



Policies And Procedures Analysis and Updating Process (PAPA-UP) for Head Start Programs offered exclusively by the *Center for Community Futures*

Our team of experts in policies and procedures and regulations management offers your Head Start program our services to make your program's policies and procedures complete, thorough, and up-to-date.

When you transmit your existing policies and procedures to us electronically, in Word, WordPerfect, RTF or TXT format, we will:

1) Analyze your policies and procedures to produce a listing of:

- Policies you have,
- Policies that need updating,
- Policies you do not have,
- Performance Standards covered,
- Performance Standards that need policies,
- OMB Circulars/Title 2 CFR and other Federal regulations covered, and
- OMB Circulars/Title 2 CFR and other Federal regulations covered that need policies written or drafted.

Cost ceiling: \$1,995. Time frame: One to two weeks.

Additionally, we will:

2) Draft new policies where they are missing.

Cost ceiling: \$10 per policy. Time frame: One month.

and/or

3) Restructure and update your existing policies and procedures to follow the structure of the most recent Monitoring Protocol (February 27, 2009).

Cost ceiling: \$4,875. Time frame: Three to six months.

and

4) Publish a thorough, complete, up-to-date policies and procedures manual with your choice of:

- a) Microsoft Word document (\$495), and/or
- b) Policy Manager Two software loaded with your complete set of updated policies and procedures, linked to their related regulations and review questions (\$1,495 for single user version; \$2,895 for multi-user/network version).

For each of these publication options, we will reference policies to their related regulations and Monitoring Protocol review questions.

For more information or to get started, e-mail teresa@cencomfut.com or call Teresa Wickstrom at 909-790-0670.

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