



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

February 26, 2025

Ms. Audrey Jackson, Head Start Director
San Antonio, City of

Re: Grant No. 06CH012475,06HP000570

Dear Grant Recipient,

The Office of Head Start (OHS) will conduct a Focus Area 1 (FA1) monitoring review of San Antonio, City of (06CH012475,06HP000570) during the week of 04/14/2025. Please note: Review dates are firm, and the OHS will not authorize date changes.

Your review will be led by Ms. Carla McQueen, who will be in touch with you in the next several weeks to schedule a series of calls and other offsite activities for this review. In preparation for the review, please ensure program data entered into the Head Start Enterprise System (HSES) is accurate and up-to-date. As part of the FA1 review process, please be prepared to use the screen-sharing feature on your virtual platform.

Documents you will be requested to share include*:

- Criminal Records Check Document (see attached)
- Staff Qualifications Tracking Document (see attached)
- Previous Program Year and Current Program Year Tracking system for family partnership goals (e.g., child assessments, family outcomes, and child health compliance data)
- Fiscal data and documentation (e.g., financial reports, cost allocation plans)

Please note that the Review Team may ask for additional documentation during the review week.

***It is preferred that all documents requested are submitted in English.**

Additional information about the Federal monitoring process, resources, and tools for grant recipients can be found on HeadStart.gov at <https://headstart.gov/federal-monitoring> and on the [Aligned Monitoring System Virtual Expo](#).

Sincerely,

OHS Monitoring Team