

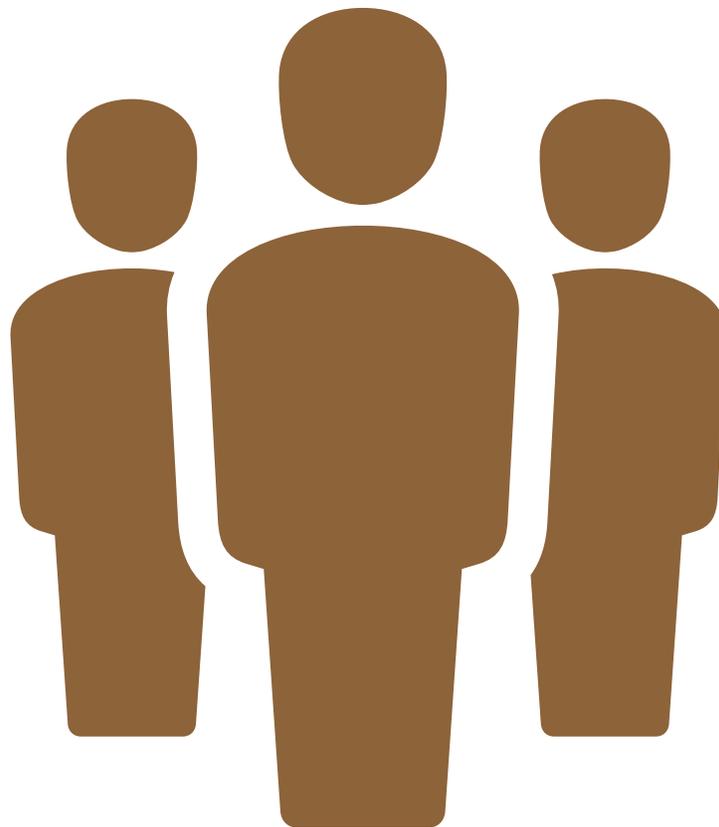


Administration for Children and Families
U.S. Department of Health and Human Services



FY 2016 Office of Head Start Leadership, Governance, Management Systems Monitoring Protocol

Document Review Guide



Governing Body Document Review

Key Performance Area #2—Developing and Organizing Resources

Governing Body Composition

- ▶ While scheduling the governing body interview, confirm the roles and required expertise of the governing body.

TQ: Does the governing body meet all of the following requirements? Does it include:

- *At least one member with a background and expertise in Accounting or Fiscal Management?*
- *At least one member with a background and expertise in Early Childhood Education (ECE) and Development?*
- *At least one member who is a licensed attorney?*
- *Members who reflect the community served, including parents of children who are currently or were formerly enrolled in Head Start programs?*

- ▶ If the governing body does not include individuals with the required qualifications:

TQ: Describe the relevant expertise and qualifications of any consultants or other individuals who work directly with the governing body.

Policy Council Document Review

Key Performance Area #2—Developing and Organizing Resources

Policy Council Composition

- ▶ While scheduling the Policy Council interview, determine whether the Policy Council meets the composition requirements.

TQ: Does the Policy Council membership meet the following requirements?

- *At least 51 percent of the members are parents of children currently enrolled in the Head Start program (including delegate agencies).*
- *At least one member is from the at-large community served by the program or any delegate agency.*
- *Members are elected by parents of children currently enrolled in the program.*

Annual Report to the Public

Key Performance Area #4—Evaluating Performance and Stimulating Ongoing Improvement

Annual Report to the Public

TQ: Does the Annual Report include the following:

- *An explanation of budgetary expenditures and proposed budget for the fiscal year?*
- *Information on school readiness and how the grantee works to prepare children for kindergarten?*

If the report does not include these explanations, during your interview with the Director, ask why. Determine when the report will be updated with the information required.

TQ: Is the Annual Report available to the public? If not, ask the Director to provide an explanation.