



DEPARTMENT OF FAMILY AND SUPPORT SERVICES
CITY OF CHICAGO

**TO: Executive/Program Directors, Program Governance Managers
Family Service Workers, Citywide Policy Council Members, Policy
Committee Members, Head Start Parents**

FROM: Children Services Division

SUBJECT: 2017-2018 Citywide Parent Policy Council Membership

The Office of Head Start continues to make great strides with the implementation of parent, family, and community engagement. As the new Head Start Program Performance Standards have been released, national guidance to programs on its expectation and implementation for parent involvement is still at the apex of it all. Parents remain an integral part through-out the process as it relates to being responsible for the direction of the Head Start, Early Head Start, and/or Early Head Start-Child Care Partnership programs.

It is important that the parent committees understand the opportunities afforded to them to serve on the agency's policy committee with respect to serving on the department's policy council. Serving on these policy groups support parent's personally and professional skill development in the nonprofit sector of service expectations.

The Department's Citywide Parent Policy Council (CPPC) membership includes membership criteria, membership responsibilities, and the documentation required to certify the agency's CPPC representatives and the policy committee members.

New Head Start Program Performance Standards 1304.1 Program Governance Purpose and 1301.3 Policy Committee cross referenced with 2007 Head Start Act 642(c)(3)(A-B)

Delegate agencies are required to establish and maintain a policy committee responsible for the direction of the program. The policy committee structure must be comprised of parents of children currently enrolled in the program and community representatives; and the policy committee must be proportionally represented by each program option served (Head Start, Early Head Start and/or Early Head Start-Child Care Partnership).

The delegate agency Policy Committee must be established early on in the program year (September/October/November). Each delegate agency is required to certify their elected delegate and alternate representatives to serve on the grantee's Citywide Parent Policy Council by **November 30, 2017.**



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CPPC 2017-2018 Membership Memo Cont'd

Policy Council/Policy Committee Purpose

In partnership with department and delegate agency program staff, the Policy Council and Policy Committee structure is designed to involve and engage parent members in their responsibility for the direction of the program through training sessions and planning with use of ongoing monitoring results, data on school readiness and other information described in HSPPS 1302.102¹ and the 2007 Head Start Act 642(d)(2)¹; Policy Council and Policy Committee members are also responsible for approving and submitting decisions about activities as they relate to the

Policy Group Benefits of Serving

Policy Council/Policy Committee participation provides an avenue for relationship building through various networking opportunities, new experiences, and exciting opportunities for growth. Policy group members engage in on-going training and skill building through participation in educational workshops, planning sessions for program development, and sharing program information at and/or about Policy Council/Policy Committee meetings. These activities help members strengthen their decision-making abilities, program oversight and leadership skills, which enhances their confidence, builds leadership and speaking in public skills as well as to help develop community advocacy skills. These skill sets can prove beneficial when seeking employment, serving on the local school council, a nonprofit board, or other volunteer services to the community.

It is the department's expectation that the delegate agency support their parent volunteers in seeking membership to the Policy Council as well as enhancing parent's awareness about policy committee expectations. Parent involvement continues to be the foundation of our Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs. Please support your parents as they seek a leadership role on this very important advisory body by:

- Educating Parent Committee members about Policy Committee/Policy Council;
- Ensuring the agency's policy committee is established between September-November of the program year;
- Informing the policy committee of the benefits and expectations of serving;
- Ensuring that parent and policy committee elections occur for policy committee members, policy committee officers, community representatives, and CPPC delegates/alternates;
- Training the parent/policy committee members on their roles and responsibilities and reviewing the program governance policies and procedures that governs the group;



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Complete and submit the attached **CPPC Letter-of-Certification** and **Policy Committee Membership Forms to DFSS** by **November 30, 2017** :

- Elaine Millsap Parker, Children Services Division
1615 W. Chicago Ave, 2W –Chicago, Il 60622
EMAIL: Elaine.Millsap-Parker@cityofchicago.org

Please be mindful that the revised Letter of Certification requires multiple signatures attesting that the CPPC Representatives and Policy Committee members are parents/guardians of children currently enrolled in the Head Start, Early Head Start and/or Early Head Start-Child Care Partnership Program.

If you have any questions, please contact Elaine Millsap Parker, at 312-743-1926.

Thank you for your cooperation and support.

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