



City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Children and Youth Services

Mary Ellen Caron, Ph.D.
Commissioner

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TO: Head Start/Early Head Start Executive/ Program Directors

FROM: Loukisha Smart-Pennix, Director *LP*
Department of Family & Support Services
Office of Children & Youth Services
Children Services Division - Systems Unit

DATE: February 2, 2009

SUBJECT: Guidance on Types of Information to
Communicate to Governing Bodies and Policy Groups

Head Start Performance Standard 1304.51 (d) (3) requires that the grantee and delegate agency must ensure that periodic program and financial reports are shared with the governing body and policy groups of each program. The Head Start Reauthorization effective December 12, 2007, has detailed the types of programmatic and financial information that should be made available to both groups to help them carry out their fiduciary and oversight responsibilities.

Head Start Act Section 642 Powers and Functions of Head Start Agencies. [42 U.S.C. 9837]

Head Start Act: (d) (2) (A-I): Program Governance Administration- Conduct of Responsibilities: each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including –

- A. monthly financial statements, including credit card expenditures;
- B. monthly program information summaries
- C. program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- D. monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- E. the financial audit;
- F. the annual self-assessment, including all findings related to such assessment;
- G. the community strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- H. communication and guidance from the Secretary;
- I. the program information reports.

Please note that many of these reports can be retrieved from the COPA system to show a visual to the policy committee and the board. It also serves as supporting evidence of information shared and communicated to them.





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Governing Bodies and Policy Groups – Cont'd*

Category 200

- **201-Monthly Attendance Report (Available at site level only)**
- **206-Attendance Percentage Report**
- **232-Enrollment/Waiting List Statistics Report 233-Enrollment & 30 Days Vacancy Report**
- **233b-Current Enrollment and Vacancy Report**
- **237-Termination Reasons Report**
- **254-Mailing Labels**
- **255-Swipe Card Log**
- **Category 300**
- **301-Profile Statistics**
- **Category 400**
- **453B -Immunization Tracking**
- **458-Developmental Screening Statistics Report**
- **459-Overall Referral Tracking Report**
- **Category 600**
- **601-Staff Information Report**
- **610-Volunteer Information Report**
- **611-Inkind by Volunteer Report**
- **612-Inkind by Agency Report**
- **Category 800**
- **803-Family Info Smart Report**
- **805 - Child User Defined Fields Smart Report**
- **809- Grantee / Agency Profile Smart Report**
- **820-Monitoring Smart Report**
- **Category 900**
- **970-Grantee/Agency Profile**
- **971-Site Profile**
- **972-Grantee Demographics Report**
- **998-PIR Performance Indicators Report**

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Any information that is posted on the department's webpage and information that is distributed at the Executive and Program Director's Meeting should also be share with the board and the policy committee. Also, it is recommended that you expose both groups to the Office of Head Start's Early Childhood Learning and Knowledge Center for additional Head Start and Early Head Start related materials and information for learning and comprehension.

If you have any questions regarding this subject matter, please contact Elaine Millsap-Parker at 312-743-1926 or at eparker@cityofchicago.org.

Thank you for your cooperation and support in keeping the department's Head Start/early Head Start programs compliant.

cc: CYS Central Office Files
 COPA Program Governance Policy /Procedures
 Citywide Parent Policy Council

