



DEPARTMENT OF HEALTH & HUMAN SERVICES

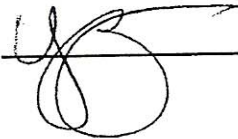
ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Head Start
8th Floor Portal Building
1250 Maryland Avenue, SW
Washington, DC 20024

To: Board Chairperson

Mr. Scott Sconley
Board Chairperson
Childcare Learning Centers, Inc.
64 Palmers Hill Rd.
Stamford, CT 06902

From: Responsible HHS Official

Ms. Yvette Sanchez Fuentes
Director, Office of Head Start

 3/21/10
Date

Overview of Findings

From 01/17/2010 to 01/23/2010, the Administration for Children and Families (ACF) conducted an on-site monitoring follow-up review of the Childcare Learning Centers, Inc. Head Start and Early Head Start programs to determine whether the previously identified findings had been corrected. We wish to thank the governing body, Policy Council, staff, and parents of your programs for their cooperation and assistance during the review. This Head Start Review Report has been issued to Mr. Scott Sconley, Board Chairperson, as legal notice to your agency of the results of the on-site program review.

Based on the information gathered during our review, we have closed the previously identified findings. Accordingly, no corrective action is required at this time. If you have questions about this report, please contact your ACF Regional Office.

Distribution of the Head Start Review Report

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

- Ms. Louise Eldridge, Regional Program Manager
- Ms. Haydee Aleman, Policy Council Chairperson
- Ms. Barbara Gavin-Kester, CEO/Executive Director
- Ms. Imelda D' Luc, Head Start Director

Overview Information

Review Type: *Follow-up*
Organization: *Childcare Learning Centers, Inc.*
Program Type: *HS/EHS*

Team Leader: *Ms. Larissa Zoot*
 Funded Enrollment HS: 267
 Funded Enrollment EHS: 60

Status of Previously Identified Areas of Noncompliance

Date of review in which noncompliance was identified	Applicable Standards	Program Type	Status
<i>May 17, 2009</i>	<i>1305.4(d)</i>	<i>HS and EHS</i>	<i>Corrected</i>
<i>May 17, 2009</i>	<i>1305.4(e)</i>	<i>HS and EHS</i>	<i>Corrected</i>

1305.4 Age of children and family income eligibility.

(d) Verification must include examination of any of the following: Individual Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, or documentation showing current status as recipients of public assistance.

Triennial (5/17/2009)

The grantee did not examine required documents in verifying income eligibility for children. A review of 82 child files found 3 families' incomes were verified by examining their Child Care subsidy eligibility determination. In an interview, the Eligibility, Recruitment, Selection, Enrollment, and Attendance Manager stated she was aware income was verified for some children using Child Care subsidy eligibility information rather than individual Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, or documentation showing current status as recipients of public assistance.

The grantee did not verify family income for three children by examining required income documents; therefore, it was not in compliance with the regulation.

Follow up - Corrected

The grantee ensured verification of child and family income eligibility included examination of required documentation. A review of 140 child files found all 140 family incomes were verified by examining acceptable documentation, including Tax Form 1040s, W2 forms, pay stubs, written statements from employers, or documentation showing current status as recipients of public assistance. Written program application procedures used by staff were also reviewed and found to specify the types of documentation considered acceptable for verifying family income.

In an interview, the Head Start Director and the Family Service Manager indicated family applications and income verification were reviewed at several levels to ensure required documents were used for income verification, including review by the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Manager during data entry, periodic file review by the Family Service Manager, and random file audits conducted by the Head Start Director. The grantee verified child and family income eligibility by examining required income

documents; therefore, it was in compliance with the regulation.

1305.4 Age of children and family income eligibility.

(e) A signed statement by an employee of the Head Start program, identifying which of these documents was examined and stating that the child is eligible to participate in the program, must be maintained to indicate that income verification has been made.

Triennial (5/17/2009)

The grantee did not maintain a statement signed by an employee identifying the documents examined and stating the child was eligible to participate in the program. A review of 82 child files found 3 in addition to the 3 files cited in 1305.4(d) contained the amount of family income, but there was no Head Start employee signature on the income-verification documentation to identify which documents were examined to determine eligibility. In an interview, the Eligibility, Recruitment, Selection, Enrollment, and Attendance Manager confirmed three files were marked as income-eligible but lacked staff signatures indicating the documents reviewed to establish eligibility. The grantee did not maintain statements signed by an employee identifying documents examined to verify family income; therefore, it was not in compliance with the regulation.

Follow up - Corrected

The grantee maintained statements signed by employees identifying the documents examined for income eligibility verification and stating the child's eligibility to participate in the program. A review of 140 child files found all 140 contained forms used to determine family income, which included information as to which documents were used to determine eligibility, identification of the child as income eligible, over income, or within the 100-130 percent of poverty eligibility category, and a staff signature verifying review of the documents.

In an interview, the Head Start Director and Family Service Manager stated family income verification was initially completed by family service workers, home visitors, the Family Service Manager, or the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Manager, all of whom were trained and expected to sign the forms at the time of completion. In addition, income information and signatures were subsequently reviewed by the ERSEA Manager during the data entry process. The Family Service Manager reviewed the eligibility documents as part of file monitoring reviews, which occurred two to three times a year, and the Head Start Director implemented random file audits, which also included the income verification forms.

The grantee maintained statements signed by an employee identifying documents examined to verify family income; therefore, it was in compliance with the regulation.

— END OF REPORT —