

**Chicago Department of Family & Support Services  
Office of Children & Youth Services  
Children Services Division**

**Program Governance Milestones**

**August 2011\_August 2012**

<p><b>On-going monthly milestones:</b></p> <ul style="list-style-type: none"> <li>▪ Present fiscal and programmatic information to the board and policy committee (<i>monthly fiscal reports, attendance reports, enrollment, snack, in-kind reports, utilization</i>)</li> <li>▪ Present correspondences from OHS, HHS and DFSS to the board and policy committee</li> <li>▪ Present and explain DFSS' Monthly Head Start/Early Head Start Vouchering List Status Report to the Board</li> <li>▪ Present and explain DFSS' Head Start/Early Head Start Blanket Purchase Order Release Lines Report to the board</li> <li>▪ Present and submit certification payment of payroll tax &amp; fringe benefit payments to the board and DFSS</li> </ul>
<p><b>Quarterly Milestones:</b></p> <ul style="list-style-type: none"> <li>▪ Present Child Outcome data to policy committee and the board (<i>Nov, Feb, May</i>)</li> <li>▪ Submit approved personnel actions to DFSS (<i>Oct, Jan, Apr, &amp; July</i>)</li> </ul>
<p><b>Annual Milestones*:</b></p> <ul style="list-style-type: none"> <li>▪ Certify that DFSS' Annual Financial Audit has been shared with the board inclusive of corrective action plan if applicable</li> <li>▪ Present and submit independent audit and corrective action plan to the board, policy committee and DFSS according to organizations scheduled audit</li> <li>▪ Certify the board's approval of the organization's Financial &amp; Accounting Policies &amp; Procedures</li> <li>▪ Certify that the board has conducted its annual evaluation of the Executive Director (EDs who are being paid from the Head Start budget)</li> <li>▪ Annual Board Assessment</li> </ul> <p>* These annual certifications are due to DFSS 60 days after completion of each item during the course of the program's fiscal year, annual DFSS audit, and ED evaluation.</p>
<p><b>JULY</b></p> <ul style="list-style-type: none"> <li>▪ Submit approved Grant Application/Program/Line Item Budget to DFSS</li> <li>▪ Submit approved Management Plans inclusive the recruitment, selection and enrollment criteria and board and policy committee approval page to DFSS( provide a copy of the recruitment, selection, and enrollment criteria to the policy committee and the board</li> <li>▪ Submit 4Q Certification of Personnel action to DFSS</li> </ul>
<p><b>AUGUST:</b></p> <ul style="list-style-type: none"> <li>▪ Recruitment and educate new parents for policy committee membership</li> </ul>
<p><b>SEPTEMBER:</b></p> <ul style="list-style-type: none"> <li>▪ Convene parent orientation on policy committee responsibilities</li> </ul>
<p><b>OCTOBER:</b></p> <ul style="list-style-type: none"> <li>▪ Submit Approved Sub-grant Agreement submitted to DFSS</li> <li>▪ Submit parent involvement activity budget and calendar to DFSS</li> <li>▪ Submit Parent/Policy Committee Tracking Form</li> <li>▪ Conduct Policy Committee Elections of Officers, Community Representatives and CPPC Delegate and Alternate</li> <li>▪ Submit 1Q Certification of Personnel action to DFSS</li> </ul>
<p><b>NOVEMBER:</b></p> <ul style="list-style-type: none"> <li>▪ Certify the Policy Committee Election/re-election process</li> <li>▪ Submit Letter of Certification/Policy Committee Membership to DFSS</li> </ul>

- Verify that community representatives are elected from the community at large
- Submit the quorum needed to conduct policy committee and board business
- Present to the Policy Committee CPPC Election of Officers Nomination Application
- Submit Board Composition Updates to DFSS

**DECEMBER:**

- Submit completed CPPC Election of Nominations Applications to DFSS

**JANUARY:**

- Verify that parents and board members are included in the self-assessment planning committee
- Submit 2Q Certification of Personnel action to DFSS
- Certify that the Board and Policy Committee has received first set of semi- annual training:

<b>September-December</b>	<b>Policy Committee, Board, Both Groups</b>
Policy Committee and Board's Role in Head Start Program Governance	
Fiscal Training: includes understanding the Head Start Budget	Both Groups
HS Performance Standards 2007 Head Start Act	Both Groups
Leadership Training	Policy Committee
Parliamentary Procedures	Policy Committee
Personnel Training	Policy Committee and parents who may participate interviews

**FEBRUARY:**

- Certify Policy Committee and Board Approval on Supplemental Request
- Submit self-assessment timeline to DFSS, Policy Committee, and Board

**MARCH:**

- Begin reviewing & updating (*if needed*) program governance policies and procedures in partnership with the board and policy committee:
  - Policy Group By-laws inclusive of selection/election process for members and policy committee composition
  - Procedures for Shared Governance and joint approval schedule
  - Impasse/Conflict Resolution
  - Complaint Procedure/Conflict-of-Interest Policy
  - Child Care Reimbursement Procedures
  - Personnel Policies & Procedures inclusive of parents role in HR matters
- Complete Risk Management Assessment and conduct Self-Assessment

**APRIL:**

- Present Community Needs Assessment to DFSS, Board and Policy Committee
- Submit approved self-assessment and corrective action to DFSS inclusive of the board and policy committee approval page
- Submit 3Q Certification of Personnel actions to DFSS

**MAY:**

- Present DFSS' enrollment analysis to the board and policy committee
- Prepare for succeeding year's grant application: present program approach and line item budget, and program goals and objectives to policy committee and board for approval (program planning process)
- Certify that the Board and Policy Committee has received second session of semi- annual training:

<b>January-May</b>	<b>Policy Committee, Board, Both Groups</b>
Self-Assessment Training	Both Groups
Grant Application Contracting Process ( SGA)	Both Groups

<p><b>JUNE:</b></p> <ul style="list-style-type: none"> <li>▪ Conduct Annual Board Assessment</li> <li>▪ Submit Board By-laws to DFSS (as amended)</li> <li>▪ Certify that the following have been reviewed and approved by the policy committee and the board: <ul style="list-style-type: none"> <li>○ Policy Group By-laws inclusive of selection/election process for members and policy committee composition</li> <li>○ Procedures for Shared Governance and Approval Schedule</li> <li>○ Impasse/Conflict Resolution</li> <li>○ Complaint Procedure/Conflict-of-Interest Policy</li> <li>○ Child Care Reimbursement Procedures</li> <li>○ Personnel Procedures inclusive of parents role in HR matters</li> </ul> </li> <li>▪ Submit Whistle Blowing Policy to DFSS</li> <li>▪ Prepare for succeeding year's grant application: present program approach and line item budget, and program goals and objectives to policy committee and board for approval (program planning process)</li> <li>▪ Certify and justify spending rate above/under 95% to DFSS, board and policy committee</li> </ul>
<p><b>JULY:</b></p> <ul style="list-style-type: none"> <li>▪ Submit approved Grant Application/Program/Line Item Budget to DFSS</li> <li>▪ Submit approved Management plans inclusive of board and policy committee approval page to DFSS.</li> <li>▪ Submit 4Q Certification of Personnel action to DFSS</li> </ul>
<p><b>AUGUST:</b></p> <ul style="list-style-type: none"> <li>▪ Recruitment and educate new parents for policy committee membership</li> </ul>

Submit certifications to:

Elaine Millsap-Parker, Supervisor, or Ana Guzman, Support Services Coordinator at:  
312-743-0499 or [eparker@cityofchicago.org](mailto:eparker@cityofchicago.org) / [ana.guzman@cityofchicago.org](mailto:ana.guzman@cityofchicago.org).

Please note that the certifications should be completed according to the specifications indicated in the Certification Guidance Memo or it will be considered as incomplete which may affect the agency's performance rating for the 2011-2012 program-year as the department completes its year end PIR Roundtables.

Each agency is encouraged to develop a shared governance schedule to ensure proper planning for the involvement of the policy committee and board prior to seeking their approval.

Signatures on the program governance certifications are an indication that the items have been reviewed and approved by the policy committee and the board during their respective meetings. The certification is not intended for use to negate the overall engagement process for obtaining proper approval.

*Updated 08\_11*