

## **APPENDIX D**

## NYC ACS Division of ECE

Head Start & Dually Eligible Programs

# 2017-2018 Parent Elections Timetable

|  |  |  |
| --- | --- | --- |
| **Due Date(s)** | **Activity** | **Forms** |
| September 22, 2017  | Conduct Parent Orientation |  |
| October 6, 2017 | Complete Parent Elections | F-4, F-4A, F-5 |
| November 10, 2017 | Conduct DASPC Elections | F-6, F-7, F-8, F-9 |
| December 1, 2017 | Conduct DAPC Election | F-3, F-7,F-9, F-10, F-12, F-13  |

***SUBMIT THE FOLLOWING ELECTION DOCUMENTATION TO ACS***

Email address: **HSDAPC@ACS.NYC.GOV**

|  |  |  |
| --- | --- | --- |
| **Due Date(s)** | **Document/Form(s)**  | **Form(s)** |
| August 25th – September 5th  | Copy of the current, approved, signed and dated DAPC By-Laws, Parent Activity Fund Attestation |  |
| DAPC Planning Form  | F-1 |
| Governance Attestation | F-2 |
| Governance Structure Worksheet | F-2A |
| October 13th  | Class Election Summary | F-5 |
| November 17th  | * DASPC Representatives Form
* DASPC Election Attendance Sheet
* DASPC Election Report Form and the DASPC Election Chart (Multi-site only)
 | F-6, F-7, F-8, F-9 |
| December 8th  | * Submit DAPC Election Attendance Sheet
* DAPC Election Charts
* DAPC Membership Form
* Certification Form
* Signed Official Roster of DAPC Officers and Members
* Area Representative Candidate Eligibility Form
 | F-3, F-7, F-9, F-3, F-10, F-12, F-13 |

***GRANTEE AREA REPRESENTATIVES CLUSTER ELECTIONS***

ACS Deadline for Cluster (Area Representative) Elections 1-26-18

**Please Note: Meeting deadlines will secure a positive VENDEX Timeliness Score for you in this program area.**