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- 3) **Policy Manager Two Data Update December 2011** from previous data versions. Use this to add the content of the FY 2012 On-Site Review Protocol, the PFCE Framework, and Recompensation regulations (45 CFR Part 1307) into the PM2 software . You must have already purchased Policy Manager Two software to make use of this data update. By Teresa Wickstrom and Jeff Wickstrom. \$245.
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- 5) **MapReference.pdf** Thorough, complete PDF file of regulations, review questions, and related policies from *Policies On Diskette*. Invaluable resource for seeing how they relate. Use it to see if you have policies and procedures in place as needed. Note: This file is included in Policies On Diskette. By Teresa Wickstrom. \$70

- 6) **Recruitment in Head Start.** How to reach and recruit the people you want in your program. How to recruit from any hard-to-reach population. By Greg Newton and Teresa Wickstrom. \$39.
- 7)  **The Administrative and Indirect Cost Workbook. Accountability, Cost Allocation, and Indirect Cost Workbook for Non Profits.** For grantees and contractors of Federal and State CSBG, HEAD START, DOL, DOE Funds. This 169-page workbook provides guidance on the decision-making process involved in preparing, defending, or re-assessing an indirect cost proposal. It reflects government-wide principles and standards for determining direct and indirect costs. This is available either as a hardcopy (\$49) or as a PDF file we e-mail to you (\$49). By Wayne Thomas; updated April 2011 by Allen Stansbury. \$49.
- 8) **Report on Salaries, Fringe Benefits, and Personnel Policies in Head Start Programs, 2009.** How do your salaries, fringe benefits and personnel policies compare nationwide with other Head Start programs? Salary data for 134 Head Start positions, as reported by 169 Head Start programs. Dec. 2009. \$345. By Teresa Wickstrom. Updated every three years, e.g. next update in 2012.
- 9) **Case Management and Family Development for Head Start Programs.** The printed handouts from the Summer Institutes, in three-ring binders, and a CD-Rom with handouts from previous Summer Institutes. LOTS of info. Compiled and scanned by Teresa Wickstrom. Specify whether you want the STAFF or MANAGEMENT handouts. \$199.
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- 12)  **Community Assessment (CA) Data Framework and Methods.** A real-life example of a Community Assessment and a workbook describing methods for you to use to produce the exact data you need for your CA to meet Head Start standards. Printed Manual, and a CD-Rom that has the manual and the real-life example (a real CA we did for a Head Start sponsor) which is the case study. By Dr. Betsy Morris and Jim Masters. Updated March, 2011. \$195.

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