



APPENDIX D  
NYC Administration for Children's Services  
Head Start & Dually Eligible Programs  
Division of Early Care and Education  
Parent Elections Timetable 2015 -2016

**ELECTION PROGRAM ACTIVITIES**

**COMPLETE BY**

	Conduct Parent Orientations	09-11-2015
	Complete Classroom Elections	09-25-2015
	Conduct DASPC (Site) Elections	10-16-2015
	Conduct DAPC Election	11-20-2015

**THE FOLLOWING ELECTION DOCUMENTATION MUST BE SUBMITTED TO ACS:**

	A copy of the current By-Laws, the <b>F-1</b> Delegate Agency DAPC Planning Form, <b>F-2</b> Governance Attestation and <b>F-2A</b> Governance Structure Worksheet	8-28 to 09-11-2015
	<b>F-5</b> Class Parent Election Summary	10-9-2015
	<b>F-6 &amp; F-8</b> Submit DASPC Representatives Form & Attendance Form Election Report Forms (Multi-site only)	10-30-2015
	<b>F- 9</b> FAX / Scan PC Election Chart	12-11-2015
	<b>F-12 &amp; F-13 Signed</b> Election Report Form and Area and Alternate Representatives Form	<b>Submit Immediately Following Your DAPC Election</b>
	<b>F-10</b> DAPC Membership Form and <b>F-3</b> Certification Forms	12-11-2015

Please email or fax completed Parent Election documents to:

[HSDAPC@ACS.NYC.GOV](mailto:HSDAPC@ACS.NYC.GOV) or Fax **917 551-7295**