduct an annual self-assessment. The self-assessment will look at the program's progress in carrying out its programmatic and fiscal obligations as stated in the Program Area Plans and per Head Start regulations.
2. Delegate agencies will complete their self-assessment by the due date prescribed in the Agreement for Delegation of Activities. Grantee operated programs will complete their annual self-assessment as prescribed on the grant timeline of each program operating year. Grantee participates on each delegate self assessment by oversight or by direct participation.
3. Policy Council, Policy Committee and Governing Body members will be given the opportunity to participate in delegate agency and grantee operated program's annual self-assessment.
4. Participants will receive training on how to conduct a self-assessment prior to participation. Training will include a review of the results of the previous year's self-assessment.
5. The results of delegate agency self-assessments will be reviewed and approved by the delegate agency's Policy Committee. Documentation of the self assessment will be sent to the Grantee. If a delegate agency receives any "Finding Requiring Action" as a result of the self assessment, the agency must also submit a Corrective Plan of Action to the Grantee.
6. Assigned Grantee staff will conduct follow-up monitoring to ensure corrective plan activities were completed. Grantee staff will document and file results.
7. A Grantee self-assessment summary consisting of results from all delegate agencies' self assessments will be reviewed by the Policy Council and the Governing Body.
8. Self-assessment results will be utilized for program planning.

Supervised by:	Director II
Performed by:	Grantee Staff and Delegate agency, Policy Council members, Governing Body and community members
Forms needed:	Findings Requiring Action, Recommendations for Continuous Improvement, Program Strengths and Exemplary Practices, Corrective Plan of Action
Frequency:	Annually