



# **Subpart B Administrative Requirements**

## **Standard Operating Procedures**

*Aligned with the 2016 Head Start  
Program Performance Standards  
(Standards 1303.10 – 1303.12)*



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## **SUBPART B – ADMINISTRATIVE REQUIREMENTS**

### **PURPOSE. (Standards 1303.10)**

**A grantee must observe standards of organization, management, and administration that will ensure, so far as reasonably possible, that all program activities are conducted in a manner consistent with the purposes of the Act and the objective of providing assistance effectively, efficiently, and free of any taint of partisan political bias or personal or family favoritism.**

### **PROCEDURES**

1. CSNT Head Start observes all standards of organization, management, and administration to ensure that all activities of the Head Start Program are conducted in a manner consistent with the Act and are providing effective, efficient services that are not politically partisan/bias or that indicate any favoritism.

### **LIMITATIONS AND PROHIBITIONS. (Standards 1303.11)**

**An Agency must adhere to sections 644(c), 644(g), 653, 651, 656, and 657 of the Act. These sections pertain to union organizing, the Davis-Bacon Act, limitations on compensation, non-discrimination, unlawful activities, political activities, and obtaining parental consent.**

### **PROCEDURES**

1. The Agency adheres to sections 644(c), 644(g), 653, 651, 656, and 657 of the Act. (See Finance Manual for Policies and Procedures concerning these regulations.)

### **INSURANCE AND BONDING (Standards 1303.12)**

**An agency must have an ongoing process to identify risks and have cost-effective insurance for those identified risks; a grantee must require the same for its delegates. The agency must specifically consider the risk of accidental injury to children while participating in the program. The grantee must submit proof of appropriate coverage in its initial application for funding. The process of identifying risks must also consider the risk of losses resulting from fraudulent acts by individuals authorized to disburse Head Start funds. Consistent with 45 CFR part 75, if the agency lacks**

**sufficient coverage to protect the federal government's interest, the agency must maintain adequate fidelity bond coverage.**

## **PROCEDURES**

1. The Agency maintains appropriate insurance for the program that includes loss due to identified risks, injury to children and staff, fraudulent loss, and insurance that protects the federal government's interest.
2. See the Agency Finance Manual for Policies and Procedures pertaining to the Agency's risk management system and implementation.

## **SUBPART D – DELEGATION OF PROGRAM OPERATIONS**

**(See HSPPS for implementation – Not applicable to CSNT Head Start)**

## **SUBPART E – FACILITIES**

**(See HSPPS for implementation – Not applicable to CSNT Head Start as this time)**