

Review of Head Start Program Monitoring





City of San Antonio Head Start Program Monitoring Report – July 2022

The City of San Antonio Head Start Program has developed a comprehensive and thorough approach to monitoring our programs for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given, and corrective action plans are implemented to correct systemic issues so that areas of weaknesses are strengthened. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

The following is a summary of findings during the time period indicated above:

Monitoring Projects Completed *(Project ended and report was officially submitted to providers):*

ERSEA Eligibility Review #1 (SAISD)

ERSEA Eligibility Review #1 (EISD)

Areas of Non-Compliance (Systemic or substantial issue or concern in meeting performance standards or policies):

There were no areas of non-compliance noted during this review period.

Areas of Concern (Individual incident(s) that fail to meet performance standard or policy):

ERSEA Eligibility Review #1 (SAISD):

There were several areas of concern noted during this review:

- The initial attached Family Application had incorrect signatures.
- The gross annual income was not calculated correctly (with supporting documents).
- Child was not determined eligible by one of the following: (1) The family's income is equal to or below the poverty line; (2) The family is eligible for or, in the absence of childcare, would be potentially eligible for public assistance, including TANF child-only payments, (3) The Child is homeless (Verified/Approved SRQ form) (4) The child is in foster care, (DFPS form-2085) the determination is made correctly with source documents (5) Income above 130% Federal Poverty Guideline must not exceed 10% of total funded enrollment (6) Income is above 100% but below 130% of the Federal Poverty Guideline must not exceed 35% of total funded enrollment.
- The Selection Criteria Point System was not completed correctly in ChildPlus.
- A signed and completed Eligibility Verification Record form was not scanned into ChildPlus.

ERSEA Eligibility Review #1 (EISD):

There were several areas of concern noted during this review:

- The Selection Criteria Point System was not completed correctly in ChildPlus.
- A signed and completed Eligibility Verification Record form was not scanned into ChildPlus.
- The gross annual income was not calculated correctly (with supporting documents).
- The initial attached Family Application had incorrect signatures.

For more detailed information:

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