



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 4th floor Switzer Memorial Building, 330 C Street SW, Washington DC | eclkc.ohs.acf.hhs.gov

**To: Board Chairperson**

*Ms. Anne Harala*  
Board Chairperson  
Duluth Public School District #709  
2102 N. Blackman Avenue  
Duluth, MN 55811-4803

**From: Responsible HHS Official**

*Dr. Blanca Enriquez*  
Director, Office of Head Start

*Blanca E. Enriquez* 9/8/16  
Date

## Overview of Findings

From 8/22/2016 to 8/26/2016, the Administration for Children and Families (ACF) conducted a Fiscal/ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) review event for the Duluth Public School District #709 Head Start program. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review event. This Head Start Review Event Report has been issued to Ms. Anne Harala, Board Chairperson, as legal notice to your agency of the results of the on-site review event.

Based on the information gathered, no area of noncompliance was found during the course of the review. Accordingly, no corrective action is required at this time.

During your review, the team used a sampling methodology that included a random selection of child files. If your report includes findings related to evidence that involved sampling, the finding narratives in your report include specific percentages from each sample that were determined by dividing the number of issues found by the total sample size. This methodology, which uses statistically driven random samples, allows the OHS to use information collected through the representative samples to make generalizations regarding your program as a whole.

For example, if, during your review, the reviewer(s) examined a sample of 45 child files, the finding narrative will indicate the percentage of files that were identified with an issue. The percentage will be determined by dividing the number of child files with issues by 45.

Please contact your ACF Regional Office with any questions or concerns you may have about this report.

### **Distribution of the Head Start Review Report**

Copies of this report will be distributed to the following recipients:

Ms. Kay Willmoth, Regional Program Manager  
Mr. Mike Van Ert, Policy Council Chairperson  
Mr. Bill Gronseth, CEO/Executive Director  
Ms. Pamela Rees, Head Start Director