

**AI-ANPB Sample Template
Notification of Intent to Review**

The Honorable **Grantee Official**
Title
Grantee Name
Address
City, State Zip

Ref: Head Start Grant No. #
 Early Head Start Grant #

Dear Grantee Authorizing Official,

The American Indian-Alaska Native Program Branch (AI-ANPB) is required by law to conduct On-Site Monitoring Reviews of approximately one-third of the AI-ANPB Head Start programs annually. The purpose of an On-Site Monitoring Review is to ensure that Head Start/Early Head Start programs are providing quality services that conform to the Head Start Program Performance Standards and all other relevant regulatory and policy requirements that govern the administration of Head Start programs.

The AI-ANPB plans to schedule an On-Site Monitoring Review of your Head Start/Early Head Start program between October 1, 200X and September 30, 200X. We have included with this letter a document that describes a general overview of the monitoring process as well as a sample schedule of activities. Included in the enclosure is a list of key tribal leaders, staff, parents, and community representatives with whom we will need to meet. For grantees that operate both Head Start and Early Head Start programs, the review will encompass services for pregnant women through children age 5.

The Monitoring Process often validates the strengths and challenges that the grantee has already identified and allows the AI-ANPB to offer training and technical assistance to Head Start programs in areas that need improvement. We view our partnership in the pre-planning and conducting of the actual review as the most critical element to a successful review experience.

We hope that this information will be helpful to you and the Head Start program. Your Federal Team Leader will call within the next three weeks to arrange a date for a pre-planning conference call. The call will give us both an opportunity to determine possible dates for the review. Additionally, we will discuss and develop with you and your staff an agenda for the On-Site Monitoring Review that will allow a comprehensive review of your program, including adequate time to meet with all key people involved in the Head Start program.

I am confident that this review process will be beneficial to our respective offices and will assist local staff and parents in their efforts to provide quality services to the Head Start children served in your community.

If you have any questions or concerns regarding the visit, please contact Federal Team Leader, **(FTL Name)** at **(FTL Phone Number)**.

Sincerely,

Georgeline Sparks
Branch Chief
American Indian-Alaska Native Program Branch
Head Start Bureau

Enclosure

Cc: Head Start Program Director
Early Head Start Program Director
Policy Council Chairperson
AI-ANPB Program Specialist
Federal Team Leader
AI-ANPB Monitoring File
Grantee Official File

AI-ANPB Mon1 02/14/02