



# Annual Head Start Grantee Training of the Board of Supervisors

York County Head Start



**Annual training is required by the Office of Head Start to ensure the delivery of high quality services to children and families in accordance with Head Start legislation, regulation, and policies.**

# The Board of Supervisors has legal and fiscal responsibility for the administration and oversight of the York County Head Start Program

## Responsibilities include:

- Reviewing and approving all grant applications
- Monitoring the Head Start agency's action to correct any Federal audit findings
- Ensuring appropriate internal controls are established and implemented to safeguard Federal funds.



## Responsibilities, continued

- Establishing written procedures for resolving internal disputes
- Establishing procedures and criteria for recruitment, selection, and enrollment of children.
- Approving the annual operating budget.
- Reviewing and approving all major policies.



# The Board of Supervisors assumes and delegates Head Start program responsibility to the Division of Children and Family Services to:

- Ensure compliance with Local, State, and Federal laws and regulations.
- Adapt practices that ensure active, independent, and informed governance including fully participating in the development, planning and evaluation, administering, and oversight of the Head Start program.



# Annually Through a Resolution the Board of Supervisors:

- Reviews the procedures for electing and selecting parents of currently enrolled members and community as Policy Council Members.
- Approves procedures describing how the governing body will implement shared decision making.
- Approve the criteria for the recruitment, selection, and enrollment of all York County Head Start children.



# Children are eligible to apply for York County Head Start if they:

- Reside in York County
- Meet age requirements (Ages 3-5)
- Receive public assistance (TANF or SSI) or their family's income adheres to the federal income guidelines and have certain risk factors
- Are in foster care
- Are homeless
- Have a diagnosed disability



# Annually the Board of Supervisors Receives:

- The Self Assessment Report
- The Community Needs Assessment
- Program Plans
- Annual Program Information Report
- Financial Audit



# Monthly the Board of Supervisors receives:

- Copies of the program financial statements.
- Reports on credit card expenditures.
- Office of Head Start Program Information Summaries.
- Enrollment and attendance reports.
- Reports of the Child and Adult Care Food Program.



# Monthly and Annual Reports are used to:

- Assist in monitoring the quality of services delivered.
- Ensure that federal laws and applicable State, tribal, and local laws and policies are followed.



