



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 8th Floor Portals Building, 1250 Maryland Ave. SW, Washington DC 20024 | eclkc.ohs.acf.hhs.gov

To: Board Chairperson
Mr. Steve Laing
Board Chairperson
South Central Iowa Community Action
Program
1711 Osceola Ave.
Ste. 103
Chariton, IA 50049

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

Blanca E. Enzy 8/7/15
Date

Overview of Findings

From 4/27/2015 to 4/30/2015, the Administration for Children and Families (ACF) conducted an Environmental Health and Safety (EnvHS) review event for the South Central Iowa Community Action Program Head Start and Early Head Start programs. We wish to thank the governing body, Policy Council, staff, and parents of your programs for their cooperation and assistance during the review events. This Head Start Review Event Report has been issued to Mr. Steve Laing, Board Chairperson, as legal notice to your agency of the results of the on-site review events.

Based on the information gathered, no area of noncompliance was found during the course of the reviews. 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:

Mr. Clarence Small, Regional Program Manager
Ms. Kendra Sovern, Policy Council Chairperson
Mr. Jim Smith, CEO/Executive Director
Mrs. Nancy Schnurr, Head Start Director

Overview Information

Review Type:	<i>EnvHS</i>
Organization:	<i>South Central Iowa Community Action Program</i>
Program Type:	<i>Head Start and Early Head Start</i>
Field Lead:	<i>Patricia Habersaat</i>
Funded Enrollment HS:	<i>180</i>
Funded Enrollment EHS:	<i>32</i>

Glossary

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

Term	Definition
Compliance Measure (CM)	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.
Strength	A new and/or unique way of reaching the community.
Compliant	No findings. Meets requirements of Compliance Measure.
Concern	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.
Noncompliance	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.
Deficiency	<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> <ul style="list-style-type: none"> (A) A threat to the health, safety, or civil rights of children or staff; (B) A denial to parents of the exercise of their full roles and responsibilities related to program governance; (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 (D) The misuse of Head Start grant funds. <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>

Environmental Health & Safety

CMI#	Compliance Measure	Compliance Level
EnvHS 1.1	The program ensures all facilities are healthy and safe for children, families, and staff.	Compliant 1304.53(a)(10), 1304.53(a)(10)(i-ii, iv-vi, xixii, xiv, xvi), 1304.53(a)(7-8), 1304.53(b)(1)(ii), 1306.35(b)(2)(i-iii, vii-ix)
EnvHS 1.2	Evacuation routes are clearly marked, and emergency procedures are posted for all facilities.	Compliant 1304.22(a)(1, 3), 1304.53(a)(10)(vii), 1306.35(b)(1)
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.	Compliant 1306.30(c), 1306.35(d)
EnvHS 2.1	The program provides safe, clean, and appropriate indoor and outdoor learning environments.	Compliant 1304.53(a)(10)(viii, x, xvii), 1304.53(a)(5, 7-8), 1304.53(b)(1)(iii), 1304.53(b)(3), 1306.35(b)(2)(v-vi)
EnvHS 2.2	Staff, volunteers, and children wash their hands properly and when needed to ensure the health of children and adults.	Compliant 1304.22(e)(1)(i-iv)
EnvHS 2.3	Spilled bodily fluids are cleaned up and disinfected immediately according to established professional guidelines. Spills of bodily fluids were not observed in any of the observations conducted.	N/A 1304.22(e)(3-4)
EnvHS 2.4	The program adopts sanitation and hygiene practices for diapering that adequately protect the health and safety of children and staff. Diapering did not occur during any of the observations conducted.	N/A 1304.22(e)(5)
EnvHS 2.5	The program's Nutrition program is designed and implemented to: <ul style="list-style-type: none"> • Comply with USDA nutrition requirements • Ensure food safety, including all meals are void of choking hazards • Ensure that breast milk and formula are handled appropriately (when applicable) • Meet the individual nutritional needs and feeding requirements of each child (including children with special dietary, medical, or disability needs) 	Compliant 1304.23(b)(1), 1304.23(b)(1)(vii), 1304.23(e)(2)
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)
EnvHS 3.1	Prior to employing an individual, the program obtains a: <ul style="list-style-type: none"> • Federal, State, or Tribal criminal record check (CRC) covering all jurisdictions in which it provides Head Start services to children • Federal, State, or Tribal CRC as required by the law of the jurisdiction in which the program provides Head Start services • CRC as otherwise required by Federal law 	Compliant 648A(g)(3)(A-C)

EnvHS 3.5	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.	Compliant 1310.10(g)
EnvHS 3.6	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).	Compliant 1304.52(i)(1)(iii-iv), 1306.35(b)(2)(iv)
EnvHS 4.1	The program's vehicles are properly equipped. The grantee did not provide transportation services.	N/A 1310.10(d)(1-4), 1310.12(a), 1310.12(b)(2)
EnvHS 4.2	At least one bus monitor is aboard the vehicle at all times. The grantee did not provide transportation services.	N/A 1310.15(c)
EnvHS 4.3	Each bus monitor, before duty, has been trained on: <ul style="list-style-type: none"> • Child boarding-and-exiting procedures • Use of child restraint systems • Required paperwork • Emergency response and evacuation procedures • Use of special equipment • Child pick-up and release procedures • Pre- and post-trip vehicle checks The grantee did not provide transportation services.	N/A 1310.17(f)(2)
EnvHS 4.4	The program ensures that persons employed to drive vehicles receive the required behind-the-wheel and classroom training before transporting children. The grantee did not provide transportation services.	N/A 1310.17(b)(1-7)

— END OF REPORT —