

Big Sandy Area C.A.P., Inc. - HEAD START
Program Policies and Procedures

SUBJECT:

**Communication/ Information Systems
Between Grantee and Delegates**

POLICY:

Two-way communication will occur between the grantee and delegate agencies on a regular basis.

- *This policy relates to Head Start Performance Standards Part 1302.101, 1302.102, 1303.32, 1302.21*

PROCEDURE:

1. The grantee ensures that delegate agencies receive all regulations, policies, memorandums, instructions and other pertinent information in a timely manner.
2. Communication with delegate agencies will flow through a variety of methods:
 - > interoffice/agency mail and correspondence
 - > telephone, fax & e-mail in order to expedite delivery of dated information
 - > memos
 - > calendars
 - > message posting on COPA
 - > agency webpage
3. Meetings will also be an avenue for sharing information.
 - > Director's/Management meetings held during the year
 - > Service managers' meetings (Family Services, Education & other advisory group meetings as needed).
 - > Grantee bookkeeper and/or fiscal officer meet with delegate fiscal staff as needed.
 - > Meeting scheduled to discuss matters/concerns relevant to a delegate as needed.

4. Training will be arranged/conducted by the grantee and delegate agencies throughout the program year as identified on the training plan/calendar.
5. Communication will also occur through delegate on-site visits by the grantee to monitor and provide technical assistance.