



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th floor Switzer Memorial Building, 330 C Street SW, Washington DC | eclkc.ohs.acf.hhs.gov

To: Board Chairperson

Mr. Jeffrey D. Wassmer
Board Chairperson
York County Board of Supervisors
224 Ballard St.
Yorktown, VA 23690-4046

From: Responsible HHS Official

Dr. Blanca Enriquez
Director, Office of Head Start

Blanca E. Enriquez 5/27/16
Date

Overview of Findings

From 5/5/2016 to 5/6/2016, the Administration for Children and Families (ACF) conducted a Leadership/Governance/Management Systems review event for the York County Board of Supervisors Head Start program. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review event. This Head Start Review Event Report has been issued to Mr. Jeffrey D. Wassmer, Board Chairperson, as legal notice to your agency of the results of the on-site review event.

Based on the information gathered, no area of noncompliance was found during the course of the review. Accordingly, no corrective action is required at this time.

Please contact your ACF Regional Office with any questions or concerns you may have about this report.

Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:

Ms. Kathleen Pathan, Acting Regional Program Manager
Mrs. Colleen Donahue, Policy Council Chairperson
Mr. Neil Morgan, CEO/Executive Director
Mrs. Sheri Newcomb, Head Start Director

Overview Information

Review Type: *GovSys*
Organization: *York County Board of Supervisors*
Program Type: *Head Start*
Field Lead: *Ms. Kalin Koehn*
Funded Enrollment HS: *117*
Funded Enrollment EHS: *Not Applicable*

Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

Term	Definition
Compliance Measure (CM)	The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems.
Strength	A new and/or unique way of reaching the community.
Compliant	No findings. Meets requirements of Compliance Measure.
Concern	An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction.
Noncompliance	A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliances require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency.
Deficiency	<p>An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements (including but not limited to, the Head Start Act or one or more of the regulations) and which involves:</p> <p>(A) A threat to the health, safety, or civil rights of children or staff;</p> <p>(B) A denial to parents of the exercise of their full roles and responsibilities related to program governance;</p> <p>(C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or</p> <p>(D) The misuse of Head Start grant funds.</p> <p>(ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or</p> <p>(iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the performance standards of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.</p>

Leadership, Governance & Management Systems

CM#	Compliance Measure	Compliance Level
LGMS 1.1	<p>The program's planning process:</p> <ul style="list-style-type: none"> • Is based on a mission (philosophy) that aligns with the priorities of the Office of Head Start and the community's needs • Includes development of long term goals and short term objectives based on program data • Involves stakeholders (governing bodies, policy groups, parents, and staff) • Includes plans to guide the program in achieving its goals and in delivering high quality services and ensuring the health and safety of Head Start facilities and learning environments. 	<p>Compliant 1304.51(a)(1), 1304.51(a)(1)(i-iii)</p>
LGMS 2.1	<p>The program recruits, hires and trains qualified staff to maintain an organizational structure that supports the program in providing high quality services to children and families, ensuring their health and safety, and ensuring the achievement of program goals.</p>	<p>Compliant 1304.52(a)(1), 1304.52(a)(2)(i-iii), 642(c)(1)(E)(iv)(IX), 642(c)(1)(E)(iv)(V)(cc)</p>
LGMS 2.2	<p>The governing body exercises fiscal oversight to ensure the program has the resources it needs to deliver comprehensive services, ensure healthy and safe environments, and accomplish its goals.</p>	<p>Compliant 642(c)(1)(E)(iv)(VII)(aa-bb)</p>
LGMS 2.3	<p>The grantee engages its governing body and establishes and uses a Policy Council to provide direction and support for the program in accomplishing its goals and providing high-quality comprehensive services.</p>	<p>Compliant 642(c)(1)(B)(i-iv), 642(c)(1)(E)(iv)(VI), 642(c)(2)(A), 642(c)(2)(D)(i-ii, iv, vi)</p>
LGMS 3.1	<p>The program ensures staff are supported and supervised in fulfilling their roles and responsibilities in order to deliver quality services, ensure safe environments and healthy program practices, and achieve program goals.</p>	<p>Compliant 1304.52(a)(1)</p>
LGMS 3.2	<p>The program has methods of communication in place that provide:</p> <ul style="list-style-type: none"> • Sharing of accurate and timely information with staff to support them in delivering services to children and families and ensuring the health and safety of the program's environments • Sharing of accurate and timely information with parents, policy groups, and the general community to inform and engage stakeholders 	<p>Compliant 1304.51(b)</p>
LGMS 3.3	<p>The program collects, records, and reports data on progress in delivering services to children and families, ensuring safe and healthy environments, and achieving program goals. The program:</p> <ul style="list-style-type: none"> • Routinely and accurately collects and records data in a timely manner for children, families, and staff • Generates reports to inform planning, communication, and ongoing monitoring • Makes information accessible to appropriate parties • Maintains confidentiality 	<p>Compliant 1304.51(g)</p>
LGMS 4.1	<p>The program established and implements procedures for the ongoing monitoring of its operations and services to ensure compliance, the provision of quality, comprehensive services, and safe and healthy environments for children and their families.</p> <p>The program:</p> <ul style="list-style-type: none"> • Uses effective tools and procedures to ensure the program is in compliance, meets its goals, provides comprehensive services that meet community needs, and maintains 	<p>Compliant 641A(g)(3)</p>

- safe environments
- Conducts frequent, ongoing monitoring activities
 - Collects and uses data for planning activities
 - Ensures ongoing monitoring takes place in delegate agencies

LGMS 4.2	Through the Self-Assessment, the program aggregates and analyzes program data on progress in meeting program goals and objectives.	Compliant 641A(g)(1)
LGMS 4.3	The program develops an improvement plan which modifies the action plan and/or objectives based on an analysis of program data.	Compliant 641A(g)(2)(B)
LGMS 4.4	Governing body and Policy Council members regularly receive reports and make decisions to support the ongoing monitoring and evaluation of the program.	Compliant 642(c)(1)(E)(iv)(V)(aa-bb), 642(c)(1)(E)(iv)(VII)(cc-dd), 642(c)(1)(E)(iv)(VIII), 642(d)(2)(A-1)
LGMS 4.5	The program communicates updates and progress to the public in an Annual Report that contains: <ul style="list-style-type: none"> • An explanation of the budgetary expenditures and proposed budget for the Fiscal year • An explanation of the program's efforts to prepare children for kindergarten 	Compliant 644(a)(2), 644(a)(2)(B, G)

— END OF REPORT —