

## SFY11 State Head Start Monitoring Report Follow-Up re: Corrective Action

Munzner, Naomi (MDE) [naomi.munzner@state.mn.us]

**Sent:** Tuesday, June 28, 2011 1:29 PM  
**To:** pamela m. rees  
**Cc:** Brown, Mike P (MDE) [mike.p.brown@state.mn.us]; Boemer, Lisa (MDE) [lisa.boemer@state.mn.us]  
**Importance:** High  
**Attachments:** Final Electronic monitori~1.docx (74 KB) ; Corrective Action Submitte~1.pdf (179 KB)

Greetings Pam,

This communication is a response to the second set of ERSEA Corrective Action documents dropped off at MDE on 5/2/11 in response to SFY11 Duluth State Head Start Monitoring Report's required Corrective Action.

The information submitted is not satisfactory as it does not provide demonstration of compliance. The submitted document is a description of policies and procedures which generally comply with Head Start Program Performance Standard 1305.

There are no stated provisions for:

- Addressing how gaps or discrepancies between date of enrollment, date of entry, and documentation of eligibility will be addressed
- Addressing how Duluth Head Start's Child Care Collaboration partnership sites' ERSEA **process and procedures will specifically demonstrate compliance with 45 CFR 1305.2b: Enrollment: the official acceptance of a family by a Head Start program and the completion of all procedures necessary for a child and family to begin receiving services**
- Re-verifying income "when there is change in the child's income and there is a child with a greater need for Head Start services." 45 CFR 1305.7

It is not clear how Duluth Head Start will ensure provisions are in place for internal monitoring and internal controls. The narrative does not address how Duluth Head Start will follow specific procedures, track steps, and appropriately retain the documentation for child enrollment and verifying child/family eligibility in state-funded childcare collaboration partnership sites. Finally, there is no evidence demonstrating that Duluth Head Start has fully implemented such procedures.

Thank you for submitting a corrective action response by September 1, 2011 to the Minnesota Department of Education that meets the above requirements and addresses the initial non-compliance in the SFY11 Duluth State Head Start Monitoring Report:

Service Category	Specific Regulation	Issue Identified / Sited	Follow-up required
Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start	Head Start Program Performance	Gap/discrepancy between date of enrollment, date of	Submit demonstration of compliance with 1305.2b when enrolling children in Duluth Head Start

(ERSEA)	Standard 1305.2b	entry, and documentation of eligibility	childcare collaboration sites to MDE
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Please feel free to contact me by phone if you have questions or need any further information re: this matter. We appreciate the ongoing opportunity to work together in support of positive outcomes for children and families in Minnesota.

Thank you-

Sincerely,

**Naomi Munzner**

Minnesota Department of Education

Compliance and Assistance

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**From:** Munzner, Naomi (MDE)

**Sent:** Tuesday, April 19, 2011 3:22 PM

**To:** 'pamela m. rees'

**Cc:** Boemer, Lisa (MDE)

**Subject:** RE: SFY11 State Head Start Monitoring Report Follow-Up

**Importance:** High

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Greetings Pam,

Thank you for your time this afternoon on the phone. This communication serves to summarize what we discussed:

- Duluth Head Start will provide a comprehensive summary and narrative of the Enrollment and Eligibility process to demonstrate compliance with Head Start Program Performance Standard 1305.2b
- The comprehensive summary and narrative outlining the Enrollment and Eligibility process will specifically reference the steps taken when enrolling children in Duluth Head Start childcare collaboration sites
- This summary will be submitted to the Minnesota Department of Education on May 3, 2011.

Thank you. As always, please feel free to contact me if you have questions or need any additional information re: this matter.

Enjoy the afternoon-

Sincerely,

Naomi Munzner

Minnesota Department of Education

Compliance and Assistance

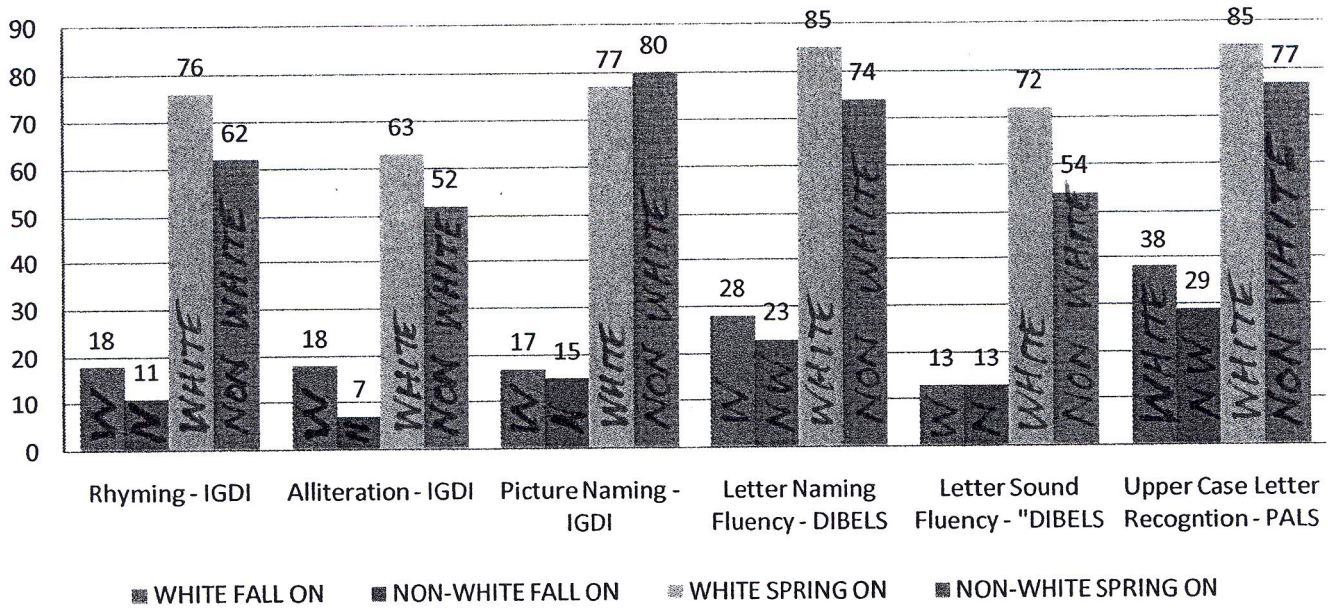
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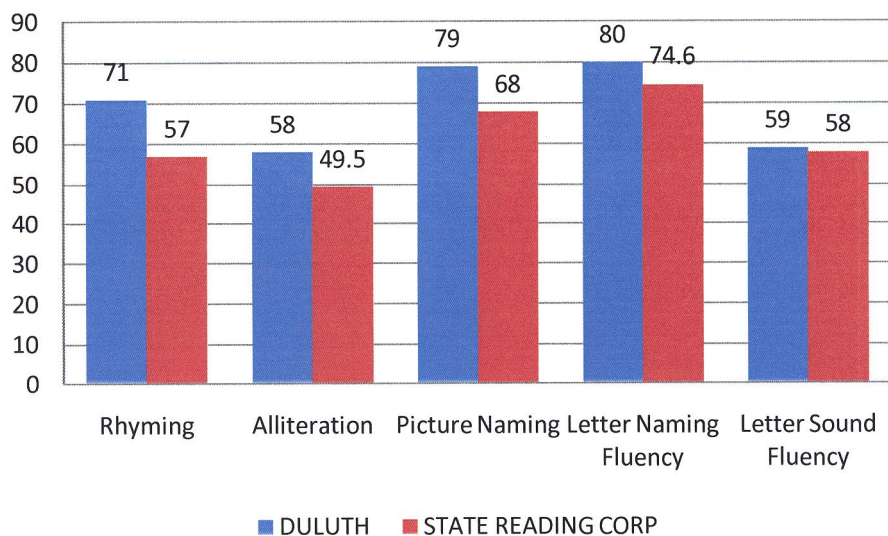
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**WHITE VS. NON-WHITE  
4 YEAR OLDS ENROLLED FULL YEAR  
% ON TARGET  
FALL VS. SPRING**



Total # of Children Tested		
White	Fall	106
Non-White	Fall	72
White	Spring	106
Non-White	Spring	70
Non-White is comprised of:		
	Fall	Spring
American Indian	11	12
African American	12	11
Multi-Racial	42	40
Not Specified	7	7

## Percentage of 4 year olds on target Duluth vs. State Reading Corps 2010-2011



**Duluth Head Start  
Child Outcomes  
Literacy  
% of Children on Target  
4 Year Olds enrolled at any time during the year  
2010-2011**

