



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 4th floor Switzer Memorial Building, 330 C Street SW, Washington DC | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

**To: Board Chairperson**

*Ms. Sharilee Griffiths*  
Board Chairperson  
BEAR RIVER HEAD START  
95 West 100 South  
Suite 200  
Logan, UT 84321-5811

**From: Responsible HHS Official**

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

*Blanca E. Enriquez*  
05/02/2016

**Results from CLASS® Observations**

Thank you for your support during the recent Office of Head Start onsite CLASS® review conducted from 04/11/2016 to 04/14/2016 of your Head Start program.

Observations were conducted in preschool center-based classrooms using the Pre-K Classroom Assessment Scoring System (CLASS®). The CLASS® tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven point scale. Please share these results with the appropriate governing board, policy council, management, staff and stakeholders.

DOMAIN	Score	DOMAIN	Score	DOMAIN	Score
Emotional Support	6.0156	Classroom Organization	5.7083	Instructional Support	2.3438

DIMENSIONS					
Positive Climate	5.59	Behavior Management	5.94	Concept Development	1.81
Negative Climate*	1.00	Productivity	6.28	Quality of Feedback	2.34
Teacher Sensitivity	6.13	Instructional Learning Formats	4.91	Language Modeling	2.88
Regard for Student Perspectives	5.34				

\*Note: To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspective scores, then divide by 4.

For more information on CLASS® domains and dimensions, please see the attached description and visit the Early Childhood Learning and Knowledge Center, National Center on Quality Teaching and Learning at <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching>.

If you have any questions, please contact your Regional Office.

cc: *Ms. Debbie Hedin*, Regional Program Manager  
*Ms. Susanna Robison*, Policy Council Chairperson  
*Ms. Sarah Thurgood*, CEO/Executive Director  
*Ms. Sarah Thurgood*, Head Start Director

## About CLASS®

The Improving Head Start for School Readiness Act of 2007 requires that the Office of Head Start (OHS) include in the monitoring reviews of Head Start agencies a valid and reliable research-based observational instrument that assesses classroom quality, including the assessment of multiple dimensions of teacher-child interactions that are linked to positive child outcomes and later achievement.

CLASS® assesses interactions between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. The Office of Head Start believes that the domains of quality measured by CLASS® remain central to its approach to child development and education and serve as important indicators of the future school readiness of all Head Start children.

For all dimensions\*, the scoring principles are as follows<sup>1</sup>:

### ***Low range score***

*1—The low range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the low range are present.*

*2—The low range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators that are in the middle range.*

### ***Middle range score***

*3—The middle range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low range.*

*4—The middle range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the middle range are present.*

*5—The middle range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the high range.*

### ***High range score***

*6—The high range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the middle range.*

*7—The high range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the high range are present.*

\*Note: The Negative Climate dimension is inversely scored with a higher score indicating lower quality. For all other dimensions and domains, a higher score indicates higher quality.

The scores from each class observation are averaged across the grantee to result in **grantee-level** dimension scores. The grantee dimension scores are then used to calculate the grantee-level domain scores.

The scores from CLASS® observations can be used for a variety of purposes, including professional development, program improvement, policy, goal-setting and monitoring. The Office of Head Start began using the CLASS® for monitoring purposes in FY2010 to collect information on the experiences of children at each grantee.

In FY2012, OHS refined the use of the CLASS® in monitoring to include the use of a randomly selected sample of center-based preschool classes for observations, a clearly articulated methodology followed by CLASS® reviewers, and additional support for the CLASS® reviewer pool. For each preschool class selected in the sample, trained and certified CLASS reviewers conduct two 20 minute observations and score at the dimension level using a 7-point scale at the end of each observation cycle.

<sup>1</sup> Pianta R, La Paro K, Hamre, B. *Classroom Assessment Scoring System Manual—Pre-K*, Paul H. Brookes Publishing Co., 2008.



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**To: Board Chairperson**

*Mr. Kevin Fife  
Board Chairperson  
Bear River Head Start  
95 West 100 South  
Suite 200  
Logan, UT 84321-5811*

**From: Responsible HHS Official**

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

*Blanca E. Enriquez* 4/9/16  
Date

## Overview of Findings

From 2/9/2016 to 2/10/2016, the Administration for Children and Families (ACF) conducted a Leadership/Governance/Management Systems review event for the Bear River Head Start and Early Head Start programs. 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 Mr. Kevin Fife, 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.

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. Debbie Hedin, Regional Program Manager  
Ms. Susanna Robison, Policy Council Chairperson  
Ms. Sarah Thurgood, CEO/Executive Director/Head Start Director

### Overview Information

Review Type:	<i>GovSys</i>
Organization:	<i>Bear River Head Start</i>
Program Type:	<i>Head Start and Early Head Start</i>
Field Lead:	<i>Ms. Kenna Pruitt</i>
Funded Enrollment HS:	<i>403</i>
Funded Enrollment EHS:	<i>127</i>

## Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

Term	Definition
<b>Compliance Measure (CM)</b>	The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems.
<b>Strength</b>	A new and/or unique way of reaching the community.
<b>Compliant</b>	No findings. Meets requirements of Compliance Measure.
<b>Concern</b>	An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction.
<b>Noncompliance</b>	A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliances require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency.
<b>Deficiency</b>	<p>An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements (including but not limited to, the Head Start Act or one or more of the regulations) and which involves:</p> <p>(A) A threat to the health, safety, or civil rights of children or staff;</p> <p>(B) A denial to parents of the exercise of their full roles and responsibilities related to program governance;</p> <p>(C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or</p> <p>(D) The misuse of Head Start grant funds.</p> <p>(ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or</p> <p>(iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the performance standards of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.</p>

Leadership, Governance & Management Systems

CM#	Compliance Measure	Compliance Level
LGMS 1.1	<p>The program's planning process:</p> <ul style="list-style-type: none"> <li>• Is based on a mission (philosophy) that aligns with the priorities of the Office of Head Start and the community's needs</li> <li>• Includes development of long term goals and short term objectives based on program data</li> <li>• Involves stakeholders (governing bodies, policy groups, parents, and staff)</li> <li>• Includes plans to guide the program in achieving its goals and in delivering high quality services and ensuring the health and safety of Head Start facilities and learning environments.</li> </ul>	<p><b>Compliant</b></p> <p>1304.51(e)(1), 1304.51(a)(1)(i-iii)</p>
LGMS 2.1	<p>The program recruits, hires and trains qualified staff to maintain an organizational structure that supports the program in providing high quality services to children and families, ensuring their health and safety, and ensuring the achievement of program goals.</p>	<p><b>Compliant</b></p> <p>1304.52(a)(1), 1304.52(a)(2)(i-iii), 642(c)(1)(E)(iv)(IX), 642(c)(1)(E)(iv)(V)(cc)</p>
LGMS 2.2	<p>The governing body exercises fiscal oversight to ensure the program has the resources it needs to deliver comprehensive services, ensure healthy and safe environments, and accomplish its goals.</p>	<p><b>Compliant</b></p> <p>642(c)(1)(E)(iv)(VII)(aa-bb)</p>
LGMS 2.3	<p>The grantee engages its governing body and establishes and uses a Policy Council to provide direction and support for the program in accomplishing its goals and providing high-quality comprehensive services.</p>	<p><b>Compliant</b></p> <p>642(c)(1)(B)(i-iv), 642(c)(1)(E)(iv)(VI), 642(c)(2)(A), 642(c)(2)(D)(i-ii, iv, vi)</p>
LGMS 3.1	<p>The program ensures staff are supported and supervised in fulfilling their roles and responsibilities in order to deliver quality services, ensure safe environments and healthy program practices, and achieve program goals.</p>	<p><b>Compliant</b></p> <p>1304.52(a)(1)</p>
LGMS 3.2	<p>The program has methods of communication in place that provide:</p> <ul style="list-style-type: none"> <li>• Sharing of accurate and timely information with staff to support them in delivering services to children and families and ensuring the health and safety of the program's environments</li> <li>• Sharing of accurate and timely information with parents, policy groups, and the general community to inform and engage stakeholders</li> </ul>	<p><b>Compliant</b></p> <p>1304.51(b)</p>
LGMS 3.3	<p>The program collects, records, and reports data on progress in delivering services to children and families, ensuring safe and healthy environments, and achieving program goals. The program:</p> <ul style="list-style-type: none"> <li>• Routinely and accurately collects and records data in a timely manner for children, families, and staff</li> <li>• Generates reports to inform planning, communication, and ongoing monitoring</li> <li>• Makes information accessible to appropriate parties</li> <li>• Maintains confidentiality</li> </ul>	<p><b>Compliant</b></p> <p>1304.51(g)</p>
LGMS 4.1	<p>The program established and implements procedures for the ongoing monitoring of its operations and services to ensure compliance, the provision of quality, comprehensive services, and safe and healthy environments for children and their families. The program:</p> <ul style="list-style-type: none"> <li>• Uses effective tools and procedures to ensure the program is in compliance, meets its goals, provides comprehensive services that meet community needs, and maintains</li> </ul>	<p><b>Compliant</b></p> <p>641A(g)(3)</p>

	safe environments <ul style="list-style-type: none"> <li>• Conducts frequent, ongoing monitoring activities</li> <li>• Collects and uses data for planning activities</li> <li>• Ensures ongoing monitoring takes place in delegate agencies</li> </ul>	
<b>LGMS 4.2</b>	Through the Self-Assessment, the program aggregates and analyzes program data on progress in meeting program goals and objectives.	<b>Compliant</b> 641A(g)(1)
<b>LGMS 4.3</b>	The program develops an improvement plan which modifies the action plan and/or objectives based on an analysis of program data.	<b>Compliant</b> 641A(g)(2)(B)
<b>LGMS 4.4</b>	Governing body and Policy Council members regularly receive reports and make decisions to support the ongoing monitoring and evaluation of the program.	<b>Compliant</b> 642(c)(1)(E)(iv)(V)(aa-bb), 642(c)(1)(E)(iv)(VII)(cc-dd), 642(c)(1)(E)(iv)(VIII), 642(d)(2)(A-1)
<b>LGMS 4.5</b>	The program communicates updates and progress to the public in an Annual Report that contains: <ul style="list-style-type: none"> <li>• An explanation of the budgetary expenditures and proposed budget for the Fiscal year</li> <li>• An explanation of the program's efforts to prepare children for kindergarten</li> </ul>	<b>Compliant</b> 644(a)(2), 644(e)(2)(B, G)

— END OF REPORT —



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**To: Board Chairperson**

*Mr. Kevin Fife  
Board Chairperson  
Bear River Head Start  
95 West 100 South  
Suite 200  
Logan, UT 84321-5811*

**From: Responsible HHS Official**

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

*Blanca E. Enriquez* *11/25/15*  
\_\_\_\_\_  
Date

## Overview of Findings

From 10/26/2015 to 10/29/2015, the Administration for Children and Families (ACF) conducted a monitoring review of the Bear River Head Start Head Start and Early Head Start programs. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Mr. Kevin Fife, Board Chairperson, as legal notice to your agency of the results of the on-site program review.

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.

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Ms. Susanna Robison, Policy Council Chairperson  
Ms. Sarah Thurgood, CEO/Executive Director/ Head Start Director

### Overview Information

Review Type:	<i>SR</i>
Organization:	<i>Bear River Head Start</i>
Program Type:	<i>Head Start and Early Head Start</i>
Field Lead:	<i>Mrs. Christine Williams</i>
Funded Enrollment HS:	<i>403</i>
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*Comprehensive Services and School Readiness*

CYF#	Compliance Measure	Compliance Level
CSSR 1.1.1	Program staff engage in a process of collaborative partnership building with all parents to: <ul style="list-style-type: none"> <li>• Demonstrate respect for each family's structure, cultural, ethnic, and linguistic diversity</li> <li>• Establish mutual trust</li> <li>• Identify strengths</li> <li>• Identify necessary services and other supports</li> </ul>	<b>Compliant</b> 1304.40(a)(1, 5)
CSSR 1.1.2	As part of an ongoing partnership, the program must identify family needs and interests and offer parents opportunities to develop and implement individualized family partnerships with staff that address family goals, responsibilities, timetables, strategies for achieving these goals, and progress in achieving goals.	<b>Compliant</b> 1304.40(a)(2)
CSSR 1.2.1	The program explains the purpose and results of screenings, evaluations, and health and developmental procedures in a way that families can understand and obtains their authorization prior to conducting the screenings. This allows parents to participate in the need identification process and supports parents in how to familiarize their children with assessments/screenings they will receive while enrolled in the program.	<b>Compliant</b> 1304.20(e)(2-3)
CSSR 1.2.2	The program makes vigorous efforts to involve and educate parents about the Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP) process and understanding their rights under the Individuals with Disabilities Education Act (IDEA).	<b>Compliant</b> 1308.19(j)(1-2, 4), 1308.21(a)(6, 10)
CSSR 1.3.1	The program, in collaboration with each child's parent, performs or obtains the required linguistically- and age-appropriate screenings to identify concerns regarding the child within 45 calendar days (30 days for programs operating shorter durations) of the child's entry into the program.	<b>Compliant</b> 1304.20(a)(2), 1304.20(b)(1-3)
CSSR 1.3.2	Children suspected of having a disability are promptly referred for further evaluation through a coordinated screening, assessment, and referral process in partnership with the Local Education Agency (LEA) or early intervention services for infants and toddlers.	<b>Compliant</b> 1304.20(f)(2)(ii), 1308.6(a)(3), 1308.6(e)(1), 645A(b)(11)
CSSR 1.3.3	The program makes a determination about the preventive care status of each child by understanding: <ul style="list-style-type: none"> <li>• Whether or not each child has an ongoing source of continuous, accessible health care. (If a child does not have a source of ongoing health care, grantee and delegate agencies must assist the parents in accessing a source of care within 90 days of entry into the program.)</li> <li>• The current determination from a health care professional as to whether each child is up to date on a schedule of primary and preventive health care (EPSDT), including dental, and assists parents in bringing the child up to date as needed within 90 days of entry into the program.</li> </ul>	<b>Compliant</b> 1304.20(a)(1)(i-ii), 1304.20(a)(1)(iii)(A-B), 1304.20(a)(2)
CSSR 1.3.4	The program assists parents in understanding how to enroll and participate in a system of ongoing family health care.	<b>Compliant</b> 1304.40(f)(2)(f)

<b>CSSR 1.3.5</b>	The program has established procedures for tracking the provision of health services.	<b>Compliant</b> 1304.20(a)(1)(ii)(C)
<b>CSSR 1.3.6</b>	When screening for developmental, sensory, and behavioral concerns, the program must utilize multiple sources of information on all aspects of each child's development and behavior, including input from family members, teachers, and other relevant staff who are familiar with the child's typical behavior.	<b>Compliant</b> 1304.20(b)(3)
<b>CSSR 1.3.7</b>	The program carries out ongoing developmental assessment for all enrolled children throughout the year to determine progress and to plan program activities.	<b>Compliant</b> 1308.6(a)(2)
<b>CSSR 1.3.8</b>	The program conducts early and continuing risk assessments for pregnant women.	<b>Compliant</b> 1304.40(c)(1)(i), 1304.40(i)(6)
<b>CSSR 2.1.1</b>	The program has established and engages a HSAC to help ensure the program and its community partners address health needs.	<b>Compliant</b> 1304.41(b)
<b>CSSR 2.1.2</b>	The program takes steps to ensure that staff obtain direct guidance from a mental health or child development professional on interpreting and using findings from screenings and evaluations, and that each child with a known, observable, or suspected health, dental, mental health or developmental concern receives: <ul style="list-style-type: none"> <li>• Further diagnostic testing</li> <li>• Examination</li> <li>• Treatment from a licensed or certified health care professional</li> <li>• A follow-up plan to ensure required treatment has begun</li> </ul>	<b>Compliant</b> 1304.20(a)(1)(iii), 1304.20(b)(2), 1304.20(c)(1), 1304.20(c)(3)(ii), 1308.18(b)
<b>CSSR 2.1.3</b>	Programs must work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals.	<b>Compliant</b> 1304.40(b)(1)(i-iii)
<b>CSSR 2.1.4</b>	The Early Head Start program helps pregnant women access, through referrals, early and regular comprehensive pre-natal and post-partum care, including: <ul style="list-style-type: none"> <li>• Health promotion and treatment</li> <li>• Mental health interventions</li> <li>• Follow-up, as appropriate</li> </ul>	<b>Compliant</b> 1304.40(c)(1)(i-iii)
<b>CSSR 2.2.1</b>	The program involves parents, consulting with them immediately when child health or developmental concerns are suspected or identified.	<b>Compliant</b> 1304.20(e)(1)
<b>CSSR 2.2.2</b>	Services provided to children with identified disabilities are: <ul style="list-style-type: none"> <li>• Designed to support the outcomes contained in their IEPs/IFSPs</li> <li>• Monitored by a designated staff member or consultant to coordinate services for children with disabilities, including collaborating with other service area coordinators (i.e., Education, Mental Health, and Nutrition) and staff</li> </ul>	<b>Compliant</b> 1308.18(a), 1308.19(k), 1308.6(d)
<b>CSSR 2.3.1</b>	The program uses information from screenings, ongoing observations, and evaluations, as well as insight from parents, to determine how best to respond to each child's individual characteristics, strengths, and needs.	<b>Compliant</b> 1304.20(d), 1304.20(f)(1)
<b>CSSR 2.3.2</b>	The program encourages parents to be full partners in the education of their children; parents are invited to no fewer than two parent-teacher conferences and home visits per year.	<b>Compliant</b> 1304.40(e)(5), 1304.40(i)(2)

<b>CSSR 2.3.3</b>	The program develops procedures for identifying children who are limited English proficient, and informing their parents about the instructional services used to help them make progress towards acquiring knowledge and skills and acquisition of the English language.	<b>Compliant</b> 642(f)(10)
<b>CSSR 2.3.4</b>	The program provides opportunities for children and families to participate in family literacy activities, resources and services that are essential to the families' literacy development.	<b>Compliant</b> 1304.40(e)(4)(i)
<b>CSSR 2.4.1</b>	The program provides educational opportunities for parents to enhance their parenting skills and overall functioning that include: <ul style="list-style-type: none"> <li>• Understanding the educational and developmental needs of their children</li> <li>• Sharing concerns and observations about their children with program staff</li> <li>• Understanding how to strengthen and nurture supportive environments and relationships in the home and at the program</li> <li>• Identifying the appropriate responses to their children's behaviors</li> </ul>	<b>Compliant</b> 1304.24(a)(1)(iii-iv), 1304.40(e)(2-3)
<b>CSSR 2.5.1</b>	The program makes provisions for mental health program services for parents and staff to promote children's mental wellness ("such as social-emotional development or behavioral concerns") that include: <ul style="list-style-type: none"> <li>• Staff and parent education on mental health</li> <li>• Engaging parents in discussion regarding concerns about their child's mental health</li> <li>• Activities promoting children's mental wellness</li> <li>• Timely identification and intervention to address children's mental health concerns</li> </ul>	<b>Compliant</b> 1304.24(a)(1)(i), 1304.24(a)(2), 1304.24(a)(3)(ii)
<b>CSSR 3.1.1</b>	The program has a system and processes in place to: <p>Aggregate and Analyze the following:</p> <ul style="list-style-type: none"> <li>• Aggregate child-level data at least three times a year using data from one or more valid and reliable assessment tools. (Programs operating less than 90 days are required to do so at least twice during their operating period.)</li> <li>• Use the results to inform services.</li> <li>• Analyze individual, ongoing child-level assessment data for all children birth to age five.</li> <li>• For programs serving dual language learners (DLLs), determine status and progress in acquiring the knowledge and skills described in the Head Start Early Learning Outcomes Framework (demonstrated in any language, including the child's home language) and toward learning English.</li> </ul> <p>Determine Progress:</p> <ul style="list-style-type: none"> <li>• Use aggregated child-level data in combination with other program data to determine the level of progress towards meeting goals.</li> <li>• Use individual child level data in combination with input from parents and families to determine each child's status and progress in the five essential domains.</li> </ul> <p>Use School Readiness Data to:</p> <ul style="list-style-type: none"> <li>• Individualize experiences, instructional strategies, and services to best support each child.</li> <li>• Assess the fidelity curriculum implementation.</li> <li>• Direct continuous improvement related to the effectiveness of curriculum, instruction, professional development, and program design or other program decisions based on the analysis of school readiness outcomes data.</li> <li>• Inform parents and the community of the program's progress in achieving school readiness goals.</li> </ul>	<b>Compliant</b> 1307.3(b)(2)(i-ii)
<b>CSSR 3.1.2</b>	The program has engaged in a process to align its school readiness goals with the Head Start Early Learning Outcomes Framework, State Early Learning guidelines, and the requirements and expectations of the schools the children will attend to the	<b>Compliant</b> 1307.3(b)(1)(i-iii)

extent that they apply to children participating in the Early Head Start or Head Start program, and has consulted with the parents of children participating in the program.

<b>CSSR 3.2.1</b>	The program hires teachers with the required qualifications, training, and experience.	<b>Compliant</b> 1304.52(h)(1), 645A(h)(1-2), 648A(a)(3)(B)(i-iii)
<b>CSSR 3.2.2</b>	The teacher's approach to Child Development and Education (CDE) is developmentally and linguistically appropriate and demonstrates an understanding that children have individual rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.	<b>Compliant</b> 1304.21(a)(1)(i)
<b>CSSR 3.2.3</b>	The program implements with fidelity a curriculum that: <ul style="list-style-type: none"> <li>• Promotes young children's school readiness in the areas of language and cognitive development, early reading and mathematics skills, socio-emotional development, physical development, and approaches to learning.</li> <li>• Is evidence-based and is linked to ongoing assessment, with developmental and learning goals and measurable objectives.</li> <li>• Focuses on improving the learning environment, teaching practices, family involvement, and child outcomes across all areas of development.</li> </ul>	<b>Compliant</b> 642(f)(3)(A, C-D)
<b>CSSR 3.3.1</b>	The program provides a balanced daily program of child-initiated and adult-directed activities, including individual and small group activities.	<b>Compliant</b> 1304.21(a)(1)(iv)
<b>CSSR 3.3.2</b>	The learning space provided by grantee and delegate agencies must be organized into functional areas that can be recognized by the children and that allow for individual activities and social interactions.	<b>Compliant</b> 1304.53(a)(3)
<b>CSSR 4.1.1</b>	The program supports successful transitions for enrolled children and families, both into and out of Head Start programs, by: <ul style="list-style-type: none"> <li>• Ensuring each child's relevant records are transferred from the previous setting to the child's next school or placement.</li> <li>• Initiating joint transition-related training for staff.</li> <li>• Building relationships with principals, teachers, social workers, and health staff to facilitate continuity of programming.</li> <li>• Discussing the developmental progress of individual children with parents and future teachers.</li> <li>• Initiating joint transition-related training for Head Start and kindergarten staff (this includes a staff-parent meeting toward the end of the child's participation in the program, to enable parents to understand child progress while enrolled in the program).</li> <li>• Developing parents' capacity to effectively communicate with teachers and other school personnel.</li> </ul>	<b>Compliant</b> 1304.40(h)(2), 1304.40(h)(3)(i-ii), 1304.41(c)(1)(i-iv)

— END OF REPORT —



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 8th Floor Portals Building, 1250 Maryland Ave, SW, Washington DC 20024 | [ehlkc.ohs.acf.hhs.gov](mailto:ehlkc.ohs.acf.hhs.gov)

**To: Board Chairperson**

*Mr. Kevin Fife  
Board Chairperson  
Bear River  
95 West 100 South  
Suite 200  
Logan, UT 84321-5811*

**From: Responsible HHS Official**

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

Date 10-2-15

## Overview of Findings

From 4/27/2015 to 5/1/2015, the Administration for Children and Families (ACF) conducted an Environmental Health and Safety (EnvHS) review event for the Bear River Head Start and Early Head Start programs. 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 Mr. Kevin Fife, Board Chairperson, as legal notice to your agency of the results of the on-site review event.

Based on the information gathered during this review event, your Head Start and Early Head Start programs were found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Each area of noncompliance identified in this report should be corrected within 120 days following receipt of this report.

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. Debbie Hedin, Regional Program Manager  
Ms. Susanna Robison, Policy Council Chairperson  
Ms. Sarah Thurgood, CEO/Executive Director/Head Start Director

### Overview Information

Review Type:	<i>EnvHS</i>
Organization:	<i>Bear River</i>
Program Type:	<i>Head Start and Early Head Start</i>
Field Lead:	<i>Ms. Marita Allen</i>
Funded Enrollment HS:	<i>403</i>
Funded Enrollment EHS:	<i>127</i>

## Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

Term	Definition
<b>Compliance Measure (CM)</b>	The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems.
<b>Strength</b>	A new and/or unique way of reaching the community.
<b>Compliant</b>	No findings. Meets requirements of Compliance Measure.
<b>Concern</b>	An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction.
<b>Noncompliance</b>	A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliances require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency.
<b>Deficiency</b>	<p>An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements (including but not limited to, the Head Start Act or one or more of the regulations) and which involves:</p> <p>(A) A threat to the health, safety, or civil rights of children or staff;</p> <p>(B) A denial to parents of the exercise of their full roles and responsibilities related to program governance;</p> <p>(C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or</p> <p>(D) The misuse of Head Start grant funds.</p> <p>(ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or</p> <p>(iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the performance standards of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice pursuant to section 1304.61.</p>

### Summary of Findings

Finding Type	Applicable Standards	Program Type	Grant	Timeframe	Compliance Level
Safe and Clean Facilities	1304.53(a)(10)(xi), 1304.53(a)(7), 1306.35(b)(2)(ii, ix)	HS and EHS	08CH1056	N/A	Concern
Healthy Learning Environments	1304.53(a)(10)(viii, x)	HS	08CH1056	N/A	Concern
Healthy Learning Environments	1304.22(e)(1)(iv)	HS and EHS	08CH1056	N/A	Concern
Safe Learning Environments and Supervision	1306.20(g)(1)	HS and EHS	08CH1056	120 days	Noncompliance
Safe Learning Environments and Supervision	1306.35(b)(2)(iv)	HS and EHS	08CH1056	N/A	Concern

### Environmental Health & Safety

CM#	Compliance Measure	Compliance Level
EnvHS 1.1	<p>The program ensures all facilities are healthy and safe for children, families, and staff.</p> <p>The program has not ensured the safety and health of children by keeping facilities, materials, and equipment well maintained, clean, and in good repair.</p> <ul style="list-style-type: none"> <li>• 1 to 4% of the items on the Health and Safety Checklist indicated a concern</li> <li>• Additionally,</li> <li>• In 1 to 10% of the program's settings, an item on the Health and Safety Checklist indicated a concern.</li> </ul>	<p><b>Concern</b></p> <p>1304.53(a)(10)(xi), 1304.53(a)(7), 1306.35(b)(2)(ii, ix)</p>
EnvHS 1.2	Evacuation routes are clearly marked, and emergency procedures are posted for all facilities.	<p><b>Compliant</b></p> <p>1304.22(e)(1, 3), 1304.53(a)(10)(vii), 1306.35(b)(1)</p>
EnvHS 1.3	All facilities comply with State and local licensing requirements including, but not limited to, child care licensing, fire and building inspections, and occupancy permits.	<p><b>Compliant</b></p> <p>1306.30(e), 1306.35(d)</p>
EnvHS 2.1	<p>The program provides safe, clean, and appropriate indoor and outdoor learning environments.</p> <p>In 1 to 10% of the program's settings, the program did not provide safe, clean, and appropriate indoor and outdoor learning environments.</p>	<p><b>Concern</b></p> <p>1304.53(a)(10)(viii, x)</p>
EnvHS 2.2	<p>Staff, volunteers, and children wash their hands properly and when needed to ensure the health of children and adults.</p> <p>In 1 to 10% of the program's settings, proper hand-washing techniques were not used or hand-washing did not occur at the appropriate times.</p>	<p><b>Concern</b></p> <p>1304.22(e)(1)(iv)</p>
EnvHS 2.3	Spilled bodily fluids are cleaned up and disinfected immediately according to established professional guidelines.	<p><b>N/A</b></p> <p>1304.22(e)(3-4)</p>

Spills of bodily fluids were not observed in any of the observations conducted.

EnvHS 2.4	The program adopts sanitation and hygiene practices for diapering that adequately protect the health and safety of children and staff.	N/A 1304.22(e)(5)
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Diapering did not occur during any of the observations conducted.

EnvHS 2.5	The program's Nutrition program is designed and implemented to: <ul style="list-style-type: none"> <li>• Comply with USDA nutrition requirements</li> <li>• Ensure food safety, including all meals are void of choking hazards</li> <li>• Ensure that breast milk and formula are handled appropriately (when applicable)</li> <li>• Meet the individual nutritional needs and feeding requirements of each child (including children with special dietary, medical, or disability needs)</li> </ul>	Compliant 1304.23(b)(1), 1304.23(b)(1)(vii), 1304.23(e)(2)
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EnvHS 2.6	The program ensures that medication is not accessible to children and is properly administered, stored, and labeled.	Compliant 1304.22(e)(1-4)
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EnvHS 3.1	Prior to employing an individual, the program obtains a: <ul style="list-style-type: none"> <li>• Federal, State, or Tribal criminal record check (CRC) covering all jurisdictions in which it provides Head Start services to children</li> <li>• Federal, State, or Tribal CRC as required by the law of the jurisdiction in which the program provides Head Start services</li> <li>• CRC as otherwise required by Federal law</li> </ul>	Compliant 648A(g)(3)(A-C)
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EnvHS 3.2	<b>PART 1306 - Head Start Staffing Requirements And Program Options</b> <b>1306.20 Program staffing patterns.</b> (g) Grantee and delegate agencies offering the family child care program option must ensure that in each family child care home where Head Start children are enrolled, the group size does not exceed the limits specified in this paragraph. Whenever present, not at school or with another care provider, the family child care provider's own children under the age of six years must be included in the count. (1) When there is one family child care provider, the maximum group size is six children and no more than two of the six may be under two years of age. When there is a provider and an assistant, the maximum group size is twelve children with no more than four of the twelve children under two years of age.	Noncompliance 1306.20(g)(1)
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EnvHS (4/28/2015)

The grantee did not ensure the group size in each Family Child Care (FCC) home in which Head Start children were enrolled did not exceed the limits specified in the regulation. Observations in 25 settings found the group size in 5 exceeded the limit.

An observation at Beckstead FCC found seven children present, and there was no assistant. In addition, one child in the group was under 2 years of age.

An observation at Robison FCC found 15 children and 2 providers present. Two children were under the age of 2, and the group-size limit was exceeded by three children.

An observation at Dillinga FCC found 14 children and 2 providers present. Four children were under the age of 2, and the group-size limit was exceeded by two children.

An observation at Mayers FCC found 15 children and 2 providers present. Three children were under the age of 2, and the group-size limit was exceeded by three children.

An observation at Pauni FCC found 13 children and 2 providers present. Three



children were under the age of 2, and the group size was exceeded by one child.

The grantee did not ensure the group size in each FCC home in which Head Start children were enrolled did not exceed the limits specified in the regulation; therefore, it was not in compliance with the regulation.

Timeframe for correction: 120 days

<b>EnvHS 3.3</b>	The program ensures that no more than eight children are placed in an infant and toddler space, and no more than four children are assigned to each teacher.	<b>Compliant</b> 1304.52(g)(4)
<b>EnvHS 3.4</b>	The program arranges all outdoor play areas to prevent children from getting into unsafe and/or unsupervised areas. The program also ensures that children en route to play areas are not exposed to vehicular traffic without supervision.	<b>Compliant</b> 1304.53(a)(9), 1306.35(a)(3)
<b>EnvHS 3.5</b>	The program ensures children are released only to a parent, legal guardian, or other individuals as designated in writing by the parent or legal guardian.	<b>Compliant</b> 1310.10(g)
<b>EnvHS 3.6</b>	Program staff supervise children at all times with limited disruptions and engage with them in a manner that is developmentally appropriate (e.g., the use of positive guidance techniques; timely, predictable and unrushed routines; technology is used only to promote children's learning).	<b>Concern</b> 1306.35(b)(2)(iv)

In one or two settings, staff were present with children, however they were not supervising and engaging with children in a manner that ensures the safety of children.

— END OF REPORT —

## FY 2015 Environmental Health & Safety Monitoring Report Appendix

*This appendix provides details on issues identified during observation of centers and classrooms during the Environmental Health & Safety monitoring event. The information is organized by grantee center and classroom. It includes findings associated with noncompliances and deficiencies identified in the review report as well as issues related to concerns, which do not require corrective action but may warrant attention. The Office of Head Start has provided this resource to assist grantees in continuous program improvement. The review report itself, to which this appendix is attached, remains the official, legal notice communicating findings that require correction. The federal regulations associated with each of the findings are provided in the official report. This appendix is designed to be used in conjunction with the official report.*

Center	Classroom	CM	Item Type	Details
Aldersgate	--	EnvHS1.3	Life Safety Code	The facility does not have a fire-alarm system.
Bear River Early Head Start	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation or visual cues when activated.
Brigham City	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation.
CCC Barrett	--	EnvHS3.6	Area of Concern	Staff were present with children, however they were not supervising and engaging with children in a manner that ensures the safety of children. There were several children in high chairs, eating dry cereal during the observation. On several different occasions, as the staff was tending to other children or performing other tasks, the staff were further than arm's reach from the children in the high chairs.
CCC Beckstead	--	EnvHS3.6	Area of Concern	Staff were present with children, however they were not supervising and engaging with children in a manner that ensures the safety of children. The Provider had no assistant and had no provision for having an adult with the children when the adult needed to leave them to use the bathroom.
CCC Dallinga	--	EnvHS2.2	Area of Concern	There were two dogs located at the center. One of the dogs was allowed in the same area as the children, however, there did not appear to be any requirement for children or staff to wash hands after coming in contact with the dog. Petting and handling the dog without follow-up hand-washing was observed.
CCC Gill	--	EnvHS1.1	Area of Concern	The immunization record for the dog is out of date and poses a risk to children. The dog was due for DA2PPL Booster on 4/23/14 and also due for Bordetella Booster on 4/23/14.
CCC Mayers	--	EnvHS3.6	Area of Concern	Staff were present with children, however they were not supervising and engaging with children in a manner that ensures the safety of children. Staff was not always within arm's reach of a child in a high chair. On several occasions it was observed that the infants in the high chairs were out of arm's length from both the provider and the assistant, as they tended to other children.
CCC Pauni	--	EnvHS3.6	Area of Concern	Staff were present with children, however they were not supervising and engaging with children in a manner that ensures the safety of children. There was an infant in a high chair that was not within arm's reach of a staff member. The child in the high chair was being fed in a small room off to the side of the main activity area by the Provider's assistant. The assistant left the room momentarily (approximately one minute) to speak with the Provider and the child was left unattended.

Center	Classroom	CM	Item Type	Details
CCC Roblson	--	EnvHS1.1	Area of Concern	There are two window wells in the back yard, accessible to children, which are un-protected, presenting fall hazards of approximately 4 feet.
Felding	--	EnvHS1.1	Area of Concern	There is not a fire extinguisher available in this classroom. The building inspection from the pre-site guide that occurred on 9/17/14 requested that a fire extinguisher be hung on the wall inside the Head Start classroom, but it had not been hung as of 9/29/2015.
Hyrum	--	EnvHS1.3	Life Safety Code	The facility does not have a fire-alarm system.
Malad	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation.
Millville	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation or visual cues when activated.
Richmond	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation or visual cues when activated.
Smithfield	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation or visual cues when activated.
Soda Springs	--	EnvHS2.1	Area of Concern	In the outdoor play area, there were stakes in the ground around the sand pit; posing a risk that children could be injured if they were to fall on a raised stake.

## **Executive Summary**

**To: Rochelle Jones**

**From: Bear River Head Start**

**Topic: Health and Wellness Review Area of Concern (Fire Systems)**

**Prepared By: Sarah Thurgood**

When we received our Health and Wellness Report, there were some areas of concern documented within the report. We have all of our facilities licensed by the Fire Marshals in each County and State within our program service areas. All facilities whether classrooms or socialization centers maintain current licenses.

When the results came out from the Health and Safety Review we contacted the Fire Marshals again to gather information about the licensing requirements. We have included with this document the feedback and guidance provided to us from these experts. Some of our classrooms are located in School District owned buildings and their fire systems meet code. They do not want us to change or alter their systems in any way because it affects their licensing requirements. The other centers do have a system in place that meet code.

We can go back into some of the centers that we own or lease, and add the manual system that is cited in the report. It may not be as advanced as the systems that are currently in place. Most centers will cost us about \$1,000 per center to add the manual system. Some centers we won't be able to add it because as mentioned above the school district owns the property and we are using their space free of charge or minimal cost to our program.

We would like some direction and feedback on our thoughts or guidance on what the Regional Office would like us to do from your perspective. As mentioned earlier these issues were concerns and not non-compliances.

Thank you. If you have questions please contact Sarah Thurgood (435-755-0081) or (435-881-3131).

**Aldergate Center-** EnvHS1.3 Life Safety Code. Area of concern- The facility does not have a fire-alarm system. 10/26/15 Still waiting on letter from Trace Middletown 1-801-317-9019 for Memo on fire alarm system.

**Bear River Early Head Start-** EnvH1.3 Life Safety Code. Area of concern - The fire-alarm system does not have manual means of initiation or visual cues when activated.

RE: Fire alarm system for Bear River Early Head Start, 670 W 400 S, the Nest and the Koop

This letter is in regards the fire code requirements for the above named facilities. These two facilities are single story buildings, with each having two exits directly to the exterior at grade level. Each building has a maximum of 16 children of any age.

The current adopted Fire Code for the State of Utah is the 2012 IFC.

In the definitions Chapter 2 of the IFC, Institutional Group I-4; Day care facilities is defined. It identifies when a child day care facility is to be classified as a Group E Occupancy. It states that a child care facility that provides care for more than five but no more than 100 children 2 ½ years or less (the State has amended this to say "under the age of two") where the rooms in which the children are cared for are located on a level of exit discharge serving such rooms and each of these child care rooms has an exit door directly to the exterior, shall be classified as Group E.

Section 907.2.3 of the IFC determines when a fire alarm system is required for a Group E Occupancy. The first exception states that a Group E Occupancy with 30 or less occupants does not require a fire alarm system.

Section 903.2.3 of the IFC determines when a fire sprinkler system is required for a Group E Occupancy. It can be quickly resolved from the Code that a fire sprinkler system is not required either.

Conclusion; As per the adopted code as referenced above a fire alarm system is not required nor is a fire sprinkler system required. Therefore there is no requirement for any manual pull boxes or notification appliances for these buildings. If you have any questions please call me. Brent Speth Fire Inspector 1-435-716-9516

**Brigham City-** EnvH1.3 Life Safety Code. Area of concern- The fire-alarm system does not have a manual means of initiation. October 21, 2015 Mr. Jim Christensen 960 South Main Street Brigham City, UT 84302 Re: Fire Alarm / Sprinkler Requirements Mr. Christensen, This letter is in regards to the fire code requirements referenced in your email.

The current adopted Fire Code for the State of Utah is the 2012 IFC (*International Fire Code*). In the definitions, chapter two, (2) of the IFC, "Institutional Group I-4"; Day care facilities is defined. It identifies when a child day care facility is to be classified as a "Group E Occupancy." It states that a child care facility that provides care for more than five but no more than 100 children 2 ½ years or less (the State has amended this to say "under the age of two")

where the rooms in which the children are cared for are located on a level of exit discharge serving such rooms, and each of these child care rooms has an exit door directly to the exterior, shall be classified as "Group E."

Section 907.2.3 of the IFC determines when a fire alarm system is required for a "Group E Occupancy." The first exception states a "Group E Occupancy" with 30 or less occupants does not require a fire alarm system. Section 903.2.3 of the IFC determines when a fire sprinkler system is required for a "Group E Occupancy". It can be quickly resolved from the Code that a fire sprinkler system is not required.

As per the adopted code, if the facility in question meets or exceeds the requirements as referenced above, neither a fire alarm system, nor a fire sprinkler system is required. Therefore there is no requirement for any manual pull boxes or notification appliances for the referenced building (s).

Should you require further clarification, please do not hesitate to contact me directly.

Respectfully, Michael B. Young Deputy State Fire Marshal

**Fielding-EnvHS1.1** Life Safety Code. Area of concern-There is not a fire extinguisher available in this classroom. The building inspection from the pre-site guide that occurred on 9/14/14 requested that a fire extinguisher be hung on the wall inside the Head Start classroom, but I had not been hung as of 9/29/15

9/17/14 Hang portable fire extinguisher the Head Start Room. It was in the room, but not hanging at the time. It was a brand new school.

9/23/14 Letter from Jim Christensen, Director Facilities Management Box Elder School District. Box Elder School District manages school facilities in compliance with applicable version of International Fire Code, as administered under the Office of the Utah State Fire Marshal. The inspection reports received by Ms. Simper on 19 September certify this compliance. As occupants of District facilities, the District expects the Head Start program, and its staff, to conform with the District's building management practices. The Head Start fire extinguishers in questions are not approved elements of each school's fire and life safety plan. We regret the incongruence between Head Start standard, and the District and State requirements. We appreciate your willingness to comply with the District's expectation.

10/2/14 Box Elder School District-Fielding Fire Inspection. The fire extinguisher in the Head Start room has been removed from the Fielding school. Jim Christensen Director Facilities Management Box Elder School District 1-435-230-0842

**Hyrum-EnvHS1.3** Life safety Code. Area of concern-The facility does not have a fire-alarm system. Kevin Maughan 1-435-881-0562. Oct. 22, 2015 Re: Fire alarm system for Bear River Head Start, 80 West 100 South Hyrum, Utah. This letter is in regard to the fire code requirements for the above named facility. It

is a single story structure with 3 exits to ground level. The class size is morning at 16 and afternoon at 17. The current adopted Fire Code for the state of Utah is 2012 IFC.

In Chapter 2 of the IFC, Institutional Group I-4; Day care facilities is defined. It identifies when a child day care facility is to be classified as a Group E Occupancy. It states that a child care facility that provides for more than five but no more than 100 children 2 ½ years or less (the State has amended to say "under the age of two") where the rooms in which the children are cared for are located on a level of exit discharge serving such rooms and each of these child care rooms has an exit door directly to the exterior, shall be classified for Group E.

Section 907.2.3 of IFC determines when a fire alarm system is required for Group E Occupancy. The first exception states that a Group E Occupancy with 30 or less occupants does not require a fire alarm system. Section 903.2.3 of the IFC determines when a sprinkler system is required for Group E occupancy. It can be quickly resolved from the Code that a fire sprinkler system is not required either. As per the adopted code as referenced above a fire alarm system is not required nor is a fire sprinkler system required. Therefore there is no requirement for any manual pull boxes or notification appliances for this building. Chief Kevin Maughan, Hyrum City Fire, Hyrum City, Utah 84319 435-881-0562.

**Malad-EnvHS1.3** Life Safety Code. Area of concern-the fire-alarm system does not have a manual means of initiation. The fire alarm system requirement for this facility is smoke detectors as long as the occupancy load is maintained at 30 or less. If you have any questions please feel free to contact me. Verl Jarvie- State Fire Marshall Deputy .1-208-525-7022.

**Millville-EnvHS1.3** Life Safety Code. Area of concern-The fire alarm system does not have a manual means of initiation or visual cues when activated. Bear River Head Start is no longer in this building. Kevin Maughan 1-435-8881-0562

**Richmond-** EnvHS1.3 Life Safety Code. Area of concern-The fire-alarm system does not have a manual means of initiation or visual cues when activated. The current 2012 fire code does not require the Bear River Head Start facility located in Richmond, Utah to have a fire alarm system. Jason Winn -Fire Marshall Cache County Fire District. 1-435-755-1674.

**Smithfield -** EnvHS1.3 Life Safety Code. Area of concern-The fire-alarm system does not have a manual means initiation or visual cues when activated. October 26, 2015 Re: Manual Fire Alarm system at the Smithfield Bear River Head Start Due to the size, location and number of occupants that are in the Smithfield Bear River Head Start, it is not required by the fire code to have a Manual Fire Alarm System. Please contact me if there are any questions or concerns. Chief Jay Downs 1-435-563-3056

**Soda Springs-EnvHS2.1** Area of concern-In the outdoor play area, there were stakes in the ground around the sand pit; posing a risk that children could be injured if they were to fall on a raised stake. Correction action will be to make sure daily that the stakes are pounded down with a sledge hammer. We will also get three bids for construction worker to get the screws into place. Classroom teacher = Diane Roberts will do daily safety checks. Education Coordinator Krista will get the bids for the

construction worker and Health and Wellness Coordinator will make sure it is completed within 30 days.  
All work completed on 10/23/15.



October 9, 2015

Rachael Cook  
C/o Bear River Head Start  
95 W 100 S #200  
Logan, Utah 84321

RE: Fire alarm system for Bear River Early Head Start, 670 W 400 S, the Nest and the Koop

This letter is in regards the fire code requirements for the above named facilities. These two facilities are single story buildings, with each having two exits directly to the exterior at grade level. Each building has a maximum of 16 children of any age.

The current adopted Fire Code for the State of Utah is the 2012 IFC.

In the definitions Chapter 2 of the IFC, Institutional Group I-4; Day care facilities is defined. It identifies when a child day care facility is to be classified as a Group E Occupancy. It states that a child care facility that provides care for more than five but no more than 100 children 2 ½ years or less (the State has amended this to say "under the age of two") where the rooms in which the children are cared for are located on a level of exit discharge serving such rooms and each of these child care rooms has an exit door directly to the exterior, shall be classified as Group E.

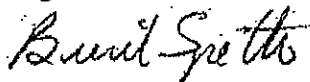
Section 907.2.3 of the IFC determines when a fire alarm system is required for a Group E Occupancy. The first exception states that a Group E Occupancy with 30 or less occupants does not require a fire alarm system.

Section 903.2.3 of the IFC determines when a fire sprinkler system is required for a Group E Occupancy. It can be quickly resolved from the Code that a fire sprinkler system is not required either.

Conclusion; As per the adopted code as referenced above a fire alarm system is not required nor is a fire sprinkler system required. Therefore there is no requirement for any manual pull boxes or notification appliances for these buildings.

If you have any questions please call me. Thanks

Regards,



Brent Speth, Fire Inspector  
76 East 200 North  
Logan, UT 84321  
brent.speth@loganutah.org  
435-716-9516



State of Utah

GARY R. HERBERT  
*Governor*

SPENCER J. COX  
*Lieutenant Governor*

Utah Department of Public Safety

KEITH D. SQUIRES  
*Commissioner*

Utah State Fire Marshal

COY D. PORTER  
*State Fire Marshal*

October 21, 2015

Mr. Jim Christensen  
960 South Main Street  
Brigham City, UT 84302

Re: Fire Alarm / Sprinkler Requirements

Mr. Christensen,

This letter is in regards to the fire code requirements referenced in your email.

The current adopted Fire Code for the State of Utah is the 2012 IFC (*International Fire Code*). In the definitions, chapter two, (2) of the IFC, "Institutional Group I-4"; Day care facilities is defined. It identifies when a child day care facility is to be classified as a "Group E Occupancy." It states that a child care facility that provides care for more than five but no more than 100 children 2 ½ years or less (the State has amended this to say "under the age of two") where the rooms in which the children are cared for are located on a level of exit discharge serving such rooms, and each of these child care rooms has an exit door directly to the exterior, shall be classified as "Group E."

Section 907.2.3 of the IFC determines when a fire alarm system is required for a "Group E Occupancy." The first exception states a "Group E Occupancy" with 30 or less occupants does not require a fire alarm system. Section 903.2.3 of the IFC determines when a fire sprinkler system is required for a "Group E Occupancy". It can be quickly resolved from the Code that a fire sprinkler system is not required.

As per the adopted code, if the facility in question meets or exceeds the requirements as referenced above, neither a fire alarm system, nor a fire sprinkler system is required. Therefore there is no requirement for any manual pull boxes or notification appliances for the referenced building (s).

Should you require further clarification, please do not hesitate to contact me directly.

Respectfully,

Michael B. Young  
Deputy State Fire Marshal



# UTAH STATE FIRE MARSHALS OFFICE

5272 SOUTH COLLEGE DRIVE, SUITE 302

MURRAY, UTAH 84123-2611

PHONE (801) 284-6350 FAX (801) 284-6351

Page 1 Of 1  
Date 9/12/14  
Occup. E  
Const. Type ZZ

PROJECT

Fielding Elementary School

ADDRESS

50 West Main, Fielding, 84311

REASON FOR INSPECTION:

☐ Construction  
☐ Local Assist  
☐ Permit

☐ Final  
☐ Complaint  
☐ Other

☐ System  
☒ Routine

SYSTEM INSPECTION

☐ Piping ☐ UG ☐ AG  
☐ Hydro ☐ UG ☐ AG  
☐ Alarm ☐ Hood  
☐ Other

☐ Need approved plans

☐ Need water analysis

☐ Prior violations not corrected

☐ OK to proceed without re-inspections items

☐ Unable to make inspection

Corrected

Description

Date Date Date

Y/N Y/N Y/N

1) Heavy portable fire extinguisher in Head Start Room.

Y/N Y/N Y/N

2) Remove storage from below sprinkler head in kitchen

Y/N Y/N Y/N

laundry.

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Y/N Y/N Y/N

Reinspection for Compliance:

INSPECTOR:

[Signature]

CONTACT:

[Signature]

NOTE: 72 HOURS MINIMUM NOTICE REQUIRED FOR INSPECTIONS



## RE: Box Elder School District - Bear River Head Start Fire Extinguishers

1 message

Jim Christensen <Jim.Christensen@besd.net>

Tue, Sep 23, 2014 at 5:12 PM

To: Kristi Simper <ksimper@brheadstart.org>, "rcook@brheadstart.org" <rcook@brheadstart.org>

Cc: Ron Tolman <Ron.Tolman@besd.net>, Rodney Cook <Rodney.Cook@besd.net>, Darin Nielsen

<Darin.Nielsen@besd.net>, Scott Hunsaker <Scott.Hunsaker@besd.net>, Janet Coombs

<Janet.Coombs@besd.net>, "Michael Young" (myoung@utah.gov) <myoung@utah.gov>

Ms. Cook;

As we discussed earlier this afternoon –

Box Elder School District manages school facilities in compliance with applicable versions of the International Fire Code, as administered under the Office of the Utah State Fire Marshal. The inspection reports received by Ms. Simper on 19 September, certify this compliance. As occupants of District facilities, the District expects the Head Start program, and it's staff, to conform with the District's building management practices. The Head Start fire extinguishers in question are not approved elements of each school's fire and life safety plan. The same is true of the carbon monoxide detectors installed by the Head Start Program.

We regret the incongruence between Head Start standards, and District and State requirements. We appreciate your willingness to comply with the District's expectations.

Let me know if you have additional questions.

Jim Christensen, Director

Facilities Management

Box Elder School District

**From:** Kristi Simper [mailto:ksimper@brheadstart.org]

**Sent:** Thursday, September 18, 2014 2:49 PM

**To:** Jim Christensen

**Subject:** Box Elder School District - Bear River Head Start



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## Box Elder School District - Fielding Fire Inspection

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Jonathan Smith <Jonathan.Smith@besd.net>

Thu, Oct 2, 2014 at 4:34 PM

To: Jim Christensen <Jim.Christensen@besd.net>, Kristi Simper <ksimper@brheadstart.org>, Reese Nelson <Reese.Nelson@besd.net>

Cc: Scott Hunsaker <Scott.Hunsaker@besd.net>, Janet Coombs <Janet.Coombs@besd.net>

To whom it may concern;

The fire extinguisher in the Head Start room has been removed from the Fielding school and everything on the top shelf of the kitchen laundry room has been re-located.

Thanks.

Jonathan Smith

Fielding Elementary

---

From: Jim Christensen

Sent: Thursday, October 02, 2014 4:13 PM

To: Kristi Simper; Jonathan Smith; Reese Nelson

Cc: Scott Hunsaker; Janet Coombs

Subject: RE: Box Elder School District - Fielding Fire Inspection

[Quoted text hidden]

[Image removed by sender.]

image001.jpg

1K



FIRE STATION 80

# HYRUM CITY FIRE & E.M.S. DEPARTMENT

40 North 100 West • Hyrum, Utah 84319 • (435) 245-7634

22 October 2015

Kevin Maughan, Fire Chief  
Cell 435-881-0562

Cardell Nielsen, Asst. Chief  
Cell 435-757-4169  
Blake Christensen,  
Battalion Chief/ EMS Coordinator  
Cell 435-757-4177  
Dave Roberts, Battalion Chief  
Cell 435-213-5913  
Guy R. McBride, Secretary  
Cell 435-994-0155

Rachael Cook  
Bear River Head Start  
95 West 100 South #200  
Logan Utah 84321

Re: Fire alarm system for Bear River Head Start, 80 W 100 S Hyrum Utah.

This letter is in regard to the fire code requirements for the above named facility. It is a single story structure with 3 exits to ground level. The class size is morning at 16 and afternoon at 17.

The current adopted Fire Code for the state of Utah is the 2012 IFC.

In Chapter 2 of the IFC, Institutional Group I-4; Day care facilities is defined. It identifies when a child day care facility is to be classified as a Group E Occupancy. It states that a child care facility that provides for more than five but no more than 100 children 2 ½ years or less (the State has amended to say "under the age of two") where the rooms in which the children are cared for are located on a level of exit discharge serving such rooms and each of these child care rooms has an exit door directly to the exterior, shall be classified for a Group E.

Section 907.2.3 of the IFC determines when a fire alarm system is required for Group E Occupancy. The first exception states that a Group E Occupancy with 30 or less occupants does not require a fire alarm system.

Section 903.2.3 of the IFC determines when a sprinkler system is required for Group E occupancy. It can be quickly resolved from the Code that a fire sprinkler system is not required either.

As per the adopted code as referenced above a fire alarm system is not required nor is a fire sprinkler system required. Therefore there is no requirement for any manual pull boxes or notification appliances for this building.

Chief Kevin Maughan  
Hyrum City Fire, Hyrum City, Utah 84319  
435-881-0562

Fire Station 80 proudly serves the  
unincorporated areas of Cache  
County and the Cities of:

Hyrum



Millville



Nibley

With automatic aid to:

Wellsville



Paradise



Avon



Logan



Cache County

*State of Idaho*  
**DEPARTMENT OF INSURANCE**

C.L. "BUTCH" OTTER  
Governor

Verl Jarvie-Deputy Region 3  
Phone 208-525-7022  
verl.jarvie@doi.idaho.gov

DIVISION OF STATE FIRE MARSHAL  
700 West State Street, 3<sup>rd</sup> Floor  
Boise, Idaho, 83720  
Phone 208-334-4370  
website <http://www.doi.idaho.gov>

DEAN CAMERON  
Director

KNUTE SANDAHL  
State Fire Marshal

MEMORANDUM

19 Oct. 2015

To: Rachel Cook  
Bear River Head Start

From: Verl Jarvie

Concerning: Fire alarm for Head Start facility in Malad City, Idaho.

The only fire alarm requirement for this facility is smoke detectors as long as the occupancy load is maintained at 30 or less

If you have any question please feel free to contact me.

Verl Jarvie – State Fire Marshal Deputy



CC; State Fire Marshal files





## CACHE COUNTY FIRE DISTRICT

179 NORTH MAIN, SUITE 309  
LOGAN, UT 84321  
TEL: (435) 755-1670  
FAX: (435) 755-1994

October 13, 2015

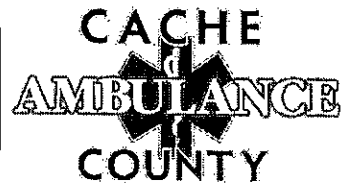
To whom it may concern,

The current 2012 fire code does not require the Bear River Head Start facility located in Richmond Utah to have a fire alarm system. If you have any questions or concerns feel free to contact me.

Jason Winn  
Fire Marshal  
Cache County Fire District  
(435) 755-1674



SMITHFIELD FIRE & CACHE COUNTY AMBULANCE



October 26, 2015

Re: Manual Fire Alarm system at the Smithfield Bear River Head Start

Due to the size, location and number of occupants that are in the Smithfield Bear River Head Start, it is not required by the fire code to have a Manual Fire Alarm System.

Please contact me if there are any questions or concerns.

  
Jay D. Downs  
Fire Chief

**Bear River Head Start  
Environmental Health and Safety Review  
Corrective Action Plan**

10/10/15  
Prepared By  
Sarah Thurgood

The following plan indicates the strategies, and corrective action that will be implemented to ensure compliance for the non-compliance identified in the Environmental Health and Safety review conducted 4/27/2015 to 5/01/2015 for Bear River Head Start.

**Area of Non-Compliance**

**1306.20 Program staffing patterns**

**Requirement**

(g) Grantees offering the family child care program option must ensure that in each family child care home where Head Start children are enrolled, the group size does not exceed limits specified within this paragraph. Whenever present, not at school or with another care provider, the family child care provider's own children under the age of six years must be included in the count.

(1) When there is one family child care provider, the maximum group size is six children and no more than two of the six may be under two years of age. When there is a provider and an assistant, the maximum group size is twelve children with no more than four of the twelve children under two years of age.

**Non-Compliance**

The grantee did not ensure the groups size in each Family Child Care (FCC) home in which Head Start children were enrolled did not exceed the limits specified in the regulation. Observations in 25 settings found the group size in 5 of the 25 settings to exceed the limit.

Provider #1- 7 children present, with no assistant. 1 child in the group was under age 2.

Provider #2- The group size limit was exceeded by 3 children. 2 children were under age 2.

Provider#3- the group size exceeded by 2 children. 4 children under age 2.

Provider #4- the group size was exceeded by 3 children. 3 children under age 2.

Provider #5- the group size was exceeded by 1 child. 3 children under age 2.

## Corrective Plan

Strategy	Barriers to be Addressed
<p>Work with Providers to realign enrollment slots. Providers will need to assign children into another Providers services and open child care slots.</p> <p>Providers receive Stipend payments from Bear River Head Start for complying with all Performance Standards. These standards include lower ration requirements than the State of Utah. If Providers do not comply, it will be necessary to cut their Stipend payments.</p> <p>We will continue working with Providers to understand the positive impact on their children served if they maintain lower child/ Provider ratios.</p> <p>If Providers do not agree to achieve and maintain ratio requirements, Bear River will need to terminate our agreement with them. The grantee will then identify new Providers that will follow all Performance Standards including ration requirements.</p> <p>Staff will receive additional training on child care regulations, health and safety requirements, and understand their role in ensuring compliance.</p>	<p>Providers get very attached to their children served, and want to continue serving them until they transition out. Even though this may be difficult for Providers and/or parents, we will need to ensure we make the transition as smooth as possible, in reassigning children into different provider's open enrollment slots. We will make every effort to ensure the needs of the children and their families are addressed.</p> <p>Providers have struggled with Performance Standard ratios being lower than the State of Utah's child care ratio requirements. Providers see that they may make less money if they have lower ratios. We must work with Providers to understand that lower ratios equal higher quality of child care.</p>

Timeline	Staff Responsible
<p>Prior to November 7<sup>th</sup>, 2015 Bear River Head Start will ensure full compliance in this area.</p>	<p>Kami Christensen- Child Care Connection (CCC) Coordinator Meri Niederhauser- CCC Child Development Specialist Mary Hammond- CCC Mentor Coach Site Visitors</p>



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 8th Floor Portals Building, 1250 Maryland Ave, SW, Washington DC 20024 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

**To: Board Chairperson**  
*Ms. Carrie Stott*  
*Board Chairperson*  
*Bear River Head Start*  
*95 West 100 South*  
*Suite 200*  
*Logan, UT 84321-5811*

**From: Responsible HHS Official**  
*Dr. Blanca Enriquez*  
*Director, Office of Head Start*

*Blanca E. Enriquez* 8/17/15  
Date

## Overview of Findings

From 3/9/2015 to 3/13/2015, the Administration for Children and Families (ACF) conducted a Fiscal/ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) review event for the Bear River Head Start Head Start and Early Head Start programs. 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. Carrie Stott, 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. Debbie Hedin, Regional Program Manager

Ms. Susanna Robison, Policy Council Chairperson

Ms. Sarah Thurgood, CEO/Executive Director/Head Start Director

**Overview Information**

Review Type: *Fiscal/ERSEA*  
Organization: *Bear River Head Start*  
Program Type: *Head Start and Early Head Start*  
Field Lead: *Ms. Kimberly Spriggs*  
Funded Enrollment HS: *403*  
Funded Enrollment EHS: *127*

## Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

Term	Definition
<b>Compliance Measure (CM)</b>	The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems.
<b>Strength</b>	A new and/or unique way of reaching the community.
<b>Compliant</b>	No findings. Meets requirements of Compliance Measure.
<b>Concern</b>	An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction.
<b>Noncompliance</b>	A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliances require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency.
<b>Deficiency</b>	<p>An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements (including but not limited to, the Head Start Act or one or more of the regulations) and which involves:</p> <p>(A) A threat to the health, safety, or civil rights of children or staff;</p> <p>(B) A denial to parents of the exercise of their full roles and responsibilities related to program governance;</p> <p>(C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or</p> <p>(D) The misuse of Head Start grant funds.</p> <p>(ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or</p> <p>(iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the performance standards of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.</p>

*Fiscal Integrity*

CM#	Compliance Measure	Compliance Level
FIS 1.1	The grantee's financial management systems provide for effective control over and accountability for grant and sub-grant funds, property and other assets and ensure they are used solely for authorized purposes.	<b>Compliant</b> 1301.32(a)(1), 74.21(b)(3-4), 92.20(b)(3-4), 92.26(a), 92.26(b)(1-5), A- 133(400)(d)(3, 5)
FIS 1.2	The grantee sought and received prior approval in writing for budget changes where prior approval is required and obtained approval for hiring of designated key personnel.	<b>Compliant</b> 74.25, 92.30
FIS 1.3	The grantee has obtained and maintained required insurance coverage for risks and liabilities.	<b>Compliant</b> 1301.11(a-b), 74.31
FIS 2.1	Financial reports and accounting records are timely, complete, and contain accurate information pertaining to grant or sub-grant awards, authorizations, obligations, unobligated balances, assets, liabilities, outlays (total expenditures), income, and interest. Reports include: • SF-425 (paper-based Federal Financial Report filed to with the Regional Office) • SF-425 (web-based Federal Cash Transactions report filed with the Division of Payment Management); and • USDA/Child and Adult Care Food Program (CACFP) reports	<b>Compliant</b> 1304.23(b)(1)(i), 1304.51(h), 74.21(b)(1-2), 92.20(b)(1-2)
FIS 3.1	The grantee implemented procurement procedures meeting , at a minimum, all requirements specified in applicable Federal, State, and local statutes, regulations, and administrative rules for Federal grants, including a written code or standards of conduct governing performance of employees in awarding and administering contracts. Contracts and delegate-agency agreements are current, available, signed, and dated, with a complete description of the performance and financial expectations of the grantee and the other parties. The grantee can demonstrate that contractual agreements were met.	<b>Compliant</b> 1309.54, 220, App A(A)(2)(e), 225, App A(C)(1)(j), 230, App A(A)(2)(g), 74.42, 74.43, 74.46, 74.47, 92.36(b)(2-3, 9), 92.36(c)(1), 642(c)(1)(E)(iv)(X)(aa)
FIS 4.1	Original time records are prepared and properly signed by the individual employee and approved by a responsible supervisory official, and an appropriate methodology was used to allocate salaries among Head Start and other programs.	<b>Compliant</b> 220, App A(C)(4)(a), 220, App A(J)(10)(a-d), 225, App A(C)(3)(a), 225, App B(8)(b)(1, 3-4), 230, App A(A)(4)(a)(2), 230, App B(8)(m)(1-2)
FIS 4.2	Head Start or Early Head Start grant funds are not used as any part of the monetary compensation (e.g. salary, bonuses, severance) of an individual employed by the grantee who is paid at an annual rate in excess of Executive Level II (\$181,500, effective January 2014).	<b>Compliant</b> 633(b)
FIS 4.3	Total compensation for personal services, including employee wages and incentive compensation payments, charged to the grant are allowable and reasonable.	<b>Compliant</b> 220, App A(J)(10)(a), 220, App(C)(2-3), 225, App A(C)(2)(b), 225, App B(8)(a, b), 230, App A(A)(3)(b), 230, App B(8)(b, c, j)



<b>FIS 5.1</b>	The grantee has implemented procedures to determine allowability, allocability, and reasonableness of costs charged against its Head Start and Early Head Start grant awards as required by the applicable cost principles. If the grantee is required to allocate costs between funding sources (including Head Start and Early Head Start awards), the program utilizes a method for allocating costs that reflects the relative degree of benefit for each program receiving the benefit of the allocated cost.	<b>Compliant</b> 220, App A(A)(2)(e), 220, App A(C)(2-4), 225, App A(C)(1, 2, 3), 230, App A(A)(2, 3, 4)
<b>FIS 5.2</b>	Indirect cost charges are supported by a negotiated and approved indirect cost rate.  The grantee did not charge indirect costs.	<b>N/A</b> 1301.32, 225, App A(C)(3)(a), 230, App A(A)(2)(a), 230, App A(B)(2)(c)
<b>FIS 5.3</b>	The grantee can demonstrate all contributions of non-Federal share (NFS), including cash and third-party in-kind, are necessary and reasonable for accomplishing program objectives, allowable under applicable cost principles, and allocable if also benefiting another award. Financial records are sufficient and support the verification of adherence to applicable cost principles.	<b>Compliant</b> 74.23(a)(1-5), 74.23(d, f), 74.23(h)(1-3), 74.23(i)(1-2), 92.24(a)(1), 92.24(b)(1, 3, 6), 92.24(b)(7)(i, iv), 92.24(e)(1), 92.24(d), 92.24(e)(2)(i), 92.24(g)
<b>FIS 5.4</b>	During each funding period reviewed, the grantee charged to the award only costs resulting from obligations incurred during the funding period.	<b>Compliant</b> 74.28, 92.23(a)
<b>FIS 6.1</b>	The grantee has established the allowability of costs for owned or leased facilities and has adequately protected any Federal Interest in facilities through the filing of Notices of Federal Interest, insurance, and maintenance of property records. Compensation for the use of facilities owned by the grantee, a delegate agency, or other related party was through depreciation or use allowance based on the cost of the facility (excluding costs paid by Head Start). The grantee obtained advance Regional Office permission for any mortgage or loan agreements using collateral property acquired or subject to major renovation using Head Start funds and has ensured that mortgage/loan agreements include the required provisions.	<b>Compliant</b> 1309.10, 1309.20, 1309.21(b), 1309.21(d)(1-3), 1309.21(d)(4)(i-iii), 1309.22(a-c), 1309.23(a)(1-2), 1309.23(b), 1309.31(b), 1309.40, 220, App A(J)(14), 225, App B(11), 225, App B(37)(c), 230, App B(11)(a-b), 230, App B(43)(c)
<b>FIS 6.2</b>	The grantee safeguarded equipment purchased using Head Start funds by maintaining complete and accurate equipment records, verifying accuracy of records by conducting a physical inventory, and following disposition requirements. The grantee obtained advance Regional Office permission for any encumbrance of equipment acquired using Head Start funds.  Testing not performed because (a) the total cost of equipment purchased from any Head Start award did not exceed \$50,000 or (b) in the last three years, the grantee did not purchase any piece of equipment with a unit cost of \$25,000 or more.	<b>N/A</b> 74.34(f)(1, 3), 74.34(g), 74.37, 92.32(d)(1-2), 92.32(e)

**ERSEA**

<b>CM#</b>	<b>Compliance Measure</b>	<b>Compliance Level</b>
<b>ERSEA 1.1</b>	When monthly average daily attendance in center-based programs falls below 85 percent (except in the case of illness or well-documented absences), the causes of absenteeism are analyzed, and the program initiates appropriate family support as needed	<b>Compliant</b> 1305.8(a-b)

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ERSEA 2.1	Program staff verified each child's eligibility and included in each file a statement signed by a program employee identifying the child's eligibility category and the documents examined to determine eligibility.	Compliant 1305.4(c-e)
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ERSEA 2.2	<p>The program enrolls children who are categorically eligible (who fall within defined income-eligibility requirements).</p> <p>Defined Eligibility Requirements include:</p> <ul style="list-style-type: none"><li>• Family income is below the poverty line</li><li>• Family or child receives public assistance (SSI and TANF)</li><li>• Family is homeless</li><li>• Child is a foster child</li></ul> <p>Additional income-eligibility requirements:</p> <ul style="list-style-type: none"><li>• Ten percent of children enrolled in the program may be over the income threshold</li><li>• An additional 35 percent of children who are not categorically eligible may be from families whose income is between 100 and 130 percent of poverty</li></ul>	Compliant 645(a)(1)(B)(iii)(I-II)
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ERSEA 3.1	Actual program enrollment is composed at least 10 percent of children with disabilities.	Compliant 1308.5(e)(1-4), 640(d)(1)
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ERSEA 3.2	The program enrolled 100% of its funded enrollment and ensures an active and ranked waiting list is maintained at all times.	Compliant 642(g)
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— END OF REPORT —