



Orientation & Training Division

ADMINISTRATION

Module: 5

Topic: Head Start Standards 1301-1302

<p>PART 1301—HEAD START GRANT ADMINISTRATION Subpart A—General</p> <p>Sec. 1301.1 Purpose and scope. 1301.2 Definitions.</p> <p>Subpart B—General Requirements 1301.10 General. 1301.11 Insurance and bonding. 1301.12 Annual audit of Head Start programs. 1301.13 Accounting system certification.</p> <p>Subpart C—Federal Financial Assistance 1301.20 Matching requirements. 1301.21 Criteria for increase in Federal financial assistance.</p> <p>Subpart D—Personnel and General Administration 1301.30 General requirements. 1301.31 Personnel policies. 1301.32 Limitations on costs of development and administration of a Head Start program. 1301.33 Delegation of program operations. 1301.34 Grantee appeals. AUTHORITY: 42 U.S.C. 9801 et seq.</p>	<p>Community means a city, county, a multicounty or multi-county unit within a state, an Indian reservation, or any neighborhood or other geographic area (irrespective of boundaries or political subdivisions) which provides a suitable organizational base and possesses the commonality of interest needed to operate a Head Start program.</p> <p>Delegate agency means a public or private non-profit organization or agency to which a grantee has delegated all or part of its responsibility for operating a Head Start program.</p> <p>Development and administrative costs mean costs incurred in accordance with an approved Head Start budget which do not directly relate to the provision of program component services, including services to children with disabilities, as set forth and described in the Head Start program performance standards (45 CFR part 1304).</p> <p>Dual benefit costs mean costs incurred in accordance with an approved Head Start budget which directly relate to both development and administrative functions and to the program component services,</p>
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<p>SOURCE: 44 FR 24061, Apr. 24, 1979 unless otherwise noted. Assistance (project period) is divided for budgetary and funding purposes.</p>	<p>including services to children with disabilities, as set forth and described in the Head Start program performance standards (45 CFR part 1304).</p>
<p>Head Start Agency or “grantee” means a local public or private nonprofit agency designated to operate a Head Start program by the responsible HHS official, in accordance with part 1302 of this chapter.</p> <p>Head Start program means a program, funded under the Act and carried out by a Head Start agency or a delegate agency, that provides ongoing comprehensive child development services.</p> <p>Independent auditor means an individual accountant or an accounting firm, public or private agency, association, corporation, or partnership, that is sufficiently independent of the agency being audited to render objective and unbiased opinions, conclusions, and judgments.</p> <div data-bbox="207 1108 771 1396" style="border: 1px solid black; background-color: yellow; padding: 5px; text-align: center;"> <p>“Head Start Agency or “grantee” means a local public or private nonprofit agency designated to operate a Head Start program by the responsible HHS official ...”</p> </div> <p>Indirect costs mean those costs of a Head Start agency, as approved by the cognizant agency, the agency which has authority to set the grantee’s indirect cost rate, which are not readily identifiable with a particular project or program but nevertheless are necessary to the general operation of the agency and the conduct of its activities.</p> <p>Major disaster means any natural disaster or catastrophe which is of such severity and magnitude as to directly affect the</p>	<p>including services to children with disabilities, as set forth and described in the Head Start Program Performance Standards (45 CFR part 1304).</p> <p>Responsible HHS official means the official of the Department of Health and Human Services who has authority to make grants under the Act.</p> <p>Total approved costs mean the sum of all costs of the Head Start program approved for a given budget period by the Administration on Children, Youth and Families, as indicated on the Financial Assistance Award. Total approved costs consist of the Federal share plus any approved non-Federal share, including non-Federal share above the statutory minimum.</p> <p>Subpart B—General Requirements § 1301.10 General. (a) Except as specified in paragraph (b) of this section, the following HHS regulations shall apply to all grants made under the Act: 45 CFR part 16 Department grant appeals process (except as provided in § 1301.34) 45 CFR part 46 Protection of Human Subjects 45 CFR part 74 Administration of grants 45 CFR part 75 Informal grant appeals procedures (Indirect cost rates and other cost allocations) 45 CFR part 80 Nondiscrimination under programs receiving Federal assistance through the Department of Health and Human Services—Effectuation of title VI of the Civil Rights Act of 1964 45 CFR part 81 Practice and procedure for hearings under part 80 45 CFR part 84 Nondiscrimination on the basis of handicap in Federally assisted</p>

capability of the Head Start agency of agencies providing Head Start programs to the damaged community to continue the programs without an increase in the Federal share above 80 percent.

Program costs mean costs incurred in accordance with an approved Head Start budget which directly relate to the provision of program component services,

§ 1301.11 Insurance and Bonding.

(a) Private nonprofit Head Start agencies and their delegate agencies shall carry reasonable amounts of student\ accident insurance, liability insurance for accidents of their premises, and transportation liability insurance.

(b) Private nonprofit Head Start and delegate agencies shall make arrangements for bonding officials and employees authorized to disburse program funds.

§ 1301.12 Annual Audit of Head Start Programs.

(a) An audit of the Head Start program covering the prior budget period of each Head Start agency and its delegate agencies, if any, shall be made by an independent auditor to determine:

(1) Whether the agency's financial statements are accurate;

(2) Whether the agency is complying with the terms and conditions of the grant; and

(3) Whether appropriate financial and administrative procedures and controls have been installed and are operating effectively.

Head Start

agencies shall either include delegate agency audits as a part of their own audits or provide for separate independent audits of their delegate agencies.

programs.

(b) 45 CFR part 74 is superseded as follows:

** (1) Section 1301.11 of this subpart supersedes § 74.15 of part 74 with respect to insurance and bonding of private, non-profit Head Start agencies; and*

** (2) Section 1301.12 of this subpart supersedes § 74.61 of part 74 with respect to audit requirements for all Head Start agencies.*

§ 1301.13 Accounting System Certification.

(a) Upon request by the responsible HHS official, each Head Start agency or its delegate agency shall submit an accounting system certification, prepared by an independent auditor, stating that the accounting system or systems established by the Head Start agency, or its delegate, has appropriate internal controls for safeguarding assets, checking the accuracy and reliability of accounting data, and promoting operating efficiency.

(b) A Head Start agency shall not delegate any of its Head Start program responsibilities to a delegate agency prior to receiving a certification that the delegate agency's accounting system meets the requirements specified in paragraph (a) of this section.

"... accounting system certification, prepared by an independent auditor, stating that the accounting system or systems established by the Head Start agency, or its delegate, has appropriate internal controls for safeguarding assets, checking the accuracy and reliability of accounting data, and promoting operating efficiency."

(b) Upon a written request showing necessity, the responsible HHS official may approve a period other than the prior budget period to be covered by the annual audit.

(c) Unless otherwise approved by the responsible HHS official, the report of the audit shall be submitted to the responsible HHS official, in the manner and form prescribed by him or her, within 4 months after the prior budget period.

§ 1301.20 Matching requirements.

(a) Federal financial assistance granted under the act for a Head Start program shall not exceed 80 percent of the total costs of the program, unless:

- (1) An amount in excess of that percentage is approved under section 1301.21; or
- (2) The Head Start agency received Federal financial assistance in excess of 80 percent for any budget period falling within fiscal year 1973 or fiscal year 1974. Under the circumstances described in clause
- (3) Of the preceding sentence, the agency is entitled to receive the same percentage of Federal financial assistance that it received during such budget periods

(b) The non-Federal share will not be required to exceed 20 percent of the total costs of the program.

(c) Federal financial assistance awarded to Head Start grantees for training and technical assistance activities shall be included in the Federal share in determining the total approved costs of the program. Such financial assistance is, therefore, subject to the 20 percent non- Federal matching requirement of this subpart

**§ 1301.31 Personnel policies.
Federal financial assistance.**

reasonable public access to information and to the agency's records pertaining to the Head Start program.

(a) **Written policies.**

Grantee and delegate agencies must establish and implement written personnel policies for staff that are approved by the Policy Council or Policy Committee and that are made available to all grantee and delegate agency staff. At a minimum, such policies must include:

- (1) Descriptions of each staff position, addressing, as appropriate, roles and responsibilities, relevant qualifications, salary range, and employee benefits (see 45 CFR 1304.52(c) and (d));
- (2) A description of the procedures for recruitment, selection and termination (see paragraph (b) of this Section, Staff recruitment and selection procedures);

"Each agency shall also provide reasonable public access to information and to the agency's records pertaining to the Head Start program."

- (3) Standards of conduct (see 45 CFR 1304.52(h));
- (4) Descriptions of methods for providing staff and volunteers with opportunities for training, development, and advancement (see 45 CFR 1304.52(k), Training and development);
- (5) A description of the procedures for conducting staff performance appraisals (see 45 CFR 1304.52(i), Staff performance appraisals);

<p>The responsible HHS official, on the basis of a written application and any supporting evidence he or she may require, will approve financial assistance in excess of 80 percent if he or she concludes that the Head Start agency has made a reasonable effort to meet its required non-Federal share but is unable to do so; and the Head Start agency is located in a county:</p> <ul style="list-style-type: none">(a) That has a personal per capita income of less than \$3,000 per year; or(b) That has been involved in a major disaster. <p>Subpart D—Personnel and General Administration</p> <p>§ 1301.30 General requirements. Head Start agencies and delegate agencies shall conduct the Head Start program in an effective and efficient manner, free of political bias or family favoritism. Each agency shall also provide</p>	<p>(6) Assurances that the program is an equal opportunity employer and does not discriminate on the basis of gender, race, ethnicity, religion or disability; and</p>
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<p>(7) A description of employee management relation procedures, including those for managing employee grievances and adverse actions.</p> <p>(b) Staff recruitment and selection procedures.</p> <p>(1) Before an employee is hired, grantee or delegate agencies must conduct:</p> <ul style="list-style-type: none">(i) An interview with the applicant;(ii) A verification of personal and(iii) A State or national criminal record check, as required by State law or administrative requirement. If it is not feasible to obtain a criminal record check prior to hiring, an employee must not be considered permanent until such a check has been completed.	<p>(d) Probationary period.</p> <p>The policies governing the recruitment and selection of staff must provide for a probationary period for all new employees that allows time to monitor employee performance and to examine and act on the results of the criminal record checks discussed in paragraph (b) (1) of this Section.</p> <p>(e) Reporting child abuse or sexual abuse.</p> <p>Grantee and delegate agencies must develop a plan for responding to suspected or known child abuse or sexual abuse as defined in 45 CFR 1340.2(d) whether it occurs inside or outside of the program.</p> <p>(The information collection requirements are approved by the Office of Management and Budget (OMB) under OMB Control Number</p>
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"Before an employee is hired, grantee or delegate agencies must conduct ... A verification of personal and employment references; ..."

(2) Grantee and delegate agencies must require that all current and prospective employees sign a declaration prior to employment that lists:

* (i) All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;

* (ii) Convictions related to other forms of child abuse and neglect; and

* (iii) All convictions of violent felonies, employment references; and was finally adjudicated in a juvenile court or under a youth offender law;

(3) Any conviction the record of which has been expunged under Federal or State law; and

(4) Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

(b) *Development and administrative costs.*

(1) Costs classified as development and administrative costs are those costs related to the overall management of the program. These costs can be in both the personnel and non-personnel categories.

(2) Other development and administrative costs include expenses related to administrative staff functions such as the costs allocated to fringe benefits, travel, per diem, transportation and training.

(3) Development and administrative costs include expenses related to bookkeeping and

0970–0148 for paragraph (b).)

§ 1301.32 Limitations on costs of development and administration of a Head Start program.

(a) *General provisions.*

(1) Allowable costs for developing and administering a Head Start program may not exceed 15 percent of the total approved costs of the program, unless the responsible HHS official grants a waiver approving a higher percentage for a specific period of time not to exceed twelve months.

(2) The limit of 15 percent for development and administrative costs is a maximum. In cases where the costs for development and administration are at or below 15 percent, but are judged by the responsible HHS official to be excessive, the grantee must eliminate excessive development and administrative costs.

and the occupation, operation and maintenance of program component space, including utilities.

(d) *Dual benefit costs.*

(1) Some costs benefit the program components as well as development and administrative functions within the Head Start program. In such cases, grantees must identify and allocate appropriately the portion of the costs that are for development and administration.

(2) Dual benefit costs include, but are not limited to, salaries, benefits and other costs (such as travel, per diem, and training costs) of staff that perform both program and development and administrative functions.

payroll services, audits, and bonding; and, to the extent they support development and administrative functions and activities, the costs of insurance, supplies, copy machines, postage, and utilities, and occupying, operating and maintaining space.

(c) ***Program costs.***

Program costs include, but are not limited to:

(1) Personnel and non-personnel costs directly related to the provision of program component services and component training and transportation for staff, parents and volunteers;

(2) Costs of functions directly associated with the delivery of program component services through the direction, coordination or implementation of a specific component;

(3) Costs of the salaries of program component coordinators and component staff, janitorial and transportation staff involved in program component efforts, and the costs associated with parent involvement and component volunteer services; and

(4) Expenses related to program staff functions, such as the allocable costs of fringe benefits, travel, per diem and transportation, training, food, center/ classroom supplies and equipment, parent activities funds, insurance, (2) Grantees must charge all costs, whether program or development and administrative, either directly to the project or as part of an indirect cost pool.

"Grantees must categorize costs in a Head Start program as development and administrative or program costs."

Grantees must determine and allocate appropriately the part of these costs dedicated to development and administration.

(3) Space costs, and costs related to space, such as utilities, are frequently dual benefit costs. The grantee must determine and allocate appropriately the amount or percentage of space dedicated to development and administration.

"The policies governing the recruitment and selection of staff must provide for a probationary period for all new employees that allows time to monitor employee performance ..."

(e) ***Relationship between development and administrative costs and indirect costs.***

(1) Grantees must categorize costs in a Head Start program as development and administrative or program costs. These categorizations are separate from the decision to charge such costs directly or indirectly.

(2) A Head Start grantee that estimates that the cost of development and administration will exceed 15 percent of total approved costs must submit a request for a waiver that explains the reasons for exceeding the limitation. This must be done as soon as the grantee determines that it cannot comply with the 15 percent limit, regardless of where the grantee is within the grant funding cycle.

(3) The request for the waiver must include the period of time for which the waiver is requested. It must also describe the action the grantee will take to reduce its development and administrative costs so that the grantee will be

<p>(f) Requirements for compliance.</p> <p>(1) Head Start grantees must calculate the percentage of their total approved costs allocated to development and administration as a part of their budget submission for initial funding, refunding or for a request for supplemental assistance in connection with a Head Start program. These costs may be a part of the direct or the indirect cost pool.</p> <p>(2) The Head Start grant applicant shall delineate all development and administrative costs in its application.</p> <p>(3) Indirect costs which are categorized as program costs must be fully explained in the application.</p> <p>(g) Waiver.</p> <p>(1) The responsible HHS official may grant a waiver of the 15 percent rule.</p> <ul style="list-style-type: none"> * (i) A new Head Start grantee or delegate agency is being established or Head Start grantee or delegate agency, and the delivery of component services to children and families is delayed until all program development and planning is well underway or completed; or * (ii) Component services are disrupted in an existing Head Start program due to circumstances not under the control of the grantee. 	<p>able to assure that these costs will not exceed 15 percent of the total approved costs of the program after the completion of the waiver period.</p> <p>(4) If granted, the waiver and the period of time for which it will be granted will be indicated on the Financial Assistance Award.</p> <p>(5) If a waiver requested as a part of a grant application for funding or refunding is not approved, no Financial Assistance Award will be budget that complies with the 15 percent limitation. (Information collection requirements contained in paragraphs (f) (2) and (3) of this section were approved on</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; text-align: center;"> <p>"The request for the waiver must include the period of time for which the waiver is requested."</p> </div> <p>§ 1301.33 Delegation of program operations.</p> <p>Federal financial assistance is not available for program operations where such operations have been delegated to a delegate agency by a Head Start agency unless the delegation of program operations is made by a written agreement and has been approved by the responsible HHS official before the delegation is made.</p>
<p>§ 1301.34 Grantee appeals.</p> <p>An agency receiving a grant under the Act for technical assistance and training, or for a research, demonstration, or pilot project may appeal adverse decisions in accordance with part 16 of this title. Head Start agencies are also subject to the appeal procedures in part 16 except appeals by those agencies for suspension, termination and denial of refunding are subject to part 1303 of this title.</p>	

ADMINISTRATION

Module 5

Topic: Head Start Standards 1301 - 1302



QUIZ

Test Questions: *Select the correct "True" or "False" option.*

1. *Delegate agency means a private non-profit organization to which a grantee has delegated all of its responsibility for operating a Head Start program. (1301.2)*

True

False

2. *Administrative costs mean costs incurred in accordance with an approved Head Start budget which do not directly relate to the provision of program component services, except services to children with disabilities. (1301.2)*

True

False

3. *Program costs mean costs incurred in accordance with an approved Head Start budget which directly relate to the provision of program component services. (1301.2)*

True

False

4. *Head Start agencies and their delegate agencies shall carry reasonable amounts of student\ accident insurance, liability insurance for accidents of their premises, and transportation liability insurance. (1301.11)*

True

False

5. *An audit of the Head Start program of each Head Start agency shall be made by an independent auditor every two years. (1301.12)*

True

False

6. Federal financial assistance awarded to Head Start grantees for training and technical assistance activities shall not be included in the Federal share in determining the total approved costs of the program. (1301.20)

True

False

7. If a Head Start agency has made a reasonable effort to meet its required non-Federal share but is unable to do so; and the Head Start agency is located in a county that has been involved in a major disaster it will be approve for financial assistance in excess of 80 percent. (1301.21)

True

False

8. Grantee and delegate agencies must establish and implement written personnel policies for staff that are approved by the Policy Council or Policy Committee. (1301.12)

True

False

Select the correct choice.

9. Written personnel policies must include (1301.31)

- a. all training provided for employees.
- b. schedules for advancement within the agency.
- c. a description of the procedures for conducting staff performance appraisals.
- d. a description of the procedures for conducting staff performance appraisals.

10. A State or national criminal record check (1301.31)

- a. is required of every employee annually.
- b. is required of all potential employees prior to being interviewed.
- c. is required of every employee as part of the hiring process.
- d. is only required of employees involved in direct child care.

11. Grantee and delegate agencies must develop a plan for (1301.31)

- a. responding to suspected or known child abuse or sexual abuse.
- b. defining what it will consider child abuse or sexual abuse.
- c. working with staff with a history of child abuse or sexual abuse.
- d. preventing child abuse in the classrooms settings.

Select the correct "True" or "False" option.

12. Grantees must charge the costs of organization-wide management functions as development and administrative costs. (1301.32)

True

False

13. Program costs include the costs associated with parent involvement and component volunteer services. (1301.32)

True

False

14. The Head Start grant applicant shall combine all development and administrative costs in its application as the same expenditure. (1301.32)

True

False

15. A Head Start grantee that estimates that the cost of development and administration will be below 15 percent of total approved costs must submit a request for a waiver that explains the reasons for exceeding the limitation. (1301.32)

True

False

16. If a waiver requested as a part of a grant application for funding or refunding is not approved, no Financial Assistance Award will be awarded to the Head Start program until the grantee resubmits a revised budget that complies with the 15 percent limitation. (1301.32)

True

False

Name:

Date:

Username:

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