

Tri-County Community Council, Inc.

Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: A-Eligibility, Recruitment, Selection, Enrollment, and Attendance

Section: 1302.11 Determining Community Strengths, Needs, and Resources

Subject: Community Assessment and Data

Policy:

The Tri-County Community Council, Inc. Head Start/Early Head Start Program will conduct a Community Assessment (CA) every five years with updates annually. The program's service areas are defined by Holmes, Walton, and Washington Counties.

Procedure:

1. Tri-County Community Council, Inc. Head Start/Early Head Start will conduct a Community Assessment every five years with annual updates performed by a designee in the Head Start/Early Head Start Program, Head Start/Early Head Start Director may choose to assign a staff member the job, or contract with someone who has knowledge of Head Start/Early Head Start and the community assessment.
2. Sources of information will be collected from local community agencies but are not limited to the following agencies as Children and Families, County Health Units, Chamber of Commerce, Job Service, JTPA, Head Start/Early Head Start Parents and Head Start/Early Head Start Policy Council, Door-to-door Surveys if necessary. Also, certain data may be obtained from government web sites.
3. The data collected will describe the community strengths, needs, and resources and include at a minimum:
 - The number of eligible infants, toddlers, preschool age children, and expectant mothers, including geographic location, race, ethnicity, and languages spoken.
 - Children experiencing homelessness
 - Children in Foster Care
 - Children with Disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies.
 - The education, health, nutrition, and social service needs of eligible children and their families
 - Prevalent social or economic factors that impact family well-being
 - Typical work, school, and training schedules of parents with eligible children
 - Other childcare facilities and family childcare programs that serve eligible children, including any home visiting programs that serve eligible children, also, including approximate number of eligible children served

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- Community resources that are available to address the needs of eligible children and their families
 - Strengths in the community
4. The program will annually review and update the community assessment to reflect any significant changes including increased availability of publicly funded pre-kindergarten and include how these programs meet the needs of the parents and children- whether it is offered for a full school day, rates of family and child homelessness, and significant shifts in community demographics and resources.
 5. The program will consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources to include private pay in addition to the program's eligible funded enrollment.
 6. The Community Assessment update will be completed annually in June/July.
 7. The findings of the update will be presented to the Policy Council and Board of Directors for approval.
 8. The Head Start/Early Head Start Director will keep an up-to-date copy of the CA including all updates on file for program use.
 9. The Community Assessment will be used in the program planning process.