

**Five Year Community Assessment Guidance for Head Start Delegate Agencies**

Head Start requires all agencies to conduct a comprehensive community assessment once every five years, and annually review and update the community assessment to reflect any significant changes in the community. The Head Start Program Performance Standards require the community needs assessment to include certain information about the community (see below), but agencies are free to design and present their assessment in a way that best reflects their community.

To ensure that each agency has set a five-year schedule for completing its five-year community assessment, we are collecting information about your schedule.

Check off the box below to indicate which program year your agency completed or plans to complete its five-year community assessment. If you have completed the five-year assessment in the last three years, please indicate the year it was completed and submit. If you intend to complete it this program year or next, please check the appropriate box.

➔ Agency Name:				
<b>PROGRAM YEARS</b>				
<b>PY 2016-2017</b>	<b>PY 2017-2018</b>	<b>PY 2018-2019</b>	<b>PY 2019-2020</b>	<b>PY 2020-2021</b>
➔				
<b>PLEASE MARK ONE OF THE BOXES ABOVE</b>				

Five-year community assessments must be submitted to the DFSS Administrative Unit and your Operations Monitoring Team Supervisor. If you have submitted a comprehensive community assessment in the past three years, please re-send and submit it along with this form to:

1. [Cels-Planning@cityofchicago.org](mailto:Cels-Planning@cityofchicago.org)
2. Your DFSS-CSD operations monitoring team supervisor

Please direct all questions to: [Michael.Termar@cityofchicago.org](mailto:Michael.Termar@cityofchicago.org)

Phone: (312) 743-1578

Thank You!

(b) *Community wide strategic planning and needs assessment (community assessment)*. (1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:

(i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:

(A) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));

(B) Children in [foster care](#); and

(C) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;

(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;

(iii) Typical work, school, and training schedules of parents with eligible children;

(iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;

(v) Resources that are available in the community to address the needs of eligible children and their families; and,

(vi) Strengths of the community.

(2) A program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly-funded pre-kindergarten- (including an assessment of how the pre-kindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources.