




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**  
*Mrs. Nola Hietbrink*  
*Board Chairperson*  
*Children First, Inc.*  
*1723 N Orange Ave.*  
*Sarasota, FL 34234-8511*

**From: Responsible HHS Official**  
*Ms. Yvette Sanchez Fuentes*  
*Director, Office of Head Start*

 7/20/11  
Date

### Overview of Findings

On 6/28/2011, the Administration for Children and Families (ACF) conducted a monitoring desk review of the Children First, Inc. Head Start and Early Head Start programs to determine whether the previously identified findings had been corrected.

Based on the information gathered during our review, we have closed the previously identified findings. Accordingly, no corrective action is required at this time. If you have questions about this report, please contact your ACF Regional Office.

This Head Start Review Report has been issued to Mrs. Nola Hietbrink, Board Chairperson, as legal notice to your agency of the results of the program review.

#### Distribution of the Head Start Review Report

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

Mr. Jeffrey Fredericks, Acting Regional Program Manager  
Ms. Stephania Esparza, Policy Council Chairperson  
Mr. Philip Tavill, CEO/Executive Director  
Ms. Hope Kinney, Head Start Director

#### Overview Information

Review Type: *Desk Review*  
Organization: *Children First, Inc.*  
Program Type: *Head Start and Early Head Start*  
Team Leader: *Misty Montier*  
Purpose: *Follow Up*  
Funded Enrollment HS: *292*

Funded Enrollment EHS: 96

Funded Enrollment ARRA: 120

### Status of Previously Identified Areas of Noncompliance

Date of Review in which Noncompliance was identified	Applicable Standards	Program Type	Status
Nov 28, 2010	1310.10(b)	HS and EHS	Corrected

#### PART 1310 - Head Start Transportation

##### 1310.10 General.

**(b) When an agency has decided not to provide transportation services, either for all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities. The specific types of assistance being offered must be made clear to all prospective families in the program's recruitment announcements.**

Triennial + ARRA(11/28/2010)

The grantee did not include the specific types of transportation assistance offered in its recruitment announcements. A review of the recruitment flyer and brochure found they contained statements indicating the program did not provide transportation services for children enrolled in the program. The documents did not include the specific types of transportation assistance offered by the grantee when parents needed assistance making it to program activities. In an interview, the Family Services Manager confirmed the information was not included in the flyer and brochure.

The grantee did not ensure its recruitment flyer and brochure made clear to prospective families the specific types of transportation assistance offered; therefore, the grantee was not in compliance with the regulation.

Desk Review - Corrected

The grantee included the specific types of transportation assistance offered in its recruitment announcements. The Head Start Director stated the grantee decided not to provide Transportation services and instead provided reasonable assistance to families to arrange transportation to and from activities. A review of a corrective action plan submitted to the Regional Office on May 12, 2011 found the grantee developed a plan to include specific types of transportation assistance offered to families requiring transportation in its recruitment flyers. A review of a newly designed recruitment flyer found it was to be distributed to parents interested in enrolling their children in the Head Start/Early Head Start program. The flyer included a statement indicating the program did not provide bus transportation to and from its sites, but if assistance was needed, parents would be able to speak to a Family Advocate and discuss transportation options, including carpooling and using the County transit system.

In a telephone interview, the Head Start Director and Family Service Manager confirmed the procedure for communicating transportation options to parents. The Head Start Director said the program worked closely with the County transit system to obtain discounted bus passes for

families unable to buy passes on their own. Family Advocates worked with families needing transportation and referred them to the County transit system to obtain discounted bus passes with their Medicaid cards. The Head Start Director stated copies of both the triennial report and the corrective action plan were provided and explained to the Board Chair and the Policy Council Chair.

The grantee made clear in its recruitment flyers to families specific types of transportation assistance was available to enable them to participate in program activities. This area of noncompliance is corrected.

— END OF REPORT —