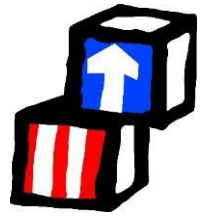


Board of Supervisors
Health and Human Services Committee

Head Start and Early Head Start
Program Governance 2022

October 4, 2022

Overview



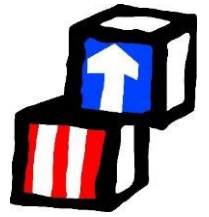
The Fairfax County Head Start and Early Head Start program promotes the healthy development and school readiness of infants, toddlers, and preschool-aged children from families with low income.

Head Start Programs engage families in positive relationships, with a focus on family well-being.

Services provided support:

- Early learning and development and school readiness
- Family well-being and engagement
- Health and wellness

Overview



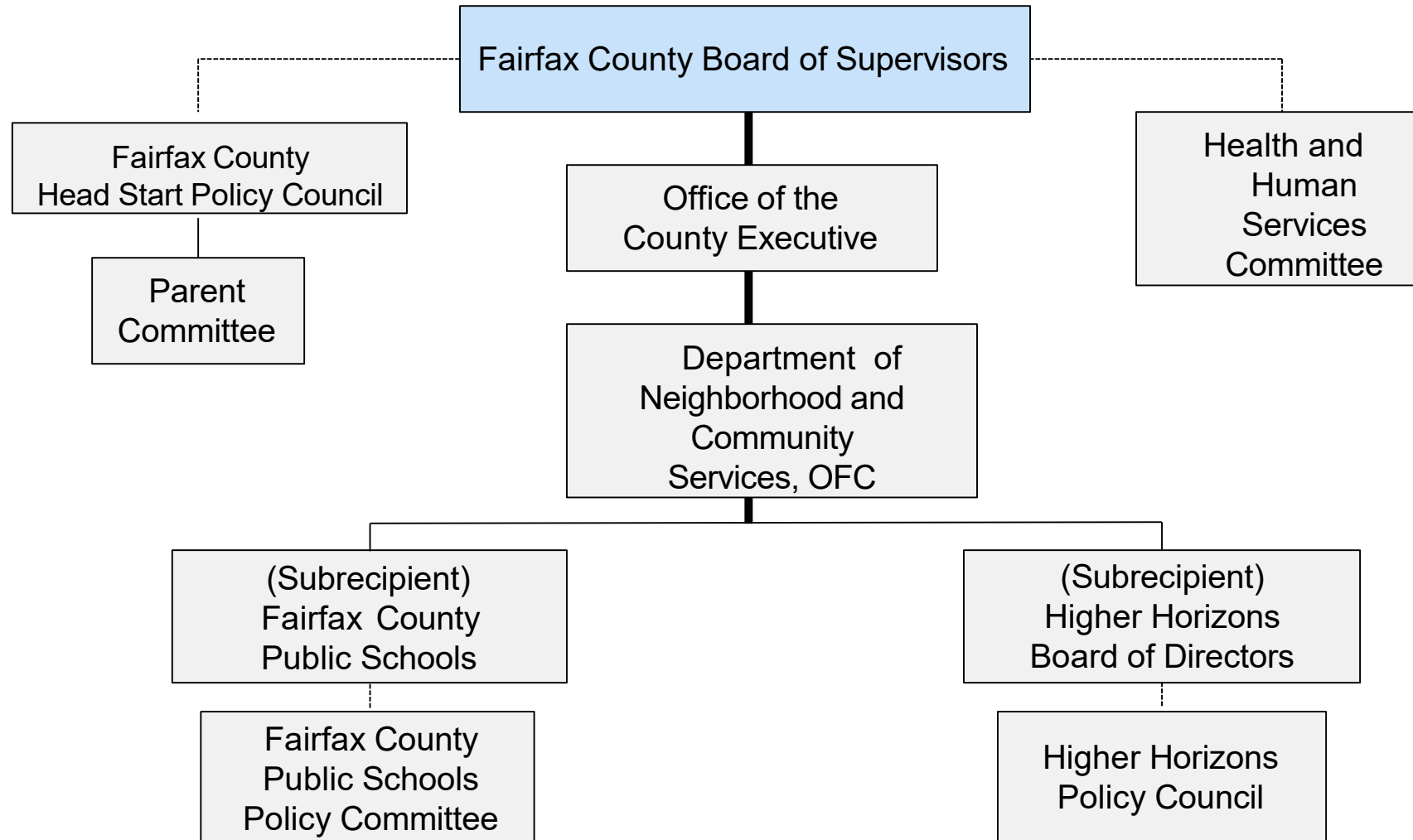
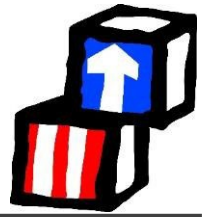
The Fairfax County Board of Supervisors is the grantee for the federal Head Start and Early Head Start program and the Department of Neighborhood and Community Services, Office for Children (OFC) administers the grant and operates the Greater Mount Vernon Community Head Start (GMVCHS) programs, through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

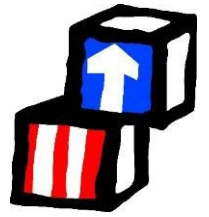
The county has a contractual relationship with Fairfax County Public Schools (FCPS), which serves children in a center-based model, and Higher Horizons Day Care Center, a private non-profit, which provides center-based and home-based services. Federal grant funds currently support the following enrollment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

	Head Start	Early Head Start
Grantee – GMVCHS		
Center-Based	104	48
Family Child Care	<u>0</u>	<u>132</u>
	104	180
Subrecipient – FCPS		
Center-Based	242	48
Subrecipient – Higher Horizons		
Center-Based	88	16
Home-Based	<u>0</u>	<u>36</u>
	88	52
Total	434	280

A combination of county, FCPS, state, and other federal sources fund services for an additional 1,677 ages three to five.

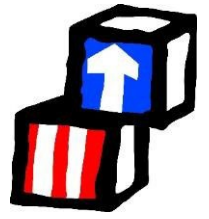
Governing Bodies





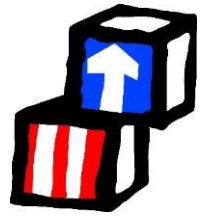
Definition

- 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

- 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 two years; the current MOU was reviewed and renewed on July 19, 2022.



Roles/Responsibilities

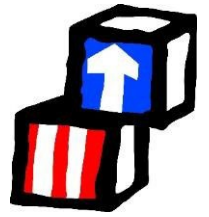
- Board of Supervisors
 - Assumes overall legal and fiduciary responsibility
 - Designates chairperson of its Health and Human Services Committee as its liaison to Head Start/Early Head Start Program
- Department of Neighborhood and Community Services, Office for Children
 - Board of Supervisors assigns 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



- The Board of Supervisors, through its assigned liaison (Health 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 (CACFP)
 - 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 and Human Services Committee.



Approvals

- 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

- **July 1:** Federal grant program year begins
- **August 31:** Program Information Report (PIR) on grant year ending June 30th due to the federal government
- **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:** Federal grants program year ends; award for new grant program year received from federal government