



DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
CITY OF CHICAGO

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**Board and Policy Committee Approvals At-A-Glance**

PROGRAM GOVERNANCE ITEM	REQUIRED APPROVALS	ANTICIPATED APPROVAL AND/OR COMPLETION DATE/DUE to DFSS
<input type="checkbox"/> Succeeding year's FY Head Start/Early Head Start Grant Application/Line Item Budget	Policy Committee/Board	July
<input type="checkbox"/> Slot Re-Allocation Request	Policy Committee/Board	August February
<input type="checkbox"/> Current fiscal year Final Budget Revisions due to DFSS-Finance Division ( Head Start and Early Head Start)	Policy Committee/Board	October
<input type="checkbox"/> Head Start/Early Head Start Scope of Services/Budget (formerly work plan) <i>The training plan should include and detail the all the parent activities and projected cost for the fiscal year.</i>	Policy Committee/Board	Oct/Nov and as set-forth by DFSS Contracts Unit for contractual/signatory items of the agreement.
<input type="checkbox"/> Updated Board Membership List with members identified as meeting the 2007 Head Start Act areas of expertise.	No Approvals Required	Oct/Nov - <i>as set-forth by contracts division</i> <i>Submit with Scope of Services &amp; Budget.</i>
<input type="checkbox"/> Parent /Policy Committee Tracking	No Approvals Required	November 30
<input type="checkbox"/> Monthly Certifications of Personnel Actions	Policy Committee (Board as applicable for Head Start/Early Head Start Director & other key positions.)	7 <sup>th</sup> of each Month via eDocs Agency Directory
<input type="checkbox"/> CPPC Letter-of-Certification/Policy Committee Member List	No Approvals Required	November 30 and <i>as changes &amp; updates occur</i>



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PROGRAM GOVERNANCE ITEM	REQUIRED APPROVALS	# ANTICIPATED APPROVAL AND/OR COMPLETION DATE
<input type="checkbox"/> Early Head Start-Child Care Partnership Grant Applications/Budget	Policy Committee/Board	<b>February/March</b>
<input type="checkbox"/> Succeeding program year Program/Management Plans inclusive of ERSEA Recruitment, Selection, and Enrollment Guidelines	Policy Committee/Board	January -see PDM/ERSEA Milestones – <b>Subjected to change due to new HSPSS</b>
<input type="checkbox"/> Annual Self-Assessment Report & Improvement Plans	Policy Committee/Board	April / June- <b>to be confirmed</b> <b>Subjected to change due to new HSPSS</b>
<input type="checkbox"/> HS Eligibility Rule Training for newly seated Board Members/Policy Committee Members <b>HSPSS 1302.12(m)</b>	No Approvals Required	March - <b>and as new members are seated</b>
<input type="checkbox"/> Organization’s 2016 Annual Audit – <i>inclusive of selection of auditor, report findings, corrective action plan approved by the board, and shared with the policy committee; the annual fiscal audit should be completed within 60 days after the organization’s fiscal year ends.</i>	Board	March – DFSS monitor will request evidence of the selection and approval process.
<input type="checkbox"/> Fiscal & Accounting Policies & Procedures – <i>should be updated to reflect the Uniform Guidance (effective 12/2014); changes to the policy must be approved by the board.</i>	Board	DFSS monitor will request evidence of last approval.
<input type="checkbox"/> Board’s Annual Evaluation of the Executive Director	No Approvals Required	DFSS monitor will request evidence of completed evaluation.
<input type="checkbox"/> Annual Report Certification- <i>when was it completed and made available to the public, board, and policy committee; and must include the 8 elements as defined in the 2007 Head Start Act 644, as appropriate.</i>	No Approvals Required	DFSS monitor will request evidence of the completed report and when it was shared with the public & board;
<input type="checkbox"/> <b>New!</b> Data Management Procedures HSPSS 1301.101(b)(4)/ <i>Effective: 8/01/2017</i>	Policy Committee/Board	Guidance & Expectations Forthcoming
<input type="checkbox"/> <b>Reinforced:</b> Use of Data/Reporting <i>monthly, quarterly, semi-annual, annual fiscal, program and monitoring reports: HSPSS 1302.102(a-d)</i>	<i>Board &amp; PC should receive</i>	Monthly, Quarterly, Semi-Annual,



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<i>HS Act 642(d)(2); HS Act-642 (c)(1)(E)(iv)(IV)</i>	<i>the same reports.</i>	Annual #
<b>Program Governance Policies and Procedures</b> <i>(Approvals should be obtained within the current program year for applicable use for the succeeding policy committee.)</i>		
✓ <i>Policy Committee Bylaws</i>	Policy Committee/Board	<i>These policies and procedures should be reviewed and approved annually and documented accordingly in the policy committee and board minutes to authenticate compliance requirements.</i>
✓ <i>Policy Committee Selection &amp; Election process</i>	Policy Committee/Board	
✓ <i>Child Care Reimbursement Policy</i>	Policy Committee	
✓ <i>Complaint Procedures</i>	Policy Committee	
✓ <i>Impasse Procedures Conflict Resolution</i>	Policy Committee/Board	
✓ <i>Personnel Policies Inclusive Of Parents Role In HR Matters</i>	Policy Committee/Board	
✓ <i>Conflict-of-Interest Policy/ Standards of Conduct/Nepotism</i>	Policy Committee/Board	
<input type="checkbox"/> <b>New!</b> Policy Group Communication Process HSPSS 1301.4(b)(2)	No Approvals Required	<i>Parent Committee Requirements</i>
<input type="checkbox"/> Succeeding Head Start/Early Head Start Grant Applications/Budgets	Policy Committee/Board	May/June



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**Guidance for the Content from Program Governance Compliance Approvals**

1. **Monthly Certification of Personnel Actions:** are to be completed and submitted to COPA eDocs Agency Director by the 7<sup>th</sup> of each month. The policy committee approval dates for the personnel actions **should correspond to the respective policy committee meeting minutes**). The certification should be **signed** by the HR director (or assigned) **and** the program director or program governance support staff. *This process remains the same until further notice.*
2. **DFSS' Program Governance Submission Documents** that contain a certification system within the overall submittal process:
  - a. Fiscal Year HS/EHS Grant Application, Request for Supplemental Funding, Budget Revisions/Amendments
  - b. Fiscal Year the Contract /Scope of Services & Budget Approval Pages
  - c. Program Year CPPC Membership: Letter-of Certification, Policy Committee Membership List
  - d. Program Year Parent/Policy Committee Tracking Form
  - e. Program Year Slot Re-Allocation
  - f. Program Year Self-Assessment Report & Improvement Plan Approval Page
  - g. Program Year Management Plan Approval Page inclusive of ERSEA Guidelines for Recruitment, Selection & Enrollment
  - h. Succeeding Fiscal Year HS/EHS Grant Applications and Budgets
  - i. EHS-CCP Grant Applications and Budgets
  - j. Self-Assessment Report & Action Plan
3. **DFSS' PG SSCs will use the following certification documents** to document verification of these governance requirements for compliance; these certifications do not have to be submitted by the agency; however, agencies must be able to show evidence that these items were conducted and approved accordingly:
  - a. Annual Single Audit
  - b. Annual Report as required by the 2007 Head Start Act Section 644
  - c. Fiscal & Accounting Polices & Procedures
  - d. Program Governance Polices & Procedures
  - e. Personnel Policies and Procedures
  - f. New Eligibility Rule