

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:

<p>Monitoring Projects Completed (<i>Project ended and report was officially submitted to providers</i>):</p> <p>ERSEA Eligibility Review #1 (SAISD) ERSEA Eligibility Review #1 (EISD)</p>
<p>Areas of Non-Compliance (Systemic or substantial issue or concern in meeting performance standards or policies):</p> <p>There were no areas of non-compliance noted during this review period.</p>
<p>Areas of Concern (Individual incident(s) that fail to meet performance standard or policy):</p> <p>ERSEA Eligibility Review #1 (SAISD): There were several areas of concern noted during this review:</p> <ul style="list-style-type: none"> • 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. <p>ERSEA Eligibility Review #1 (EISD): There were several areas of concern noted during this review:</p> <ul style="list-style-type: none"> • 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.
<p>For more detailed information: Pedro.Ramirez@sanantonio.gov or Cassandra.Bentley@sanantonio.gov</p>