

FY26 FA2 Information Session

December 18, 2025

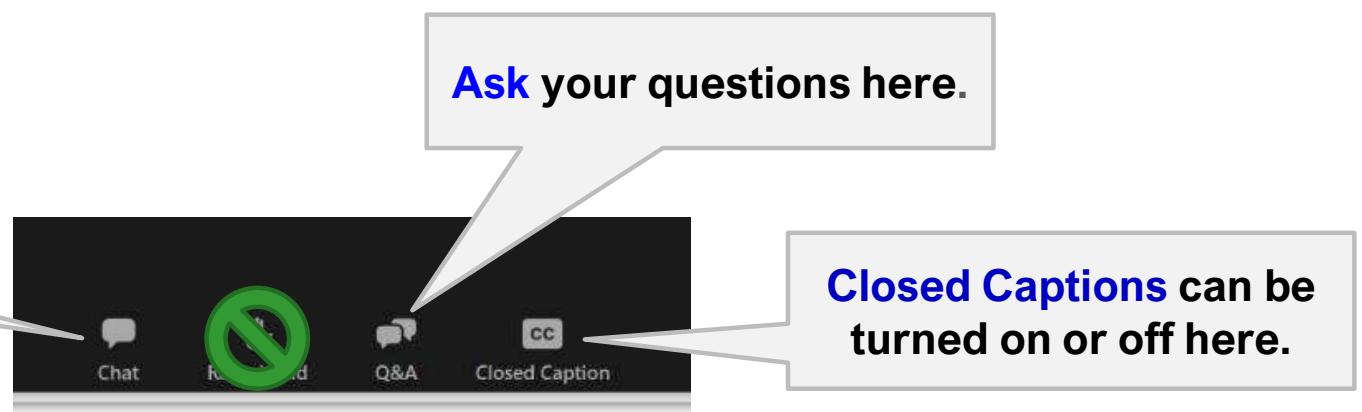
ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start



Housekeeping Items

- All participants are in listen-only mode
- Closed Captioning is available
- Participate in discussion via the Chat
- Submit all questions via Q&A

Participate in discussion with the presenters here.



Program Design, Management, and Improvement

- Program Design & Strategic Planning
- Staffing and Staff Member Supports

Education and Child Development Services

- Effective Teaching Strategies

Family and Community Engagement Services

Supporting Family Well-Being & Family Engagement

Health Services

- Safe and Sanitary Environments
- Child Health & Oral Health Care Status
- Mental Health & Social-Emotional Well-Being
- Child Nutrition
- Expectant Families

FA2: Comprehensive Services Review (FA2)

Content Overview

Eligibility, Recruitment, Selection, Enrollment, & Attendance

Eligibility
Selection
Enrollment

Fiscal Infrastructure

Budget Development,
Implementation, & Oversight
Comprehensive Financial
Management Structure & Systems
Facilities and Equipment Management
Systems

Office of Head Start (OHS) Monitoring

Fiscal Year 2026 (FY26)

Focus Area 2: Comprehensive Services Review Protocol

Focus Area 2: Comprehensive Services Review (FA2) Overview

Through the FA2 Review, the Office of Head Start (OHS) will explore how each grant recipient implements high-quality Head Start services for children and families. This document details the Fiscal Year 2026 (FY26) key topics included in the FA2 Review.

Program Design, Management, and Improvement

- Use of data to inform program planning, evaluation, and improvement
- Recruitment, supervision, and retention of a qualified staff team

Fiscal Infrastructure

- Budget development, implementation, and oversight
- Meeting the administrative and reporting requirements of the Head Start grant
- Internal controls to prevent fraud, waste, and abuse of federal funds
- Management of federally funded facilities and equipment

Eligibility, Recruitment, Selection, Enrollment, and Attendance

- Ensuring that families are eligible for Head Start services
- Selection of children and families who will benefit from Head Start services
- Maintaining full enrollment and promoting enrollment of children with disabilities

Education and Child Development

- Use of child assessments to individualize learning for all children
- Developmentally appropriate teaching and home visiting practices

Health Services

- Safety in staffing, facilities, and equipment
- Support for children to receive medical and oral health care
- Mental health consultation services
- Nutrition services that meet all children's needs
- Support for expectant families

Family and Community Engagement Services

- Welcoming environments that support families' engagement in the program
- Collaboration with families to develop and progress toward meeting family goals



Office of Head Start (OHS) Monitoring

Fiscal Year 2026 (FY26)

Focus Area 2: Comprehensive Services Review Protocol

What to Expect: FY26 FA2 Review

FA2 Review Approach

The FA2 Review is a 3.5-day review event that includes on-site and virtual activities. All review events will be led by a Review Lead and a team of reviewers.

Before the Review

- Grant recipients will be notified in summer 2025 if they will receive an FY26 FA2 Review. All notifications will be sent through Head Start Enterprise System (HSES) Correspondence.
- OHS will confirm the date of the review 45 days in advance. A small number of reviews are unannounced and will not have a 45-day confirmation letter.
- A Review Lead will schedule a virtual planning touchpoint with the Head Start director and the fiscal officer. The planning touchpoint provides an opportunity to discuss questions, share requests for information, and confirm the 3.5-day schedule.

During the Review

Grant recipients will showcase their strengths and practices through the FA2 Review activities, including:



Touchpoints with program leaders prior to the review and at the end of each review day



Kick-off meeting with director, fiscal officer, and program managers



Data testing to review fiscal transactions and eligibility files



Discussions with program staff members, the governing body, and the policy council



Data tours with director, fiscal officer, and managers



Explorations in centers, classrooms, and home-based group socializations

After the Review

The FA2 Review ends with a final touchpoint on the last day of the review. All documentation must be received no later than 12:00 p.m. on the final day of the review to be considered. Following the review, OHS will issue a report with information about the grant recipient's performance. OHS will use the review results to inform training and technical assistance support.



FY26 FA2 Monitoring Review Guide PDMI



Program Design, Management, & Improvement (PDMI) 1 of 4

PDMI: Key topics

This section shares the topics typically reviewed through the FA2 PDMI monitoring activities. Review teams may request additional information during the monitoring event, as needed.

PDMI includes 2 sections

Program Design and Strategic Planning: How the grant recipient uses data to inform program planning, evaluation, and improvement. This includes:

- ★ ***Self-assessment and ongoing monitoring:*** How grant recipients use program data (e.g., self-assessment and ongoing monitoring data) to monitor program performance, evaluate progress toward goals, and continuously improve their program



Program Design, Management, & Improvement (PDMI) 2 of 4

PDMI: Key Topics (cont'd)

Staffing and Staff Member Supports: How the grant recipient recruits and retains a team of qualified staff members and provides effective supervision for staff members. This includes:

- ★ ***Management structure:*** How the grant recipient's leadership team provides effective management and oversight for every service area
- ★ ***Ongoing supervision:*** How the grant recipient regularly supervises staff members' performance and provides feedback to support their continuous improvement
- ★ ***Staff qualifications:*** Demonstrate that center-based Early Head Start teachers, center-based Head Start Preschool lead teachers, home visitors, and family services staff members possess the appropriate qualifications for their roles
- ★ ***Professional development and coaching:*** How the grant recipient provides comprehensive training and professional development and a coordinated, research-based coaching strategy to enhance education staff members' ability to deliver high-quality services

Program Design, Management, & Improvement (PDMI) 3 of 4

What types of monitoring activities are included?

The FA2 PDMI content area includes the following monitoring activities:



Management Team Kickoff

Meeting with grant recipient leadership team and review team members to start the review event



Data Tours

To review how managers track and use data relating to program design, human resources, supervision and ongoing monitoring across content areas



Discussions

With education and family services staff members to understand supervision and oversight

These activities describe the ways the review team will engage with the grant recipient to learn about the FA2 Review's PDMI topic areas

Program Design, Management, & Improvement (PDMI) 4 of 4



Management Team Kickoff

Participants:

- ✓ Director(s)
- ✓ Service area managers
- ✓ Fiscal officer
- ✓ Monitoring team

Bring to meeting

- ✓ Organizational chart



Data Tours

PDMI topics are covered as part of the following:

- ✓ Human Resources
- ✓ Education and Child Development
- ✓ ERSEA
- ✓ Family and Community Engagement
- ✓ Health
- ✓ Program Management



Discussions

2 Discussions

✓ Education Staff

Teachers and home visitors observed during *Classroom Explorations* or *Socialization Explorations* participate

✓ Family Services Staff

FY26 FA2 Monitoring Review Guide: Fiscal



Fiscal Infrastructure 1 of 8

Fiscal Infrastructure: Key topics

This section shares the topics typically reviewed through the FA2 Fiscal monitoring activities. Review teams may request additional information during the monitoring event, as needed.

Fiscal Infrastructure includes 5 sections

Budget Development, Implementation, and Oversight: The process the grant recipient uses for developing and maintaining its program budget. This includes:

- ★ **Budget development:** Demonstrate how the program develops its budget and engages others in the process
- ★ **Tracking budgeted to actual costs:** Show how the program identifies and manages variances between its actual and budgeted costs

Fiscal Infrastructure 2 of 8

Fiscal Infrastructure: Key Topics (cont'd)

Comprehensive Financial Management Structure, and Systems: The grant recipient's system for maintaining financial records, generating reports, and financial information needed to manage the program, and safeguarding Federal funds. This includes:

- ★ ***Financial record-keeping:*** Share financial records to show how the grant recipient accurately tracks Head Start program expenses
- ★ ***Payroll records:*** Review payroll records with the review team to show how the grant recipient ensures they accurately charge personnel costs to the grant award
- ★ ***Reporting requirements:*** Demonstrate that the grant recipient's financial management system is sufficient to meet reporting requirements, including the annual audit, SF-425, and SF-429 filings



Fiscal Infrastructure 3 of 8

Fiscal Infrastructure: Key Topics (cont'd)

Internal Controls: The policies, practices and systems the grant recipient has put in place to maintain effective control over all funds, property, and assets. This includes:

- ★ ***Policies and procedures:*** Provide the written policies and procedures the grant recipient has put in place to reduce risk of fraud, waste, or abuse of Head Start funds. These should address topics such as fiscal standards of conduct; conflicts of interest; segregation of fiscal duties; required internal approvals; whistleblower protection; and how key fiscal processes are carried out
- ★ ***Payment Management System drawdowns:*** Demonstrate how the grant recipient minimizes the amount of time between drawing down and spending Federal funds for the Head Start program
- ★ ***Reconciliation:*** Walk through the program's process for reconciling its accounts and provide the review team with a recent bank reconciliation
- ★ ***Ongoing monitoring:*** Show how the grant recipient monitors its own fiscal operations and financial management system and addresses issues it identifies

Fiscal Infrastructure 4 of 8

Fiscal Infrastructure: Key Topics (cont'd)

Allowable Costs: The written procedures the grant recipient has implemented to ensure costs charged to the Head Start award are necessary, reasonable, and appropriately allocated. This includes:

- ★ **Cost allocation plan:** Share the grant recipient's written cost allocation plan and demonstrate the process for identifying shared costs, establishing a reasonable basis for costs allocated to the Head Start award, and implementing the plan
- ★ **Procurement:** Show the grant recipient's procurement policies and provide documentation to verify how procurement is conducted
- ★ **Indirect costs:** Share the grant recipient's methodology for charging allowable indirect costs to the Head Start grant, and how the grant recipient ensures that it does not exceed its indirect cost rate
- ★ **Administrative costs:** Demonstrate the grant recipient's system for identifying and tracking administrative costs to ensure they do not exceed 15% of total approved program costs (or the percentage established by an active waiver)
- ★ **Non-Federal match:** Show the grant recipient's system for identifying, valuing, and tracking non-Federal match to ensure that the 20% non-Federal match requirement is met

Fiscal Infrastructure 5 of 8

Fiscal Infrastructure: Key Topics (cont'd)

Facilities and Equipment Management: How the grant recipient acquires and manages facilities and equipment purchased using Federal funds. This area also explores how the grant recipient identifies and mitigates risk, including maintenance of appropriate property loss, casualty, and liability insurance. This includes:

- ★ ***Facilities with Federal interest:*** Demonstrate that the grant recipient has received advance approval for any purchase, construction, or renovation of facilities using Federal funds, and that it has filed in the public record and posted required notices of Federal interest for all real property and facilities, including modular units
- ★ ***Equipment:*** Show the grant recipient's policies and practices for acquiring, maintaining, managing, and disposing of equipment purchased with Head Start funds
- ★ ***Insurance:*** Share a summary of the grant recipient's insurance documents describing the insurance the grant recipient maintains

Fiscal Infrastructure 6 of 8

Before the review begins

To support an efficient review, grant recipients preparing for the FA2 monitoring event will be asked to provide certain fiscal documentation before the beginning of the review, including:

- ✓ Most recent audit
- ✓ Subrecipient/delegate contracts
- ✓ Fiscal policies and procedures
- ✓ Detailed general ledger from the most recently completed program year
- ✓ Most recent annual SF-425 and SF-429A submissions

Fiscal Infrastructure 7 of 8

What types of monitoring activities are included?

The *FA2 Fiscal Infrastructure* monitoring activities include:



Fiscal Data Tour

The grant recipient shares the data, reports, and tools they use to support their day-to-day oversight of the program's financial management systems and fiscal operations.

The grant recipient should be prepared to show real-time data and documents.



Transaction Testing

The review team selects and requests a sample of actual transactions to understand how the grant recipient implements its policies and procedures and ensures accurate record-keeping.

These activities describe the ways the review team will engage with the grant recipient to learn about the FA2 Review's Fiscal infrastructure topic areas

Fiscal Infrastructure 8 of 8



Data Tours

Participants

Fiscal Officer and Head Start Director (Day 1)

Types of data shared

- ✓ Financial management system
- ✓ General ledger
- ✓ Procurement procedures
- ✓ Budget-to-actual report
- ✓ Recent transactions
- ✓ Insurance documentation
- ✓ Personnel record-keeping system
- ✓ Fiscal policies and procedures
- ✓ Cost allocation plan
- ✓ Bank reconciliations
- ✓ Payment Management System (PMS) drawdowns
- ✓ Non-Federal match documentation
- ✓ Most recent annual SF-425 and SF-429A federal filings
- ✓ Equipment inventory
- ✓ Notice(s) of Federal interest, if applicable
- ✓ Most recent audit



Transaction Testing

- ✓ Sample of transactions executed over the past 2 years
- ✓ Sample includes a variety of fiscal documentation (personnel, procurement, federal reports, etc.)
- ✓ Review team will work independently to review transactions
- ✓ Reviewer may reach out for clarifications

FY26 FA2 Monitoring Review Guide - Health



Health 1 of 6

Health: Key Topics

This section shares the topics typically reviewed through the FA2 HEA monitoring activities. Review teams may request additional information during the monitoring event, as needed.

Health includes 5 sections

Safe and Sanitary Environments: How the grant recipient maintains safety in staffing, facilities, materials, and equipment through effective monitoring, policies, and procedures.

★ ***Emergency preparedness:*** Walk through the plans, practices, and policies the grant recipient puts in place for managing emergencies. This includes how staff members are made aware of the plans, practices, and policies they should implement in the event of an emergency.

★ ***Background checks:*** How the grant recipient tracks and completes all parts of background checks for all staff members within required timeframes.



Health 2 of 6

Health: Key Topics (cont'd)

Safe and Sanitary Environments (cont'd)

★ ***Daily and ongoing safety checks:*** How the grant recipient monitors its facilities, equipment, and materials to ensure they are safe for children. This includes demonstrating:

- ✓ Grant recipient's approach to preventative maintenance
- ✓ Process for reporting incidents affecting children's health and safety to OHS
- ✓ Indoor and outdoor equipment and materials are clean and safe
- ✓ Facilities are free from pests, mold, pollutants, and safety hazards
- ✓ Grant recipient's current licensure meets state, local, and tribal regulations (as required)

★ ***Safety and hygiene practices:*** How the grant recipient implements safety and hygiene practices to keep children safe and healthy. This includes:

- ✓ Hygienic practices and toothbrushing practices
- ✓ How the grant recipient ensures safe sleeping environments for Early Head Start children
- ✓ How staff members ensure awareness about children's food allergies
- ✓ Types of active supervision practices the grant recipient implements to keep children safe

Health 3 of 6

Health: Key Topics (cont'd)

Child Health and Oral Health Care Status: How the grant recipient follows a process to assist children and families to connect to medical and oral health care.

- ★ ***Medical and oral health care determinations:*** How the grant recipient tracks that a health care professional has determined if a child is up-to-date on their preventative and primary medical and oral health care within 90 days of enrollment.

Mental Health and Social Emotional Well-Being: How the grant recipient provides mental health services to children, families, and staff members to address needs and promote continued social and emotional development.

- ★ ***Mental health consultation:*** How the grant recipient maintains an agreement with licensed mental health professional or who is supervised by a licensed mental health professional. This also includes how the grant recipient annually evaluates how the mental health consultation services meet the needs of the program.



Health 4 of 6

Health: Key Topics (cont'd)

Child Nutrition: This section focuses on how the grant recipient provides nutritional services that meet the individual and developmental needs of children.

- ★ ***Healthy meals and snacks:*** How the grant recipient follows a process to meet the individual feeding needs of children and serves fresh produce to children through meals and learning experiences.

Expectant Families: How the grant recipient provides services to enrolled expectant families (*if applicable*).

- ★ ***Services for expectant families:*** How the grant recipient makes sure that expectant families have access to health care and health care coverage within 30 days of enrollment. This also includes how the grant recipient tracks services and referrals for expectant families to promote prenatal care and healthy pregnancies.

Health 5 of 6

What types of monitoring activities are included?

The FA2 Health content area includes the following monitoring activities:



Data tours

with managers to learn about policies, practices, and procedures programs put in place to maintain healthy and safe environments for children.



Explorations

in centers and classrooms to observe how staff implement safety practices and create healthy learning environments for children.

These activities describe the ways the review team will engage with the grant recipient to learn about the FA2 Review's Health topic areas

Health 6 of 6



Data Tours

Human Resources (HR) Data Tour

Head Start Director(s) and HR Manager (as applicable) share the program's background check process and data

Health Data Tour

Health Services Manager and Facilities Manager (as applicable) share the following types of data (examples below)

- ✓ Health data tracking system
- ✓ Mental health consultation data
- ✓ Safety plans and procedures
- ✓ Health and safety training plans
- ✓ Data used for ongoing monitoring
- ✓ Nutrition service data (e.g., individual dietary needs)
- ✓ Procedures for reporting child health and safety incidents



Explorations

✓ Center Explorations

Observe the safety and hygiene practices that keep children safe and healthy while in the program's centers

✓ Classroom Exploration

Observe staff members' attention to safety in the learning environment



FY26 FA2 Monitoring Review Guide - ECD

**FY26 FA2 Review Monitoring Review Guide
Education and Child Development (ECD)**

The Education and Child Development (ECD) Monitoring Review Guide outlines what to expect on the upcoming Focus Area 2: Comprehensive Services Review (FA2). This guide shares information about the key topics review teams will explore and the monitoring activities they will use during the ECD portions of the FA2 Review.

Through the ECD portion of the FA2 Review, the Office of Head Start (OHS) learns how grant recipients provide a strong foundation for children's lifelong learning through high-quality early education and child development services that promote the cognitive, social, and emotional growth of children, including children with disabilities.

ECD: Key Topics

This section shares the topics typically reviewed through the FA2 ECD monitoring activities. Review teams may request additional information during the monitoring events as needed.

Effective Teaching Practices: this section focuses on how the grant recipient promotes children's learning through responsive, developmentally appropriate teaching and home visiting practices that meet children's needs.

Ongoing Child Assessment: Walk through how ongoing child assessment data is collected and used to individualize for children and inform practices that support children's learning and progression toward goals.

Responsive teaching practices: How education staff members provide responsive teaching practices that promote healthy development and are tailored to meet the needs of all children. This includes demonstrating how education staff members:

- ✓ Use teaching practices that foster trust and emotional security
- ✓ Develop children's communication and language skills during learning experiences
- ✓ Manage their classrooms in a way that supports children's engagement and social emotional development
- ✓ Provide developmentally appropriate schedules that enable children to have various experiences throughout the day

Responsive home visits and socializations: (for home-based programs only) Demonstrate how education staff members provide engaging home visits and group socialization experiences that promote parent engagement and extend children's learning. This includes showing how the grant recipient does the following:

- ✓ Offers families the opportunity to help plan group socializations that are developmentally appropriate and align with the curriculum
- ✓ Provides families with opportunities for meaningful shared experiences and to develop parenting skills during group socializations

Head Start

Head Start

Head Start

Head Start

Head Start



Education and Child Development (ECD) 1 of 5

ECD: Key Topics

This section shares the topics typically reviewed through the FA2 ECD monitoring activities. Review teams may request additional information during the monitoring event, as needed.

ECD includes 1 section

Effective Teaching Practices: This section focuses on how the grant recipient promotes children's learning through responsive, developmentally appropriate teaching and home visiting practices that meet children's needs.

- ★ **Ongoing child assessment:** Walk through how ongoing child assessment data are collected and used to individualize for children and inform practices that support children's learning and progression toward goals

Education and Child Development (ECD) 2 of 5

ECD: Key Topics (cont'd)

Effective Teaching Practices: (cont'd)

★ ***Responsive teaching practices:*** How education staff members provide responsive teaching practices that promote healthy development and are tailored to meet the needs of all children. This includes demonstrating how education staff members:

- ✓ Use teaching practices that foster trust and emotional security
- ✓ Develop children's communication and language skills during learning experiences
- ✓ Manage their classrooms in a way that supports children's engagement and social-emotional development
- ✓ Provide developmentally appropriate schedules that enable children to have various experiences throughout the day



Education and Child Development (ECD) 3 of 5

ECD: Key Topics (cont'd)

Effective Teaching Practices: (cont'd)

★ ***Responsive home visits and socializations (for home-based programs only):*** Demonstrate how education staff members provide engaging home visits and group socialization experiences that promote parent engagement and extend children's learning. This includes showing how the grant recipient does the following:

- ✓ Offers families the opportunity to help plan group socializations that are developmentally appropriate and align with the curriculum
- ✓ Provides families with opportunities for meaningful shared experiences and to develop parenting skills during group socializations

Education and Child Development (ECD) 4 of 5

What types of monitoring activities are included?

The FA2 ECD content area includes the following monitoring activities:



Data tour

with education management staff members to better understand how staff oversees and manages education services.



Discussion

with education staff members to understand teaching strategies and individualization for children.



Classroom and Socialization Explorations

to observe how center-based and home-based education practices are implemented.

These activities describe the ways the review team will engage with the grant recipient to learn about the FA2 Review's ECD topic areas

Education and Child Development (ECD) 5 of 5



ECD Data Tour

Participant
ECD Manager

Share and discuss information relating to:

- ✓ Ongoing child assessment
- ✓ Staff supervision
- ✓ Ongoing monitoring



ECD Staff Discussion

Participants

- ✓ Teachers
- ✓ Home Visitors

Education staff observed during respective explorations

Types of topics discussed

- ✓ Using child assessment data to individualize instruction
- ✓ Teaching practices used to support children's healthy development



Classroom and Socialization Explorations

- ✓ **Classroom Explorations**
Observe teaching practices focusing on individualized instruction, classroom management, and learning environments

- ✓ **Socialization Explorations**
Observe a group socialization in home-based programs that focus on how group socializations support parent engagement and skill development

FY26 FA2 Monitoring Review Guide - FCE

FY26 FA2 Review Monitoring Review Guide
Family & Community Engagement (FCE)

The Family & Community Engagement (FCE) Monitoring Review Guide outlines what to expect on the upcoming Focus Area 2: Program Systems Review (FA2). This guide shares information about the key topics review teams will explore and monitoring activities they will use during the FA2 portions of the FA2 monitoring event.

Through this review, the Office of Head Start (OHS) learns how grant recipients engage with families in program options, support family well-being, and promote involvement in their children's learning and healthy development. The FCE portions of the FA2 Review will focus on how grant recipients support families in meeting their goals and collaborate with community partnerships or other funding sources to do so.

FCE: Key Topics

This section shares the topics typically reviewed through the FA2 FCE monitoring activities. Review teams may request additional information during the monitoring event, as needed.

- Welcoming environments:** How staff members create a program environment that makes families feel valued, respected, and welcomed to participate in the program. This includes exploring how staff members communicate with families about their child and invite families' feedback on their experiences in the program.
- Family needs and strengths:** The kinds and assessment processes the program has put in place to learn about each family's strengths and needs.
- Family partnership goals:** The review focuses on multiple aspects of the family partnership goals, including:
 - ✓ How family services staff members interact with families to develop family partnerships based on what families need
 - ✓ How families and family services staff members work together to track progress toward these goals and adjust them as needed.
- Engagement for male caregivers:** How grant recipients support fathers and other male caregivers to engage in their children's learning and development.

Review Guide
Family & Community Engagement (FCE)

What to expect during the FA2 FCE monitoring event.

Review teams will include parents and caregivers, staff, and OHS staff. The review will focus on the following areas:

- How families and family services staff members interact with families to develop family partnerships based on what families need
- How families and family services staff members work together to track progress toward these goals and adjust them as needed.
- How grant recipients support fathers and other male caregivers to engage in their children's learning and development.

Review Guide
Family & Community Engagement (FCE)

What to expect during the FA2 FCE monitoring event.

Review teams will include parents and caregivers, staff, and OHS staff. The review will focus on the following areas:

- How families and family services staff members interact with families to develop family partnerships based on what families need
- How families and family services staff members work together to track progress toward these goals and adjust them as needed.
- How grant recipients support fathers and other male caregivers to engage in their children's learning and development.

Review Guide
Family & Community Engagement (FCE)

What to expect during the FA2 FCE monitoring event.

Review teams will include parents and caregivers, staff, and OHS staff. The review will focus on the following areas:

- How families and family services staff members interact with families to develop family partnerships based on what families need
- How families and family services staff members work together to track progress toward these goals and adjust them as needed.
- How grant recipients support fathers and other male caregivers to engage in their children's learning and development.

Review Guide
Family & Community Engagement (FCE)

What to expect during the FA2 FCE monitoring event.

Review teams will include parents and caregivers, staff, and OHS staff. The review will focus on the following areas:

- How families and family services staff members interact with families to develop family partnerships based on what families need
- How families and family services staff members work together to track progress toward these goals and adjust them as needed.
- How grant recipients support fathers and other male caregivers to engage in their children's learning and development.

View Guide
Family & Community Engagement (FCE)

Topics contribute to the program's ongoing feedback on their needs so they need in order to do a share their experiences.

Viewers start members from family services staff feel comfortable program. The Review cool out to you in monitoring.

Head Start



Family and Community Engagement (FCE) 1 of 4

FCE: Key Topics

This section shares the topics typically reviewed through the FA2 FCE monitoring activities. Review teams may request additional information during the monitoring event, as needed.

FCE includes 1 section

- ★ ***Welcoming environments:*** How staff members create program environments that make families feel valued, respected, and welcomed to participate in the program. This includes exploring how staff members communicate with families about their child and invite families' feedback on their experiences in the program.
- ★ ***Family needs and strengths:*** The intake and assessment procedures the grant recipient has put in place to learn about each family's strengths and needs.



Family and Community Engagement (FCE) 2 of 4

FCE: Key Topics (cont'd)

- ★ ***Family partnership goals:*** The review focuses on multiple aspects of the family partnership goals, including:
 - ✓ How family services staff members interact with families to develop family partnership goals based on what families need
 - ✓ How families and family services staff members work together to track progress towards these goals and adjust them as needed.
- ★ ***Engagement for male caregivers:*** How grant recipients support fathers and other male caregivers to engage in their children's learning and development.

Family and Community Engagement (FCE) 3 of 4

What types of monitoring activities are included?

The FA2 FCE content area includes the following monitoring activities:



Data Tour

with the FCE manager to learn about strategies and tools to support family engagement



Discussion

with family services staff members and parents to learn about how the grant recipient engages families

These activities describe the ways the review team will engage with the grant recipient to learn about the FA2 Review's FCE topic areas

Family and Community Engagement (FCE) 4 of 4



FCE Data Tour

Participant

FCE Manager shares data, reports and information used to manage and oversee FCE services

Types of data shared

- ✓ Intake and assessment procedures
- ✓ Ongoing monitoring data
- ✓ Tracking family partnership agreement process
- ✓ System for supervising family services staff members' performance and needs

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Discussions

Parents

Parents and caregivers share experiences such as the following (examples):

- ✓ How they work with teachers and family services staff members
- ✓ How they feel welcomed, respected and invited to engage
- ✓ Their experiences with setting family goals

Family Services Staff

- ✓ Staff members who provide family partnership agreement services participate in discussion
- ✓ Focus on how they support families, are supported themselves in their roles, and how they monitor their own work

FY26 FA2 Monitoring Review Guide - ERSEA

**FY26 FA2 Review Monitoring Review Guide
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)**

The Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Monitoring Review Guide outlines what to expect on the upcoming Focus Area 2: Comprehensive Services Review (FA2). This guide shares information about the key topics review teams will explore and monitoring activities they will use during the ERSEA portion of the FA2 review.

Through the Head Start (HS) focus, grant recipients will discuss how each grant recipient recruits, selects, and enrolls eligible children and families into its Head Start program. The HS component of the FA2 monitoring event focuses on grant recipients' efforts to accurately manage its eligibility and enrollment processes, including accurate policies and practices for selecting children and families who apply to the program and ensuring the documentation of grant recipients' policies and practices for enrollment and monitoring review discussions. Head grant recipients' policies likely prevent fraudulent enrollment.

ERSEA: Key Topics

This section shares the topics typically reviewed through the FA2 ERSEA monitoring activities. Review teams may request additional information during the monitoring event, as needed.

- Selection Criteria:** Demonstrate how the grant recipient used the needs it identified through its current community assessment to develop its selection criteria for the current program year. Also show how grant recipients use the selection criteria to rank children currently on the waitlist.
- Training:** Share the training plan and specific examples of the training staff members received on eligible children and families into the program.
- Preventing fraud:** Share the policies and practices the grant recipient has put in place to deter fraudulent or inaccurate enrollment of children and families who are not eligible to receive Head Start services.
- Eligibility:** Demonstrate the tracking system the grant recipient uses to monitor the percentage of children and families that fall into the respective income eligibility categories. This includes enrolling staff members following the following guidelines for non-Tribal programs:
 - Maintains fewer than 10 percent of enrolled children or repeatant families who may benefit from services but do not meet other eligibility requirements.
 - Maintains fewer than 35 percent of enrolled children or repeatant families whose incomes are between 100 percent and 130 percent of the poverty line.



Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) 1 of 5

ERSEA: Key Topics

This section shares the topics typically reviewed through the FA2 ERSEA monitoring activities. Review teams may request additional information during the monitoring event, as needed.

ERSEA includes 3 sections

- ★ **Selection Criteria:** Demonstrate how the grant recipient used the needs it identified through its current community assessment to develop its selection criteria for the current program year. Also show how the grant recipient uses the selection criteria to rank children currently on the waitlist.
- ★ **Training:** Share the training plan and specific examples of the training staff members received on the program's ERSEA practices, including expectations for ensuring staff members only enroll eligible children and families into the program.



Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) 2 of 5

ERSEA: Key Topics (cont'd)

- ★ **Preventing Fraud:** Share the policies and practices the grant recipient has put in place to deter fraudulent or erroneous enrollment of children and families who are not eligible to receive Head Start services.
- ★ **Eligibility:** Demonstrate the tracking system the grant recipient uses to monitor the percentage of children and expectant families that fall into the respective income eligibility categories. This includes ensuring staff members following the following guidelines (for non-Tribal programs):
 - ✓ Maintains fewer than 10 percent of enrolled children or expectant families who may benefit from services but do not meet other eligibility requirements
 - ✓ Maintains fewer than 35 percent of enrolled children or expectant families whose incomes were between 100 percent and 130 percent of the poverty line

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) 3 of 5

ERSEA: Key Topics (cont'd)

- ★ ***Enrollment:*** How the grant recipient ensures full enrollment across program options, including the enrollment of children with disabilities. The manager will share how the grant recipient:
 - ✓ Identifies, tracks, and fills program vacancies within 30 days
 - ✓ Maintains at least 10 percent of the program's actual enrollment with children eligible for services under the Individuals with Disabilities Education Act (IDEA)
 - ✓ Accurately reports monthly enrollment to the Office of Head Start in the Head Start Enterprise System (HSES)
- ★ ***Ongoing Monitoring:*** Walk through the data the grant recipient uses to monitor its ERSEA services. This includes showing how the manager(s) analyzes and uses these data and how they ensure the data are accurate.

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) 4 of 5

What types of monitoring activities are included?



ERSEA Data Tour

Share data, reports, and other tools used to select and enroll families, document how families meet eligibility requirements, and accurately track and monitor ERSEA service delivery



Eligibility File Review

Sample of client files are reviewed to validate that ERSEA data are tracked accurately tracks and that enrolled children and families meet eligibility requirements

(File Review is not applicable for Tribal programs)

These activities describe the ways the review team will engage with the grant recipient to learn about the FA2 Review's ERSEA topic areas

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) 5 of 5



Data Tour

Participant

ERSEA Manager

Types of data shared

- ✓ Eligibility tracking system
- ✓ Enrollment vacancy tracking
- ✓ Eligibility training records
- ✓ ERSEA policies and procedures
- ✓ Selection criteria
- ✓ Waitlists
- ✓ Attendance data
- ✓ Sample child files



Eligibility File Review

- ✓ ERSEA manager or staff member familiar with eligibility files should participate in the File Review.
- ✓ Review team checks sample of files to validate the grant recipient accurately tracks ERSEA data and enrolls eligible children and families
- ✓ Eligibility File Review activities are not conducted with Tribal programs



What's Next

Fiscal Year 2026 Monitoring Resources

Fiscal Year (FY) 2026 Head Start Monitoring Protocols

Head Start monitoring protocols are used by the Office of Head Start (OHS) to gather data and other information to assess grant recipient program operation and performance. Reviews are held for the:

- Classroom Assessment Scoring System (CLASS®)
- Focus Area 1: Program Systems Review (FA1)
- Focus Area 2: Comprehensive Services Review (FA2)
- Risk Assessment Notification (RAN)

OHS uses the information collected during reviews to understand the grant recipient's approach to program design and services. The data is also used to evaluate their performance and continuous program improvement.

Use the materials below to prepare for your CLASS, FA1, FA2, or RAN review.

FA2

Focus Area 2: Comprehensive Services Review 

HeadStart.gov:

- ✓ FA1 and FA2 Monitoring Protocols
 - Updated format for FY26
- ✓ CLASS® Review Field Guide and AIAN CLASS® Self-Review Field Guide
- ✓ Sample Incident Reporting Form and RAN Review Protocol





Thank You

