

COUNTY OF YORK

MEMORANDUM

DATE: December 29, 2020

TO: York County Board of Supervisors

FROM: Heather Schott, Legislative Assistant/Deputy Clerk

SUBJECT: Head Start Grantee Training for the Board of Supervisors

Each year the federal government requires annual training for members of the Board of Supervisors regarding the Board's responsibilities with respect to the Head Start Program in York County. This training is in the form of the attached PowerPoint presentation.

According to Sheri Newcomb, Deputy Director of Community Services, the County will be reviewed in this area this fiscal year, and she is required to have acknowledgement certificates signed by each of you in her files. Once you have read through the materials attached, please sign and date the certificate located at the back of the presentation and return to me as soon as you can.

If you have any questions, please contact Sheri Newcomb by phone at 890-5287 or by email at sheri.newcomb@yorkcounty.gov.

Thank you.

Enclosures

COUNTY OF YORK

MEMORANDUM

DATE: December 23, 2020
TO: York County Board of Supervisors
FROM: Neil A. Morgan, County Administrator
SUBJECT: BOS Annual Head Start Training



Background

York County's Board of Supervisors (BOS) is a grantee of the Office of Head Start and serves as the governing body for York County's Head Start program. As York County Head Start's governing body, the BOS is required to complete training on program performance standards to include applicable federal regulations and the program's policies and procedures.

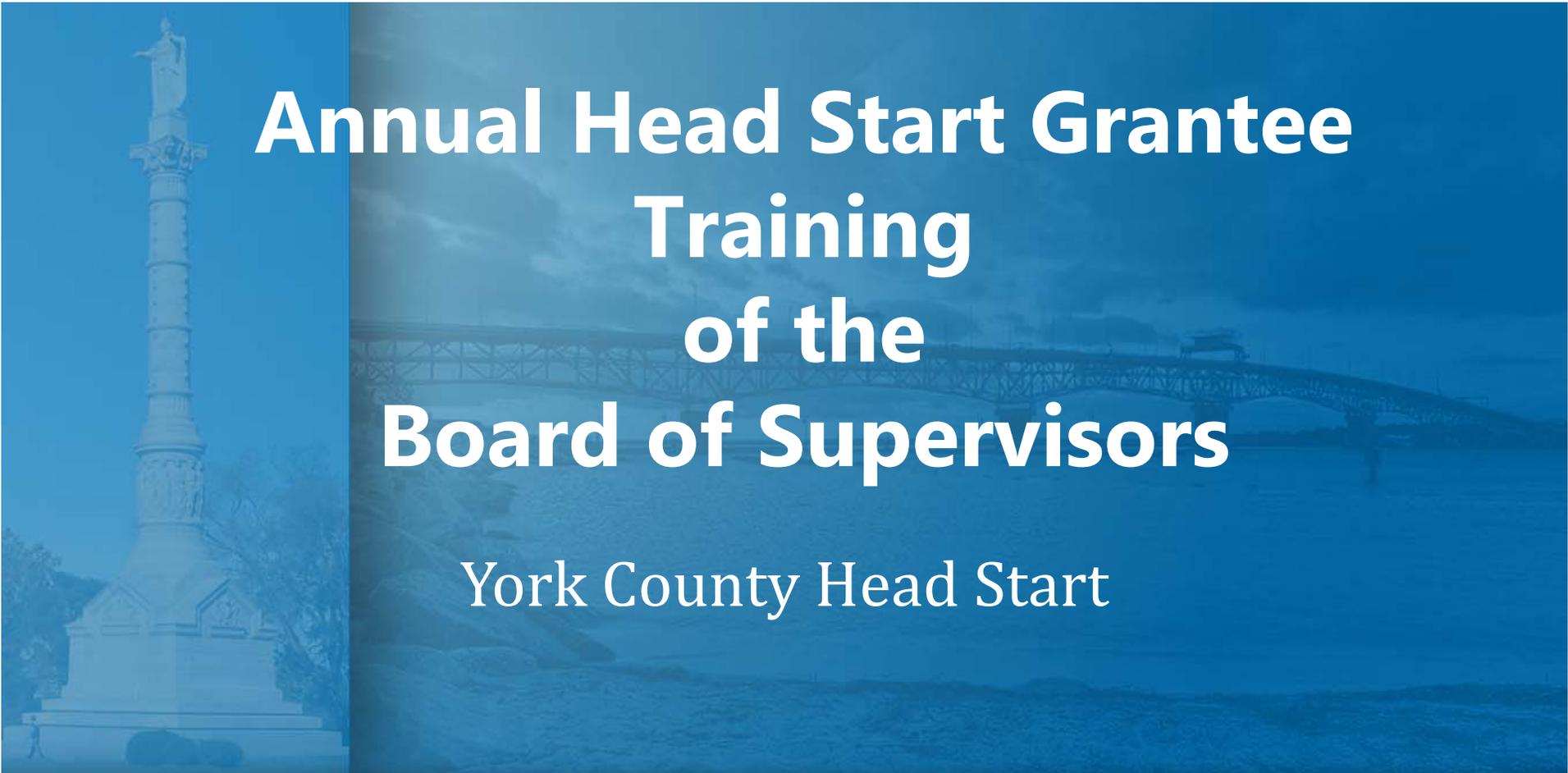
Training is completed to assist members of the board in understanding the information they receive from Head Start and to help ensure program compliance in meeting federal requirements relating to oversight of the Head Start program and eligibility determination. Additionally, training is provided to the BOS so that they can effectively oversee and participate in York County's Head Start program.

Recommendation

It is requested that the BOS completes the attached Annual Head Start Grantee Training of the Board of Supervisors for FY21 by **January 19, 2021**, to comply with federal requirements. Should there be questions members are encouraged to contact the division at 757-890-4111 or visit <https://eclkc.ohs.acf.hhs.gov>.

Attachments:

- Annual Head Start Grantee Training of the Board of Supervisors

The background of the slide is a blue-tinted image. On the left side, there is a tall, white monument with a statue on top, standing on a tiered base. To the right of the monument, a large bridge with a truss structure spans across a body of water. The sky is overcast with clouds.

Annual Head Start Grantee Training of the Board of Supervisors

York County Head Start

Responsibilities of the Board of Supervisors

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.

As the governing body for the Head Start program, the Board of Supervisors has legal and fiscal responsibility for the administration and oversight of the York County Head Start program.

York County Board of Supervisors responsibilities include:

- Reviewing and approving all grant applications for funding and amendments which includes the program's philosophy and long and short-range program goals.
- 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.

York County Board of Supervisors responsibilities continued:

- Establishing written procedures for resolving internal disputes, including impasse procedures.
- Establishing procedures and criteria for recruitment, selection, and enrollment of children.
- Approving the annual operating budget.
- Reviewing and approving all major policies to include carrying out programmatic and fiscal provisions, standards of conduct, and personnel policies along with subsequent changes to those 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 Representatives from the local community (businesses, public and private community, and civic and professional organizations) 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 for Head Start (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 regardless of income;
- ❖ are homeless; and/or
- ❖ have a diagnosed disability.

York County Head Start verifies a child's eligibility and maintains a copy of all documentation used to determine a child's eligibility for the program.

TOTAL ENROLLMENT: 117 Children

- **Griffin-Yeates Center-
70 Children**
- **Bethel Manor Elementary School-
30 Children**
- **Yorktown Elementary School-
17 Children**

York County Head Start maintains an enrollment of 117 children at all times, and vacancies are filled within 30 days.

Annually the Board of Supervisors Receives:

- Copies of the Self Assessment Report outlining the grantee agency's progress in carrying out the programmatic and fiscal intent of the grant application.
- Copies of the Community Needs Assessment.
- Copies of the Program Plans which include training and technical assistance and continuous quality improvement.
- Copies of the Annual Program Information Report.
- Copies of the Financial Audit.

Monthly the Board of Supervisors receives a program update report that includes:

- 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.

Information provided in this training was taken from the
US Department of Health and Human Services
Administration for Children and Families
Office of Head Start Regulation.

Performance Standards cited: 1301.1, 1301.2(b),
1301.1.5, 1301.6

Head Start Act Section 642(c)(1)(E), Section 642(d)(2)

Annual Head Start Grantee Training of the Board of Supervisors

I acknowledge that I have received and reviewed training information provided by the
Division of Children and Family Services.

Signature

Date