

HEAD START PROGRAM PERFORMANCE STANDARDS

45 CFR Chapter XIII

SUBCHAPTER B – THE ADMINISTRATION FOR CHILDREN AND FAMILIES, HEAD START PROGRAMS

EXCERPTS RELATED TO SPECIFIC TIMELINES/TIMEFRAMES

Citation	Text	Timelines/Timeframes
PART 1302 – PROGRAM OPERATIONS		
Subpart A – Eligibility, Recruitment, Selection, Enrollment, and Attendance		
<p>§1302.12 Determining, verifying, and documenting eligibility. (k) <u>Records.</u> (m) <u>Training on Eligibility.</u></p>	<p>[...](k) <u>Records.</u> [...] (3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.</p> <p>(m) <u>Training on Eligibility.</u>[...] (2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.</p> <p>(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.</p>	<p>For as long as children are enrolled, and for one year after they no longer receive services or are no longer enrolled</p> <p>Within 90 days of hiring new staff</p> <p>Within 180 days of beginning of term</p>
<p>§1302.14 Selection process. (a) <u>Selection criteria.</u> (c) <u>Waiting lists.</u></p>	<p>(a) Selection criteria. (1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child’s age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 <i>et seq.</i>) and, other relevant family or child risk factors. [...]</p> <p>(c) <u>Waiting lists.</u> A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program’s selection criteria.</p>	<p>Annually</p> <p>At the beginning of each enrollment year and maintain during the year</p>
<p>§1302.15 Enrollment. (a) <u>Funded enrollment.</u> (c) <u>Reserved slots.</u></p>	<p>(a) <u>Funded enrollment.</u> A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days. [...]</p> <p>(c) <u>Reserved slots.</u> If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program’s funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section. [...]</p>	<p>Within 30 days</p> <p>Within 30 days</p>

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<p>§1302.16 Attendance. (a) <u>Promoting regular attendance</u> (c) <u>Supporting attendance of homeless children.</u></p>	<p>(a) <u>Promoting regular attendance.</u> A program must track attendance for each child. [...]</p> <p>(2) A program must implement strategies to promote attendance. At a minimum, a program must:[...]</p> <p>(iv) Within the first 60 days of program operation, and on an ongoing basis thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary. [...]</p> <p>(c) <u>Supporting attendance of homeless children.</u> (1) If a program determines a child is eligible under §1302.12(c)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.</p>	<p>Within the first 60 days of program operation and ongoing</p> <p>Up to 90 days or as long as allowed under state licensing agreements</p>
<p>Subpart C – Education and Child Development Program Services</p>		
<p>§1302.33 Child screenings and assessment. (a) <u>Screening.</u></p>	<p>(a) <u>Screening.</u> (1) In collaboration with each child’s parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child’s developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program or, for the home-based program option, receives a home visit. A program that operates for 90 days or less must complete or obtain a current developmental screening within 30 calendar days of when the child first attends the program. [...]</p>	<p>Within 45 calendar days of when child first attends program or receives home visit in home-based option</p> <p>Within 30 calendar days of when child first attends program operating for 90 days or less (MSHS)</p>
<p>§1302.34 Parent and family engagement in education and child development services. (b) <u>Engaging parents and family members.</u></p>	<p>[...] (b) <u>Engaging parents and family members.</u> A program must offer opportunities for parents and family members to be involved in the program’s education services and implement policies to ensure:[...]</p> <p>(3) Teachers hold parent conferences, as needed, but no less than two times per program year, to enhance the knowledge and understanding of both staff and parents of the child’s education and developmental progress and activities in the program; [...]</p>	<p>As needed, but no less than two times per program year</p>

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<p>§1302.42 Child health status and care. (a) <u>Source of health care.</u> (b) <u>Ensuring up-to-date child health status.</u> (c) <u>Ongoing care.</u></p>	<p><u>(a) Source of health care.</u> (1) A program, within 30 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, must consult with parents to determine whether each child has ongoing sources of continuous, accessible health care – provided by a health care professional that maintains the child’s ongoing health record and is not primarily a source of emergency or urgent care – and health insurance coverage. [...]</p> <p><u>(b) Ensuring up-to-date child health status.</u> (1) Within 90 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, with the exceptions noted in paragraph (b)(3), a program must: [...]</p> <p>(2) Within 45 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, a program must either obtain or perform evidence-based vision and hearing screenings.</p> <p>(3) If a program operates for 90 days or less, it has 30 days from the date the child first attends the program to satisfy paragraphs (b)(1) and (2) of this section. [...]</p> <p><u>(c) Ongoing care.</u> (1) A program must help parents continue to follow recommended schedules of well-child and oral health care. [...]</p>	<p>Within 30 days after child first attends program or receives home visit in home-based program</p> <p>Within 90 calendar days after child first attends program or receives home visit in home-based option</p> <p>Within 45 calendar days after child first attends program or receives home visit in home-based option</p> <p>Within 30 days from the date the child first attends program operating for 90 days or less (MSHS)</p>
<p>§1302.47 Safety practices. (b) (4) <u>Safety Training</u></p>	<p>(4) <u>Safety training.</u> (i) <u>Staff with regular child contact.</u> All staff with regular child contact have initial orientation training within three months of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in: [...]</p> <p>(ii) <u>Staff without regular child contact.</u> All staff with no regular responsibility for or contact with children have initial orientation training within three months of hire; ongoing training in all state, local, tribal, federal and program-developed health and safety requirements applicable to their work; and training in the program’s emergency and disaster preparedness procedures. [...]</p>	<p>Within 3 months of hire and ongoing training</p> <p>Within 3 months of hire and ongoing training</p>

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Subpart G—Transition Services		
§1302.70 Transitions from Early Head Start. b) <u>Timing for transitions.</u>	[...](b) <u>Timing for transitions.</u> To ensure the most appropriate placement and service following participation in Early Head Start, such programs must, at least six months prior to each child’s third birthday, implement transition planning for each child and family: [...]	6 months prior to child’s third birthday
§1302.72 Transitions between programs. (b)	[...] (b) A program that serves children whose families have decided to transition them to other early education programs, including public pre-kindergarten, in the year prior to kindergarten entry must undertake strategies and activities described in §1302.71(b) and (c)(1) and (2), as practicable and appropriate. [...]	In the year prior to kindergarten entry
Subpart H – Services to Enrolled Pregnant Women		
§1302.80 Enrolled pregnant women. (a) (d)	(a) Within 30 days of enrollment, a program must determine whether each enrolled pregnant woman has an ongoing source of continuous, accessible health care – provided by a health care professional that maintains her ongoing health record and is not primarily a source of emergency or urgent care – and, as appropriate, health insurance coverage. [...] (d) A program must provide a newborn visit with each mother and baby to offer support and identify family needs. A program must schedule the newborn visit within two weeks after the infant's birth.	Within 30 days of enrollment Schedule within 2 weeks of infant’s birth
Subpart I – Human Resources Management		
§1302.90 Personnel policies. (b) <u>Background checks and selection procedures.</u>	[...] (b) <u>Background checks and selection procedures.</u> (1) Before an employee is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following: (i) State or tribal criminal history records, including fingerprint checks; or, (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. (2) A program has 90 days after an employee is hired to complete the background check process by obtaining:	Before hiring 90 days after hiring

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	<p>(i) Whichever check listed in paragraph (b)(1) of this section was not obtained prior to the date of hire; and,</p> <p>(ii) Child abuse and neglect state registry check, if available. [...]</p> <p>(5) A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety. [...]</p>	<p>At least once every 5 years</p>
<p>§1302.91 Staff qualifications and competency requirements. (b) <u>Early Head Start or Head Start director.</u> (c) <u>Fiscal officer.</u> (d) <u>Child and family services management staff qualification requirements.</u> (e) <u>Child and family services staff.</u></p>	<p>[...] (b) <u>Early Head Start or Head Start director.</u> A program must ensure an Early Head Start or Head Start director hired after November 7, 2016 has, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.</p> <p>(c) <u>Fiscal officer.</u> A program must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs. A program must ensure a fiscal officer hired after November 7, 2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.</p> <p>(d) <u>Child and family services management staff qualification requirements.</u></p> <p>(1) <u>Family, health, and disabilities management.</u> A program must ensure staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after November 7, 2016 have, at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee. [...]</p> <p>(e) <u>Child and family services staff.</u> [...]</p> <p>(3) <u>Head Start assistant teachers qualification requirements.</u> As prescribed in section 648A(a)(2)(B)(ii) of the Act, a program must ensure Head Start assistant teachers, at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or,</p>	<p>If hired after November 7, 2016</p> <p>If hired after November 7, 2016</p> <p>If hired after November 7, 2016</p> <p>Within two years of time of hire</p>

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	<p>are enrolled in a CDA credential program to be completed within two years of the time of hire.</p> <p>(4) <u>Family child care provider qualification requirements.</u></p> <p>(i) A program must ensure family child care providers have previous early child care experience and, at a minimum, are enrolled in a Family Child Care CDA program or state equivalent, or an associate’s or baccalaureate degree program in child development or early childhood education prior to beginning service provision, and for the credential acquire it within eighteen months of beginning to provide services.</p> <p>(ii) By August 1, 2018, a child development specialist, as required for family child care in §1302.23(e), must have, at a minimum, a baccalaureate degree in child development, early childhood education, or a related field.</p> <p>[...]7) <u>Family services staff qualification requirements.</u> A program must ensure staff who work directly with families on the family partnership process hired after November 7, 2016 have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.</p>	<p>Enrolled prior to beginning service and acquire credential within 18 months of beginning to provide service</p> <p>By August 1, 2018</p> <p>Within 18 months of hire if hired after November 7, 2016</p>
<p>§1302.92 Training and professional development.</p>	<p>[...] (b) A program must establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate. At a minimum, the system must include:</p> <p>(1) Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act. [...]</p>	<p>Per year</p>
<p>Subpart J—Program Management and Quality Improvement</p>		
<p>§1302.101 Management system. (b) <u>Coordinated approaches.</u></p>	<p>[...] (b) <u>Coordinated approaches.</u> At the beginning of each program year, and on an ongoing basis throughout the year, a program must design and implement program-wide coordinated approaches that ensure: [...]</p>	<p>Beginning of each program year and ongoing</p>

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<p>§1302.102 Achieving program goals. (c) <u>Using data for continuous improvement.</u> (d) <u>Reporting</u></p>	<p>(c) <u>Using data for continuous improvement.</u> [...]</p> <p>(2) This process must: [...]</p> <p>(ii) Ensure child-level assessment data is aggregated and analyzed at least three times a year, including for sub-groups, such as dual language learners and children with disabilities, as appropriate, except in programs operating less than 90 days, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services; and,</p> <p>(iii) For programs operating fewer than 90 days, ensures child assessment data is aggregated and analyzed at least twice during the program operating period, including for subgroups, such as dual language learners and children with disabilities, as appropriate, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services; [...]</p> <p>(d) <u>Reporting.</u></p> <p>(1) A program must submit:</p> <p>(i) Status reports, determined by ongoing oversight data, to the governing body and policy council, at least semi-annually;</p> <p>(ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:[...]</p> <p>(2) Annually, a program must publish and disseminate a report that complies with section 644(a)(2) of the Act and includes a summary of a program’s most recent community assessment, as described in §1302.11(b), consistent with privacy protections in subpart C of part 1303[...]</p>	<p>At least three times a year</p> <p>For programs operating fewer than 90 days a year, at least twice during the program operating period</p> <p>At least semi-annually</p> <p>Immediately or as soon as practicable</p> <p>Annually</p>

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PART 1303 - FINANCIAL AND ADMINISTRATIVE REQUIREMENTS		
Subpart C – Protections for the Privacy of Child Records		
§1303.22 Disclosures with, and without, parental consent. (d) <u>Written agreements.</u>	[...] (d) <u>Written agreements.</u> When a program establishes a written agreement with a third party, the procedures to protect such PII must require the program to annually review and, if necessary, update the agreement. If the third party violates the agreement, then the program may: [...]	Annually
§1303.23 Parental rights. (a) <u>Inspect record.</u>	(a) <u>Inspect record.</u> [...] (2) If the parent requests to inspect child records, the program must make the child records available within a reasonable time, but no more than 45 days after receipt of request.	No more than 45 days after
Subpart E – Facilities		
§1303.41 Approval of previously purchased facilities.	If a grantee purchased a facility after December 31, 1986, and seeks to use grant funds to continue to pay purchase costs for the facility or to refinance current indebtedness and use grant funds to service the resulting debt, the grantee may apply for funds to meet those costs. The grantee must submit an application that conforms to requirements in this part and in the Act to the responsible HHS official. If the responsible HHS official approves the grantee’s application, Head Start funds may be used to pay ongoing purchase costs, which include principal and interest on approved loans.	After December 31, 1986
§1303.49 Protection of federal interest in mortgage agreements.	(a) Any mortgage agreement or other security instrument that is secured by real property or a modular unit constructed or purchased in whole or in part with federal funds or subject to renovation with federal funds must: [...] (3) Include a clause that requires any action to foreclose the mortgage agreement or security agreement be suspended for 60 days after the responsible HHS official receives the default notice to allow the responsible HHS official reasonable time to respond; [...]	Suspended foreclosure action for 60 days
§1303.50 Third party leases and occupancy arrangements. (a)	(a) After November 7, 2016, if a grantee receives federal funds to purchase, construct or renovate a facility on real property the grantee does not own or to purchase or renovate a modular unit on real property the grantee does not own, the grantee must have a lease or other occupancy agreement of at least 30 years for purchase or construction of a facility and at least 15 years for a major renovation or placement of a modular unit. [...]	After November 7, 2016 ...for at least 30 years ...for at least 15 years

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<p>§1303.52 Insurance, bonding, and maintenance. (b) <u>Insurance coverage</u></p>	<p>[...] (b) <u>Insurance coverage</u>.</p> <p>(3) A grantee must submit to the responsible HHS official, within 10 days after coverage begins, proof of insurance coverage required under paragraphs (a) and (b).</p>	<p>Within 10 days after coverage begins</p>
<p>§1303.53 Copies of documents.</p>	<p>A grantee must submit to the responsible HHS official, within 10 days after filing or execution, copies of deeds, leases, loan instruments, mortgage agreements, notices of federal interest, and other legal documents related to the use of Head Start funds for purchase, construction, major renovation, or the discharge of any debt secured by the facility.</p>	<p>Within 10 days after filing or execution</p>
<p>§1303.56 Inspection of work.</p>	<p>The grantee must submit to the responsible HHS official a final facility inspection report by a licensed engineer or architect within 30 calendar days after the project is completed. The inspection report must certify that the facility complies with local building codes, applicable child care licensing requirements, is structurally sound and safe for use as a Head Start facility, complies with the access requirements of the Americans with Disabilities Act, section 504 of the Rehabilitation Act, and the Flood Disaster Protection Act of 1973, and complies with National Historic Preservation Act of 1966.</p>	<p>Within 30 calendar days after project is completed</p>
<p>Subpart F – Transportation</p>		
<p>§1303.72 Vehicle operation. (c) <u>Driver application review</u>. (d) <u>Driver training</u>.</p>	<p>(c) <u>Driver application review</u>. In addition to the applicant review process prescribed §1302.90(b), a program, with the exception of transportation services to children served under a home-based option, must ensure the applicant review process for drivers includes, at minimum: [...]</p> <p>(4) After a conditional employment offer to the applicant and before the applicant begins work as a driver, a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations.</p> <p>(d) <u>Driver training</u>.</p> <p>(1) A program must ensure any person employed as a driver receives training prior to transporting any enrolled child and receives refresher training each year. [...]</p> <p>(3) A program must ensure the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance.</p>	<p>After conditional employment offer and before the applicant begins work as a driver</p> <p>Training prior to transporting any enrolled child and receives refresher training each year</p> <p>Annual evaluation</p>
<p align="center">NOTE: Text not excerpted from PART 1304 - FEDERAL ADMINISTRATIVE PROCEDURES</p>		

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