



Mid-America Head Start Update

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

November 2007

This update is part of a series intended to help the MARC Board of Directors gain a better understanding of the programs and services Mid-America Head Start provides to low-income children and families in Clay, Jackson and Platte counties in Missouri. It is our hope that this information will also help define your role and responsibilities as the program's governing body.

Shared Governance 101

Preparing for a Federal Review

As part of Mid-America Head Start's upcoming first federal review, MARC board members on the Head Start Subcommittee will be interviewed about MARC's governance roles and responsibilities. A series of speaking points addressing these issues will be provided at the next board meeting.

Mid-America Head Start staff is currently busy preparing the following information for the review team *prior* to their arrival:

- A community assessment;
- The most recent grantee self-assessment;
- An organizational chart;
- Details on class schedules, hours, and staffing;
- Grantee staff contact information to ensure that reviewers get the most relevant information from the most knowledgeable staff members.

Mid-America Head Start staff is required to deliver specific materials to the review team at their hotel on the Saturday morning preceding the review. This documentation will include:

- Current insurance policies;
- A list of currently enrolled children;
- Grantee's Policies and Procedures Manual;
- Bank statements from the previous 18 months.

During the review, grantees are expected to have a series of other documents on-site and readily available to the review team. These materials are related to FY 2008 OHS Monitoring Protocol Compliance requirements.

What is...

A Head Start Federal Review?

The Head Start Act requires that Head Start programs receive a comprehensive on-site review every three years. The goal of the review is to assess the performance and accomplishments of local programs in meeting community expectations and government regulations.

A federal review is a valuable tool for confirming the effectiveness of local programs serving the children and families who rely on Head Start services, and for providing recommendations for vital performance improvements. The federal agency responsible for oversight of Head Start is the Office of Head Start.

The Head Start review process begins with the assignment of a review team with the specific expertise required for thorough review. This team, usually six members, is randomly selected from a database of reviewers who have been certified by the consulting firm, Danya International.

Mid-America Head Start will welcome its review team at some point between January and March 2008. Grantees receive written notification 30 days prior to the scheduled on-site review date.

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.