



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. Fred R. Bunch
Board Chairperson
West Central Missouri Community Action Agency
110 W 4th St.
Appleton City, MO 64724-0125

From: Responsible HHS Official

Ms. Yvette Sanchez Fuentes
Director, Office of Head Start

Date
12-21-12

Overview of Findings

On 11/19/2012, the Administration for Children and Families (ACF) conducted a monitoring desk review of the West Central Missouri Community Action Agency 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 Mr. Fred R. Bunch, 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. Clarence Small, Regional Program Manager

Ms. Sarah Lightcap, Policy Council Chairperson

Mr. Amos E. Jackson, CEO/Executive Director

Ms. Peggy Bowles, Head Start Director

Overview Information

Review Type:	<i>Desk Review</i>
Organization:	<i>West Central Missouri Community Action Agency</i>
Program Type:	<i>Head Start and Early Head Start</i>
Team Leader:	<i>Ms. Pam Lucas</i>
Purpose:	<i>Follow Up</i>
Funded Enrollment HS:	<i>454</i>

Funded Enrollment EHS: 104

Status of Previously Identified Areas of Noncompliance

Management Systems

Date of Review in which Noncompliance was identified	Applicable Standards	Program Type	Status	Finding Type
<i>Apr 15, 2012</i>	<i>648A(g)(3)(A-C)</i>	<i>HS and EHS</i>	<i>Corrected</i>	<i>Human Resources</i>

Head Start Act

Sec. 648A. STAFF QUALIFICATIONS AND DEVELOPMENT [42 U.S.C. 9843a]

(g) Staff Recruitment and Selection Procedures- Before a Head Start agency employs an individual, such agency shall--

(3) obtain--

(A) a State, tribal, or Federal criminal record check covering all jurisdictions where the grantee provides Head Start services to children;

(B) a State, tribal, or Federal criminal record check as required by the law of the jurisdiction where the grantee provides Head Start services; or

(C) a criminal record check as otherwise required by Federal law.

Triennial (4/15/2012)

The grantee did not ensure criminal record checks (CRCs) were obtained prior to employing staff. A review of the grantee's hiring policy found it required CRCs to be conducted prior to hire; however, some employees did not complete CRCs until after they began employment. A review of 51 personnel files found 4 staff--8 percent--did not complete CRCs prior to hire. The Head Start/Early Head Start Director was hired July 14, 2008 and completed a CRC July 16, 2008; a Family Advocate hired August 1, 2008 completed a CRC August 18, 2008; a Staff Support Specialist hired August 11, 2008 completed a CRC August 18, 2008; and a teacher assistant hired October 14, 2008 completed a CRC October 30, 2008. In an interview, the Human Resources Director confirmed the dates of hire and CRCs.

The grantee did not ensure four employees completed CRCs prior to hire; therefore, it was not in compliance with the regulation.

Desk Review - Corrected

The grantee ensured criminal records checks (CRCs) were obtained prior to employing staff. In a telephone interview with the Head Start Director, Human Resource Director, and Executive Director, the Human Resource Director stated policies and procedures requiring CRCs for all agency employees prior to hire were in place since March 2009 and said all individuals were to be screened through the Family Care Safety Registry under the Missouri Department of Health and Senior Services prior to hire. The Head Start Director stated no one with a child abuse or neglect finding was eligible for hire in any agency position. A review of all 45 Personnel Actions and Missouri Family Care Safety Registry Background Screening letters from the date of the triennial through November 14, 2012 found all CRCs were completed prior to hire.

The grantee ensured CRCs were obtained prior to employing staff. This area of noncompliance is corrected.

— END OF REPORT —