

**Chicago Department of Family & Support Services**  
**Office of Children & Youth Services-Children Services Division**  
**Guidance Memo for Program Governance Certifications**

Each certification that is submitted to DFSS is a verification that the delegate agency's policy committee and board have been involved in the planning, review, and/or revision of the program governance policies and procedures; grant application process, etc, and that each group has rendered their approval or disapproval of such procedures, policies, and/or action item.

These certifications do not have to be approved by the policy committee or the board, but they have to be signed by the board chairperson, the policy committee chairperson, and respective key staff: HR Director, Executive Director, agency staff person responsible for ensuring that the policy committee is established and functioning. The required signatures serve as confirmation that the action items were indeed presented to the approving bodies.

To ensure that the proper information is captured and submitted to DFSS' Program Governance Unit, the following guidance information is being provided for the agency's use. The agency may format the certification to their liking, however, the certifications must contain the information requested and submitted on the agency's letterhead with proper signatures.

The certification process for the following items is inclusive of the application/supplemental request process or contained in the annual DFSS memo for such:

1. Grant Application/ Request for Supplemental funding
2. Contract-Sub-Grant Agreement
3. Budget/Budget Revisions
4. Letter-of-Certification: CPPC Representation-PC Membership List
5. Parent/Policy Committee Tracking

The following items should be certified to DFSS containing the following information:

1. Management Plans, ERSEA Plan (*recruitment, selection, enrollment criteria*) and the Self-Assessment & Improvement Plan should be submitted to DFSS with the policy committee and board approval signature page. The signature page should contain at minimal the number of signatures that constitute a quorum for each voting body.
2. Certification of Personnel Actions (*guidance previously issued*)
3. Certification of Training provided to the Policy Committee and the Board
  - a. The certification should include the name of the training provided, when the training was conducted and signed by the PC Chairperson, Board Chairperson, and the Executive Director, Program Director, or the Program Governance Manager (or assigned).
4. Certification of Approval for the Program Governance Policies and Procedures
  - a. This certification should include the names of the program governance policies and procedures that the policy committee and the board approved, the date they were approved by the each group and signed-off by the policy committee chairperson, the board chairperson, and the Program Governance Manager (*or assigned*).

5. Annual Certifications: Board's review of DFSS' Annual Financial Audit/Corrective Plan, Organization's Independent Audit/Corrective Plan, Board's Evaluation of the ED on Head Start Budget, Board's Approval of the Financial & Accounting Policies & Procedures:
  - a. This certification should include the name of the Annual Item to be certified, the date it was shared/approved by the board and signed-off by the board chairperson and the executive director.

Until the electronic file cabinet is fully operable, DFSS will request copies of board minutes and policy committee minutes to determine if information has been presented to the both oversight groups to assist them in planning, discussions, and making informed decisions about the Head Start/Early Head Start program.

**Certifications are considered incomplete if the document does not contain requested information and/or appropriate signatures. This could affect your performance standing rating.**

*Guidance Memo for PGCertifications Updated 08\_11*