



Office of Head Start Monitoring System

Fiscal Year 2010 Grantee Pre-site Documents/Materials

Review Planning Documents/Materials
Chart of centers/classes/hours/staffing—current information as applicable on class schedules and childcare partnership schedules, as well as socializations for home-based programs.
Grantee Contact Information Form
Systems Reviewer Documents/Materials
Community Assessment or annual update
Self Assessment
Annual Report to the Public
Service Plans and Policies and Procedures
Ongoing Monitoring Plan and Ongoing Monitoring Tools
Personnel Policies and Procedures
Policy Council Roster
Governing Body Roster
Policy Council Minutes
Governing Body Minutes
Policy Council By Laws
Governing Body By Laws
Organizational Chart
List of current vacancies including length of time position has been vacant and list of all staff hired within past 24 months with evidence of Policy Council approval.



Office of Head Start Monitoring System

Fiscal Reviewer Documents/Materials
Grant Application
Procurement Policies and Procedures
The grantee's current and prior-year Financial Assistance Awards (FAAs), including all construction and renovation awards
Fiscal Personnel Code of Conduct
SF-269 and PSC 272 reports for the past 2 years
Copies of filed Notice of Federal Interest
Grantee's most recent IRS 990, if applicable
Annual audit reports for prior 3 years, including Management Letters, if issued. If there were findings in any of the prior 3 years' annual audit reports, provide copies of the corrective action plan
Fiscal Department Organizational Chart, including names and titles