

Key Due Dates and Reminders

GRANT/FINANCIAL ACTIVITIES	DUE DATE	COMPLETED
Continuation Grant Application (Head Start/Early Head Start)		
Other Grant Applications (if applicable):		
Financial Audit		
Federal Financial Reports (Form 425) to regional office (semi-annual, annual and final)		
Cash Transaction Reports (SF-425) to Payment Management System (quarterly)		
Governance Training		
Health and Safety Screener (within 45 calendar days of the start of the program or school year)		
Carryover Request (not later than 60 days prior to end of grant period)		
REQUIRED ANNUAL REPORTS		
Annual Program Information Report (PIR) due by August 31 each year		
Annual Report (includes 8 required elements as described in the Head Start Act)		
PROGRAM ACTIVITIES		
Annual Self Assessment/Program Improvement Plan		
Community Assessment		
Health Screenings		
Developmental Screenings		
Family Assessments		
Personnel Performance Evaluations		
Professional Development Plans Review		
Disability Enrollment (mid-year)		
Aggregation of data documenting progress in School Readiness goals		
Review school readiness goals		
OTHER		
Review and revise policies/procedures		
ERSEA Training		
Background check review		
Review income eligibility		

MONTHLY ACTIVITIES

Monthly Enrollment Reporting in Head Start Enterprise System (HSES)		
Monthly budget Report and Analysis		
Monthly financial statements, including credit card expenditures to governing body and policy council		
Monthly program information summaries		
Monthly program enrollment reports		
Monthly reports of meals and snacks provided through CACFP		
Progress in meeting nonfederal share		
Monthly Average Daily Attendance		