

Correspondence





ADMINISTRATION FOR
CHILDREN & FAMILIES

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

December 29, 2021

Ms. Audrey Jackson, Head Start Director
City of San Antonio
Re: Grant No. 06CH010821, 06CH011533, 06HP000255

Dear Ms. Jackson,

The Office of Head Start (OHS) will conduct a Focus Area 2 (FA2) monitoring review of City of San Antonio (06CH010821, 06CH011533, 06HP000255), during the week of 02/14/2022. Please note: Review dates are firm and the OHS will not authorize date changes.

Your review will be led by Ms. Amy Mowery, who will be in touch with you in the next several weeks to discuss your upcoming FA2 review, and to verify Head Start Enterprise System (HSES) data is accurate and up to date. During the initial call, you will also have an opportunity to share the service delivery options your program is currently providing and any changes as a result of the COVID-19 pandemic.

In preparation for the review, please ensure program data entered in HSES is accurate and up to date. You are also requested to provide a Program Enrollment Roster (without Personal Identifiable Information), which will be used for Eligibility File Sampling. Whenever possible rosters should be submitted in an editable Microsoft Excel spreadsheet, and only include currently enrolled children and expectant families (do not include wait-listed/withdrawn participants). Rosters must be submitted to DLH Danya at ohsmonitoring@dlhcorp.com within 30 days of your review (see attached).

In addition, copies of the following documentation will be requested by the Review Team:

- Eligibility Records
- Criminal Records Check Document (see attached)
- Lead Teacher Qualifications Tracking Document (see attached)
- Detailed General Ledger –previous program year and current program year
- Fiscal Policy and Procedures
- Evidence of Lead-Free Facilities
- Copies of External Inspections (e.g., licensing reports)
- Current Organizational Chart
- Program Data (child assessments, health data) –previous program year and current program year

Please note: The Review Team may ask for additional documents during the review week.

The OHS has provided monitoring resources for recipients on the Early Childhood Learning and Knowledge Center (ECLKC) at <https://eclkc.ohs.acf.hhs.gov/federal-monitoring> and on the Aligned Monitoring System Virtual Expo at <https://onlinexperiences.com/Launch/Event.htm?ShowKey=177031>.

The OHS is committed to safeguarding the health and well-being of DLH Danya consultants and staff, Head Start recipients, and the children they serve from the spread of COVID-19. All Review Team members will be fully vaccinated, masked, and will follow current Center for Disease Control and Prevention (CDC) COVID-19 guidelines.

We ask that you notify DLH Danya if your program has a positive COVID-19 case within 10 business days before or after your review. Notification should be sent to DLH Danya at ohsmonitoring@dlhcorp.com.

If there is a positive COVID-19 case during the review week, please notify your Review Lead immediately.

Sincerely,

OHS Monitoring Team