

## NEIGHBORIMPACT HEAD START & EARLY HEAD START

### Policy & Procedure

**Policy #: HS-3**

**Title: Annual Report**

**Section: Program Design Management**

**Approval Date: 5/8/2025**

**Procedure Revision Date:**

**Most Recent Board Review: 5/8/2025**

**PC Approval Date: 10/17/2024**

**Performance Standards: Section 644(a)(2) of the Improving Head Start School Readiness Act of 2007, 1302.102 (d) (2)**

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**Policy:** It is the Policy of NeighborImpact Head Start & Early Head Start to make available to the public a report published at least once in each fiscal year that discloses information from the most recently concluded fiscal year.

**Purpose:** To comply with Section 644(a) (2) of the Improving Head Start School Readiness Act of 2007, NeighborImpact’s Head Start program will make available to the public a report published at least once in each fiscal year that discloses the following information from the most recently concluded fiscal year. This report shall not reveal personally identifiable information about an individual child or parent but will contain:

- A. The total amount of public and private funds received and the amount from each source.
- B. An explanation of budgetary expenditures and proposed budget for the fiscal year.
- C. The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment) and the percentage of eligible children served.
- D. The results of the most recent review by the Secretary and the financial audit.
- E. The percentage of enrolled children that received medical and dental exams.
- F. Information about parent involvement activities.
- G. The program’s efforts and successes in preparing children for EHS, HS and kindergarten.
- H. Any other information required by the Secretary.
- I. To inform the community about the value of the Head Start & EHS program

**Procedure:**

- A. Information for the annual report is collected and compiled following the end of the fiscal year. The information includes the NeighborImpact fiscal audit, the annual PIR, federal review report and other pertinent data.
- B. The draft report is reviewed by the ECE Committee of the NeighborImpact Board and the Policy Council.
- C. Once edited, the final draft is submitted to the ECE Committee and forwarded to the Board.
- D. Once approved, the Annual Report will be posted on the NeighborImpact Website and distributed at community meetings.
- E. Copies of the report will be mailed to the OHS Region X Program Specialist and to the ODE Oregon Prekindergarten Head Start Program Specialist.