



DEPARTMENT OF HEALTH & HUMAN SERVICES

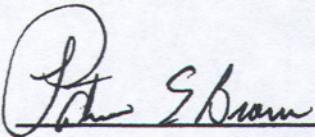
ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Head Start
8th Floor Portal Building
1250 Maryland Avenue, SW
Washington, DC 20024

To: Board Chairperson

Ms. Margaret Underwood
Board Chairperson
Northwest Michigan Human Services Agency, Inc.
3963 Three Mile Road
Traverse City, MI 49686

From: Responsible HHS Official

Ms. Patricia E. Brown
Acting Director, Office of Head Start


Date

Overview of Findings

From 1/27/2008 to 2/1/2008 the Administration for Children and Families (ACF) conducted an on-site monitoring review of the Northwest Michigan Human Services Agency, Inc. Head Start and Early Head Start programs. We wish to thank the 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 Ms. Margaret Underwood, Board Chairperson, as legal notice to your agency of the results of the on-site program review.

Based on the information gathered during our review, 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 on the areas where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. All areas of noncompliance identified in this letter should be corrected within 120 days following receipt of this report. The ACF Regional Office will contact you soon to address any questions you may have concerning this report.

Distribution of the Head Start Review Report

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

Ms. Kay Willmoth, Regional Program Manager
Mr. Matt Jones, Policy Council Chairperson
Mr. John Stephenson, CEO/Executive Director
Ms. Kathleen Kundrat, Head Start Director

Overview Information

Review Type: *Triennial*
 Organization: *Northwest Michigan Human Services Agency, Inc.*
 Program Type: *HS/EHS*
 Team Leader: *Ms. Judy Deane*
 Funded Enrollment HS: *782*
 Funded Enrollment EHS: *115*

Area of Noncompliance Determination

Northwest Michigan Human Services Agency, Inc. Head Start and Early Head Start programs have areas of noncompliance. These are found in:

Applicable Standards	Program Type	Status
<i>1304.53(a)(7)</i>	<i>HS and EHS</i>	<i>Noncompliant</i>

1304.53 Facilities, Materials, and Equipment.**(a) Head Start Physical Environment and Facilities****(7) Grantee and delegate agencies must provide for the maintenance, repair, safety, and security of all Early Head Start and Head Start facilities, materials and equipment**

The grantee did not provide for the maintenance of the Ironton Child Development Head Start facility. An observation found paint peeling off the entryway and classroom ceilings and walls. The Education Coordinator and Head Start Director confirmed the entrance and classroom ceilings and walls were in need of painting and repairs. While the center was placed on a maintenance schedule, painting and repairs were not completed before the end of the review. The grantee was out of compliance with the regulation because the Ironton Child Development Head Start facility was not maintained as required.

Timeframe for Corrective Action

The area(s) of noncompliance cited in this report must be corrected within 120 days of the receipt of this report. Pursuant to Section 637(2)(C) of the Head Start Act, a grantee that fails to correct an area of noncompliance within the prescribed time period will be judged to have a deficiency that must be corrected within the time period required by the responsible HHS official.

— END OF REPORT —