

FA2 Monitoring Protocol Question Handout: Governing Body

Protocol Section: Program Management and Quality Improvement

PM3: The recipient maintains a formal structure of program governance to oversee the quality of services for children and families, and to make decisions related to program design and implementation.

1. What practices has the Board adopted to ensure active, independent, and informed governance of the Head Start agency? Reference: HS Act 642(c)(1)(E)(ii)
2. How does the Board use data — both program data and external information — to oversee the provision of quality services for children and families and to ensure progress toward school readiness? Please provide an example. Reference: HSPPS 1301.2(b)(2)
3. How does the Board provide oversight of the agency's progress in carrying out programmatic provisions of the agency's grant application? Reference: 642(c)(1)(E)(iv)(V)(bb)

Protocol Section: Fiscal Infrastructure

PM1: The recipient develops and implements its budget to sustain management, staffing structures, and the delivery of services that support the needs of enrolled children and families. This entails relating financial data to accomplishments of the grant award and an awareness of program progress, lessons learned, and needed improvements.

3. How does the Board use the fiscal information they receive to inform budget decisions? Please provide an example. This includes:
 - a. How the Board approves financial management, accounting, and reporting policies, and how the governing body ensures compliance with laws and regulations related to financial statements, including what the agency identified as major financial expenditures. Reference: HS Act 642(c)(1)(E)(iv)(VII)(aa)
 - b. The Board's role in approval of the annual operating budget. Reference: HS Act 642(c)(1)(E)(iv)(VII)(bb)
5. The recipient will describe:
 - a. How is the budget development process supported by accurate and regular information, including information regarding program goals and objectives? Reference: HSPPS 1302.102(d)(1)(i)
 - b. How is the budget development process supported by accurate and regular information, including financial statements and reports? Reference: HS Act 642(d)(2)(A-I)
 - c. What training do you receive to ensure you understand the information received and can effectively participate in the budget process? Reference: HS Act 642(d)(3)