

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: B- Program Structure**

**Section: 1302.20 Determining Program Structure**

**Subject: Program Option**

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**Policy:**

Tri-County Community Council will provide the program option that best meets the needs of the children, families, and the community.

**Procedure:**

1. The community assessment will be reviewed annually to determine if the center-based continues to be the best option for Head Start and a combination of center and home-based for Early Head Start.
2. The community assessment will be reviewed annually for changing needs of the families and the children we serve. Example – a need for more Early Head Start slots than Head Start slots or families need full day services.
3. If there is a need for slots to be converted, Tri-County will begin the discussions with the Policy Council, Board of Directors, staff, families, the community, and the Regional Office.
4. If there is a need for full-day services, Tri-County will enter into a contract with the Early Learning Coalition for the particular county that full day services are needed. The parents will be provided with information for applying to the Early Learning Coalition in their county for services. If they qualify and the Early Learning Coalition has funds available, they will pay a majority of the parent cost for the extended hours needed. The parent will pay a small fee, determined by the Early Learning Coalition. If a parent needs the full day services and does not qualify for Early Learning Coalition funds, then the parent will have to pay the same cost as the Early Learning Coalition contract states they will pay.