

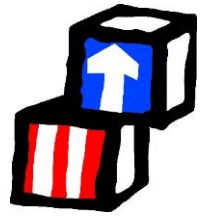
Board of Supervisors  
Health, Housing and Human Services Committee

Head Start and Early Head Start  
Program Governance 2019

February 12, 2019

# Overview

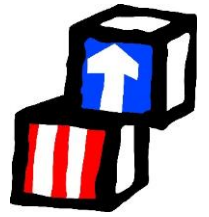
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The Fairfax County Head Start and Early Head Start program provides quality services to families who are income-eligible in Early Head Start, which serves infants, toddlers and expectant parents; and Head Start, which serves 3-5 year-old children. Families participating in the program receive assistance with:

- Child education and development
- Social services
- Health services (medical, dental, nutrition, mental health and prenatal care)
- Parent education
- Family literacy and English Language Learners classes

# Overview



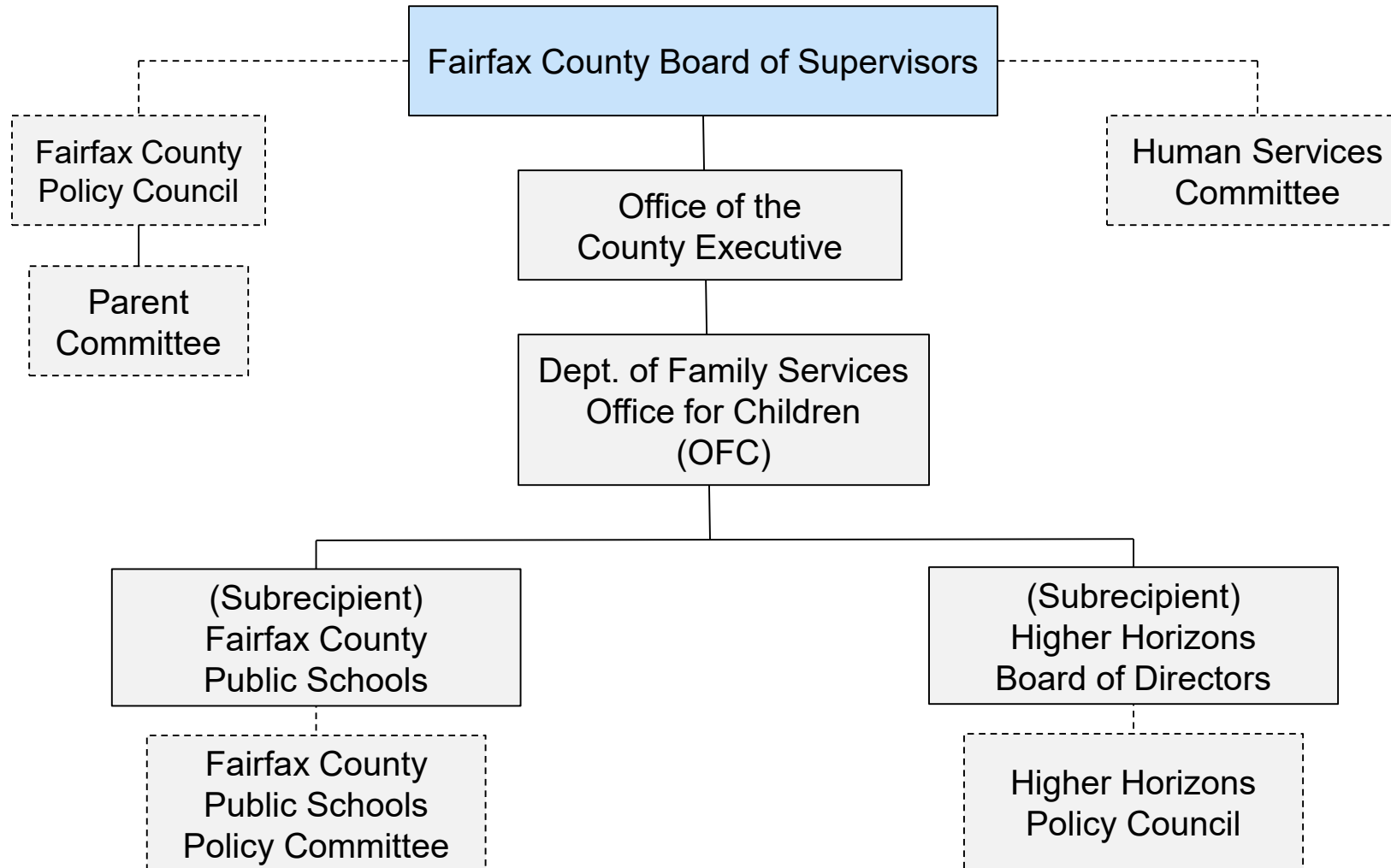
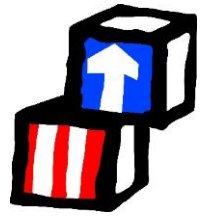
The Fairfax County Board of Supervisors is the grantee for the federal Head Start and Early Head Start program and the Department of Family Services. Office for Children (OFC) administers the grant and operates the Greater Mount Vernon Community Head Start (GMVCHS) programs, through which children are served in either a center-based or family child care model.

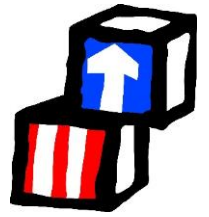
The county also has contractual relationships with: 1) Fairfax County Public Schools (FCPS), which serves children in a center-based model, and 2) Higher Horizons Day Care Center, a private non-profit organization, which provides center-based and home-based services. Federal grant funds currently support the following enrollment numbers:

|                                       | Head Start | Early Head Start |
|---------------------------------------|------------|------------------|
| <b>Grantee – GMVCHS</b>               |            |                  |
| Center-Based                          | 104        | 48               |
| Family Child Care                     | <u>0</u>   | <u>152</u>       |
|                                       | 104        | 200              |
| <b>Subrecipient – FCPS</b>            |            |                  |
| Center-Based                          | 242        | 48               |
| <b>Subrecipient – Higher Horizons</b> |            |                  |
| Center-Based                          | 88         | 16               |
| Home-Based                            | <u>0</u>   | <u>36</u>        |
|                                       | 88         | 52               |
| <b>Total</b>                          | 434        | 300              |

Please note that a combination of county, FCPS, state, and other federal funding enables the programs to serve an additional 1,519 three to five year-olds in county and FCPS early childhood education programs.

# Governing Bodies

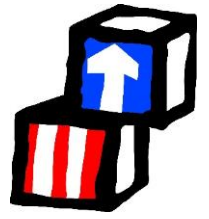




# Definition

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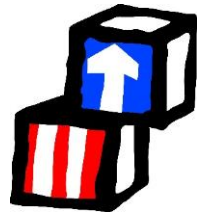
- In accordance with CFR 1301.1 Head Start/Early Head Start grantees must establish and maintain a formal structure for program governance that includes a governing body, a Policy Council at the agency level, a Policy Committee at the delegate level, and a Parent Committee.
- Shared governance = working partnership between the:
  - Board of Supervisors
  - Policy Council
  - Subrecipient Boards
  - OFC Management Staff
- To develop, review, and approve of policies and procedures.



# Memorandum of Understanding

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- A Memorandum of Understanding (MOU) between the Board of Supervisors as the county's governing body, and the Policy Council, as the primary vehicle for involving parents in decision-making about the Head Start program, was originally approved on Sept. 13, 2011. The MOU:
  - Documents current practices and procedures regarding how the two bodies implement shared governance, as required by federal Head Start Performance Standards (CFR 1301.1) and the Head Start Act of 2007 (642(c)(1)(E), 642(c)(2)(D), and 642(d)(2)).
  - Outlines the roles and responsibilities of each group, the interactions between the two, the joint communications they receive, and the approvals both groups provide.
  - The MOU is reviewed and renewed every three years; the current MOU was reviewed and renewed on June 20, 2017.



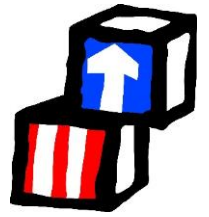
# Roles/Responsibilities

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- Board of Supervisors
  - Assumes overall legal and fiduciary responsibility
  - Designates chairperson of its Health, Housing and Human Services Committee as its liaison to Head Start/Early Head Start Program
- Department of Family Services, Office for Children
  - Board of Supervisors assigns the administrative operations of the Head Start/Early Head Start program to OFC
- Policy Council
  - Provides formal structure through which parents can participate in policy making and other decisions about the program

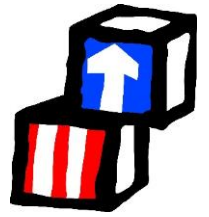
# Program Reporting

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- The Board of Supervisors, through its assigned liaison (Health, Housing and Human Services Committee Chair), and the Policy Council receive regular reports from the Office for Children to include the following information:
  - Monthly financial statements
  - Monthly program information summaries
  - Program enrollment reports
  - Monthly reports of meals and snacks provided through the United States Department of Agriculture (USDA) Child and Adult Care Food Program
  - Annual financial audit
  - Annual self-assessment
  - Community wide strategic planning and needs assessment
  - Communication and guidance from the federal government
  - Program Information Reports (PIR)
  
- The Board liaison shares information with the Board of Supervisors at scheduled meetings of its Health, Housing and Human Services Committee.





# Approvals

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- The Board of Supervisors and the Policy Council both approve the following items:
  - Applications for funding and amendments to applications for funding (Board approval governed by Fairfax County's Grants Board Item Policy effective September 1, 2004)
  - Head Start program's Annual Self-Assessment Report, including actions that may result from the self-assessment review, or responses to federal monitoring reviews
  - Policy Council Bylaws
  - Memorandum of Understanding between the Board of Supervisors and the Policy Council



# Key Dates for Program Planning

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- **July 1:** Federal grant program year begins
- **October:** Head Start Awareness Month
- **October 30:** Final grant funds status report (SF-425) on previous grant program year due to federal government
- **Ongoing:** Programs conduct annual self-assessment
- **April 1:** Refunding application due to federal government
- **June/July:** Self-assessment report finalized and presented to Policy Council and Board of Supervisors for approval
- **June 30:** Program year ends for EHS CCP & Expansion grant
- **June 30:** Federal grants program year ends; award for federal grants
- **August 31:** Program Information Report (PIR) on grant year ending June 30<sup>th</sup> due to the federal government