



## Governing Body & Policy Council Roles and Responsibilities Framework 2015 - 2016 Program Year

<b>Definitions used in chart</b>						
A= General Responsibility B= Operating Responsibility C= Must Approve or Disapprove D = Determined locally NA=Not Applicable						
<b>Function</b>	<b>Governing Body</b>	<b>Policy Council</b>	<b>Head Start Program Director</b>	<b>Agency Director</b>	<b>Projected Governing Body Date</b>	<b>Projected Policy Council Date</b>
<b>1. Planning</b>						
<b>a.</b> 1304.50(d)(1)(iii) Procedures for program planning in accordance with this Part and the requirements of 45 CFR 1305.3	A & C	C	B	D	June 2016	June 2016
<b>b.</b> 1304.50(d)(1)(iv) Program philosophy and long- and short-range program goals and objectives (45 CFR 1304.51(a) and 45 CFR 1305.3 for additional requirements regarding program planning).	A & C	C	B	D	May 2016	May 2016
<b>c.</b> 1304.50(d)(1)(v) The selection of Delegate Agencies and their service areas (this regulation is binding on Policy Councils exclusively) (45 CFR 1301.33 and 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection, respectively).	A&C	C	B (Grantee Only)	D (Grantee Only)	N/A	N/A
<b>d.</b> 1304.50(d)(1)(vii) Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.	A	C	B	D	February 2016	February 2016
<b>e.</b> 1304.50(d)(1)(i) All funding applications and amendments to funding application for Early Head Start and Head Start, including administrative services, prior to the submission of such application to the grantee (in the case of Policy committees) or to HHS (in the case of Policy Council).	A & C	C	B	D	October 2016 and as needed	October 2016 and as needed
<b>f.</b> 1304.50(f) Policy Council, PCC, and PC reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary reimbursements for reasonable expenses incurred by the members.	A	C	B	D	May 2016	May 2016
<b>g.</b> 1304.50(d)(1)(viii) The annual self-assessment of the grantees or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review (45CFR 1304.51 (i)(1) for additional requirements about the annual self-assessment).	A	C	B	D	May 2016	May 2016

Attachment A: Governing Body and Policy Council Roles and Responsibilities Framework

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<b>Function</b>	<b>Governing Body</b>	<b>Policy Council</b>	<b>Head Start Program Director</b>	<b>Agency Director</b>	<b>Projected Governing Body Date</b>	<b>Projected Policy Council Date</b>
<b>2. General Procedures</b>						
<b>a.</b> 1304.50(d)(1)(vi) The composition of the Policy Council and the procedures by which policy group members are chosen	A & C	C	B	D	June 2016	June 2016
<b>b.</b> 1304.50(g)(1) Grantee and delegate agencies must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program	A & C	N/A	N/A	D	June 2016	June 2016
<b>c.</b> 1304.50(d)(1)(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision making	A & C	C	D	D	June 2016	June 2016
<b>d.</b> 1304.50(h) Internal dispute resolution. Each grantee and delegate agency and Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.	A & C	C	D	D	June 2016	June 2016
<b>e.</b> 1304.50(d)(2)(v) Establish and maintain procedures for hearing and working with the grantee to resolve community complaints about the program.	B	B	D	D	June 2016	June 2016
<b>f.</b> 1304.50(g)(2) Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45CFR 1301.13.	A	N/A	D	D	N/A	N/A
<b>g.</b> The annual independent audit that must be conducted with 45CFR 1301.12.	A	N/A	D	D	N/A	N/A
<b>3. Human Resources Management</b>						
<b>a.</b> 1304.50(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants and volunteers.	A & C	C	D	D	June 2016	June 2016
<b>b.</b> 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee agency.	A & C	C	N/A	D	N/A	As needed
<b>c.</b> 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee agency.	A	C	B (Grantee Only)	D	N/A	As needed
<b>d.</b> 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start Director of the Head Start Program of the delegate agency.	N/A	N/A	N/A	D	N/A	N/A
<b>e.</b> 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the delegate agency	N/A	N/A	B (Delegate Only)	D	N/A	N/A