

## **Community Needs Assessment Policy/Procedure**

A Community Needs Assessment will be conducted every three years and updated yearly, which will help in the formulation of program planning, long and short term goals and overall program objectives.

### **Policy/Procedure:**

- Work in conjunction with the AEOA Planning Department to conduct the Community Needs Assessment and determine the service areas to collect information.
- The Head Start Director and Managers will assist in determining what information is necessary to obtain in the Community Needs Assessment and will help in developing the tool used in the assessment.
- Head Start staff and community volunteers will be involved in the process of gathering information within selected target areas.
- The information collected in the Community Needs Assessment will be used for future program planning, development of long and short term goals, and determining future program objectives.
- The Community Needs Assessment will be updated annually through interviews, recruitment efforts, program self-assessment, and program evaluations.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.51.

Approved by Policy Council on 3-22-2005