

COUNTY OF YORK

MEMORANDUM

DATE: February 14, 2025
TO: York County Board of Supervisors
FROM: Mark L. Bellamy, Jr., 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 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 for FY2025 to comply with federal requirements. Should you have questions, members are encouraged to contact us or visit <https://eclkc.ohs.acf.hhs.gov>.

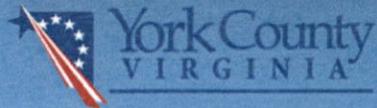
Newcomb/5287

Attachments:

- BOS Annual Head Start Training
- Board of Supervisors Annual Head Start Training Certification

Board of Supervisors Annual Head Start Training

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.
- 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.

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

- Ensure compliance with the Local, State, and Federal laws and regulations that regulate York County Head Start.
 - Office of the Administration for Children and Families/Office of Head Start **(Head Start Grant Funding)**
 - Virginia Department of Education **(Child Care Center Licensing)**
 - Department of Social Services **(Child Care Subsidy)**
 - US Department of Agriculture **(Child & Adult Care Food Program)**
 - York County Government **(Employer/Facilities)**
 - Peninsula Health Department **(Kitchen Inspections/Child Immunization Requirements)**

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, SNAP, 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 keeps a copy of all documentation used to determine a child's eligibility for the program.

TOTAL ENROLLMENT: 87 Children

- **Griffin-Yeates Center – 40 Children**
- **Bethel Manor Elementary School – 29 Children**
- **Yorktown Elementary School – 18 Children**

York County Head Start must maintain full enrollment and fill enrollment vacancies within 30 days of becoming vacant.



Annually, the Board of Supervisors Receives:

- Copies of the Self Assessment Report outlining the recipient agency's progress in carrying out the programmatic and fiscal intent of the grant application.
- Copies of the Community 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 for 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 Regulations.

More information can be found at:

- www.headstart.gov
- www.yorkcounty.gov/headstart

Board of Supervisors Annual Head Start Training

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

Signature

Date

