



Duluth Head Start Program
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Naomi Munzner
Minnesota Department of Education
Compliance and Assistance
1500 Highway 36 West Cube A6
Roseville, MN 55113-4266

April 1, 2011

Greetings,

We are writing in response to the follow-up items required as a result of our Onsite State Head Start Monitoring Review held February 1 and 2, 2011.

Regarding the gap/discrepancy between the date of enrollment, date of entry, and documentation of eligibility, (Head Start Program Performance Standard 1305.2b) we have reviewed these cases to determine where we made an error. We determined the mistake occurred when we learned of children enrolled with our childcare partner who also received MFIP and thereby assumed them to be eligible for Head Start. Due to this oversight, we have redoubled our efforts to strictly adhere to our policies and procedures regarding verification of income before enrollment.

The second area we were required to follow up on is in regard to the qualifications of Early Head Start staff at our childcare partner site, (Head Start Performance Standard 1304.51 (i) (2)). The Monitoring Report dated February 24, 2011, asks that this area be addressed in the SFY12 Head Start grant application. We assure you this will be included in our application. Further, we have been in talks with the childcare collaboration site administration and board of directors about the staffing changes required to comply with this Head Start Program Performance Standard.

Regarding questions about nutrition services provided at our Families in Transition socializations, we have remedied this situation and are now in compliance with this requirement. Attached you will find a receipt for infant formula purchased for use at socializations. Families in Transition staff will continue to monitor the use of formula and replenish our stock as needed. Additionally, we have created a snack menu which will be used at Families in Transition socializations. This revolving snack menu, also attached, allows staff and parents to access high quality nutritional snacks that require little to no preparation, allowing staff to have food on hand to meet the needs of children and families.

We would also like to acknowledge the fair and respectful way Naomi conducted this review. Naomi brought her knowledge and understanding of our program models and our challenges, making this a worthwhile experience for our staff. We appreciated the opportunity to take a deeper look at our state programming in this process. Although we discovered pieces of our work that needed further attention as noted above, we strongly believe in the continuous improvement model.

Please feel free to contact us should you require any further information.

Sincerely,

Pam Rees
Director
Duluth Head Start/Duluth Public Schools
2102 N. Blackman Ave.
Duluth MN 55811

cc:

Bill Gronseth, Assistant Superintendent, ISD 709, Duluth Public Schools

Leonard Norberg, Program Officer, U.S. Department of Health and Human Services,
Administration for Children and Families, Chicago Regional Office

Wayne Kuklinski, Acting Fiscal Compliance Supervisor, MDE

Families in Transition Snack Menu

Waffles/Syrup Peanut Butter Applesauce Milk	Toasted English Muffins Soup Apples Milk	Cereal Peanut Butter Toast Apple Juice Milk	Pizza (delivered) Veggies/Fruit Milk
Pita Pocket Sandwich (recipe) Carrots/Dip Milk	Cereal Banana Yogurt Milk	English Muffin Pizzas (recipe) Fruit Milk	Oatmeal Peaches Milk
Peanut Butter Sandwich Cottage cheese Mandarin Oranges Milk	Counting Snack (apples, crackers, cheese cubes, cereal pieces, blueberries) Milk	Quesadilla (recipe) Applesauce Milk	Chicken Feed (recipe) Pineapple Chunks Milk