



# Mid-America Head Start Update

A special publication for the  
Mid-America Regional Council Board of Directors

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As part of Mid-America Head Start's upcoming federal review, MARC board members on the Head Start Subcommittee will be interviewed about MARC's governance roles and responsibilities. This update contains information to help all members of the Mid-America Head Start governing board understand how noncompliance issues are addressed.

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## Federal Review Prep 101: *Addressing Noncompliance*

**Question:** How does the grantee address noncompliance in its own service areas, as well as in all service areas of its delegates, to ensure that corrective actions are taken to implement federal regulations effectively?

**Answer:** The grantee has a monitoring system in place to identify and correct all areas of noncompliance.

### Monitoring of delegate agencies is an ongoing process designed to:

- Build on strengths
- Identify training concerns
- Identify workload issues
- Point out program gaps
- Make recommendations for reallocation of program resources
- Ensure compliance with federal regulations

### Monitoring includes the following activities:

- Monthly review and analysis of ChildPlus and Key Performance Indicator Reports (KPI) that track data such as health requirements, developmental screenings, attendance and enrollment numbers, teacher qualifications and fiscal data.
- Grantee staff regularly make scheduled and unscheduled site visits consisting of observations, document review, and file audits to look at service plans, children's files, training documents, curriculum plans and lesson plans.

### Corrective action plans and follow-up:

Delegates develop action plans for all areas of noncompliance identified through data review or site visits. For each site visit, grantee staff complete a site visit form that documents the purpose of the visit along with action plans developed and timelines for bringing programs into compliance.

The grantee and its delegate agencies conduct an annual program self-assessment, and create a final report of recommended improvements to address any identified areas of noncompliance.

**For more information about Mid-America Head Start, please contact Jim Caccamo, MARC's director of Early Learning, at 816/701-8222 or [jcaccamo@marc.org](mailto:jcaccamo@marc.org).**