Department: Family Engage	Effective Date: 7/1/2014	Procedure Number: 7000
Regulation Number: 1304.4(a)(1-2)	Regulation Topic: Family Partnership and Needs Assessment	Procedure Title: Family Needs Assessment
Version: 1:2014		Version Date: 8/13/2018

- Form 7000 will be completed and entered on-line within MARC Head Start ChildPlus®, in accordance to the data entry manual. Family service staff are encouraged to use the MARC Head Start Family Assessment Implementation guide and assessment questionnaire when meeting with families.
- Any family requesting a copy should be given a copy of the ChildPlus Report 4230 Family Outcome-Individual Family profile.
- Form 7000 is to be completed twice annually for all families (Fall and Spring)
- The Fall completion of Form 7000 should be completed after enrollment between the dates of August 13 and January 31
- Any forms should ideally be completed within 90 days of the child's entry into school. Under no circumstance should any Form 7000 fail to be completed within 90 days of entry into school
- The Spring completion of Form 7000 is to occur between February 1 and May 31
- Families enrolling between February 1 and the end of the program year will not have the Fall needs assessment Form 7000 completed, and will only have the Spring needs assessment Form 7000 completed
- Families enrolling after May 31 will not have a needs assessment Form 7000 completed for the current program year
- For families receiving Form 7000 in both Fall and Spring, allow as much time as possible between each assessment
- All assessment will be entered in the CP+ and shall be retained for three (3) years from the date of submission of the final annual expenditure report of the current five (5) year grant; not to exceed 8 years