

## Document and Key Information Checklist for New Head Start and Early Head Start Directors

### **FUNDING**

- Current Head Start funding application and related correspondence
- Current Notice of Grant Award
- Current Federal Assistance Award form
- Refunding applications for the past three years
- A copy of your current USDA food services contract
- Other funding contracts/agreements

### **PROGRAM OPERATIONS**

- Current governing body structure for your program
- Schedule for Tribal Council meetings and process for placing items on its agenda
- Current organization chart for your program
- Current strategic plan
- Current Personnel Policies & Procedures
- Current position descriptions
- Current Fiscal Policies & Procedures
- Community Partnership agreements/MOUs/IAAs
- Contracts with individuals and/or agencies for services
- Copies of center state or local child care licenses
- Child and family selection and enrollment criteria
- Service Area plans for:
  - Program Management & Design
  - Early Childhood Development & Health Services
  - Disabilities
  - Family & Community Partnerships
  - Fiscal Management
  - Transportation (if applicable)
- Training Plan
- Master Calendar of Head Start activities and events
- Last completed Community Assessment and updates
- Previous Community Assessments (3 yrs)
- Last completed annual program self-assessment and improvement plans

- By-Laws for each policy group
  - Policy Council
  - Parent Committee
  - Board
- Minutes from meetings held by:
  - Governing Body
  - Policy Council
  - Policy Committee for Delegates
  - Parent Committee
  - Advisory Committees
  - Management Team

### **REPORTS**

- Last 3 years of PIR data (Program Information Report)
- Monthly USDA Reports
- Copy of your agency's last financial audit
- Financial Reports (SF-269 and SF-272)
- Copies of monthly Head Start Financial statements
- Head Start Budget
- Non-Federal Share (in-kind match) records and tracking system
- Your program's insurance policies
- Monthly enrollment and attendance report
- Ongoing monitoring service area report
- Most recent Federal On-site Report
- Annual Public Report published by the program
- Most recent salary and fringe benefit comparability study and results

### **REFERENCE DOCUMENTS**

- Head Start grant application instructions
- Copy of the most recent Head Start Program Performance Standards
- Copy of the Improving Head Start for School Readiness Act of 2007
- Copy of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR, Part 200)
- Copy of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR, Part 75)
- Program Information Report Information
- State or local child care license requirements