

<b>Area:</b>	Program Governance
<b>Subject:</b>	PG22 – Request to Change Program Services for Head Start Programs
<b>Reference:</b>	1304.50 Appendix A
<b>Policy:</b>	Delegate agencies and directly operated sites can make revisions that affect the scope of operations of the program only if approved by the grantee office. Approval can be obtained by submitting the Request to Change the Program Services Form.

**Procedure:**

1. Requesting agency will identify areas affecting the areas which may need changes to, but not limited to, the following:
  - Days and hours of services;
  - Location of sites or service area;
  - Eligibility, recruitment, selection, enrollment, or attendance;
  - Parent reimbursement policy;
  - Agreement for delegate activities;
  - Revisions to Policy Committee or Governing Body by-laws; or
  - Hiring /Termination Process.
2. Requesting agency will analyze current data and provide the rationale for the proposed changes to program services.
3. Requesting agency must submit the Request to Change Program Services Form within 20 working days prior to making the proposed changes.
4. Requesting agency must include:
  - a) Any descriptions of budgetary changes and necessary budget revisions;
  - b) A revised Program Service Plan (if applicable);
  - c) Documents needed for the proposed changes from the Management Responsibilities Chart; and
  - d) A summary of the proposed changes.
5. The Request to Change Program Services must be sent to the grantee Coordinator.
6. The grantee Coordinator will review and submit to grantee Director for approval within 5 working days of receipt.
7. Once approved by grantee Director, requesting agency must then take to Policy Committee and Governing Body for approval.
8. Requesting agency must provide evidence of Policy Committee and Governing Body approval to grantee Director before making the approved changes.
9. Once evidence of Policy Committee and Governing Body approval has been received, the grantee Director will notify the fiscal department to make any needed contract amendments.
10. Grantee Director will notify the grantee Coordinator, so that the approved changes can be shared at the grantee Work Group meeting, to ensure that monitoring staff is aware of the changes.

**Supervised by:** Director II

**Performed by:** Coordinators of Early Childhood Programs, Child Development Supervisors, Delegate Staff

**Forms needed:** Request to Change Program Services Plan / Funding Application

**Frequency:** As needed each program year