



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

## Program Performance Summary Report

**To: Authorizing Official/Board Chairperson**

Mr. Frank Axe

Amador-Tuolumne Community Action

10590 State Highway 88

Jackson, CA 95642 - 9470

**From: Responsible HHS Official**

**Date: 12/30/2024**

**Mr. Khari M. Garvin**

**Director, Office of Head Start**

During the week of December 9, 2024, the Administration for Children and Families (ACF) conducted a monitoring review of Amador-Tuolumne Community Action to determine whether the previously identified finding(s) had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Mr. Frank Axe, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified finding(s) which are included in this report. Any open finding previously identified but not discussed in this report will remain open. The grant recipient will receive a Follow-up review to determine the compliance status of those findings.

Please contact your Regional Office with any questions or concerns you may have about this report.

### **DISTRIBUTION OF THE REPORT**

Copies of this report will be distributed to the following:

Ms. Cynthia Yao, Regional Program Manager

Mr. Joseph Bors, Chief Executive Officer/Executive Director

Ms. Marcia Williams, Head Start Director

Ms. Marcia Williams, Early Head Start Director

### Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Amador-Tuolumne Community Action	09CH011917

### Glossary of Terms

Term	Definition
<b>Area of Concern (AOC)</b>	An area in which the agency needs to improve performance. These issues should be discussed with the grant recipient's Regional Office for possible technical assistance.
<b>Area of Noncompliance (ANC)</b>	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline for correction and possible technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
<b>Corrected</b>	The original finding identified has been reviewed, along with any applicable supporting evidence, and now meets the requirements of the applicable regulation.
<b>Deficiency</b>	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> <li>(i) a threat to the health, safety, or civil rights of children or staff;</li> <li>(ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations;</li> <li>(iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management;</li> <li>(iv) the misuse of funds received under this subchapter;</li> <li>(v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or</li> <li>(vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified;</li> </ul> <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>
<b>Uncorrected</b>	The original finding identified has been reviewed, along with any applicable supporting evidence, and does not meet the requirements of the applicable regulation.

## Performance Summary

This section contains an overview of compliance information determined through this review. Detailed information can be found in the Review Details section.

<b>Content Area</b>	<b>Performance Area</b>	<b>Applicable Standards</b>	<b>Grant Number(s)</b>	<b>Primary Review Finding Status</b>	<b>Timeframe for Correction</b>	<b>Follow-up Compliance Level</b>
Program Design, Management, and Improvement	Program Governance	1301.5	09CH011917	ANC	N/A	Corrected
Fiscal Infrastructure	Facilities and Equipment Management Systems	75.320(d)(2)	09CH011917	ANC	N/A	Corrected

## Review Details

This section of the report provides details on grant recipient performance in each Content Area and Performance Area with a previous or new finding.



### Program Design, Management, and Improvement

Included below are details on any relevant findings within this Content Area.

#### Performance Area: Program Governance

##### *Follow-up Details*

Corrected - 1301.5

##### *Summary*

**Grant Number(s) Cited:** 09CH011917

**Timeframe for Correction:** N/A

##### *Performance Standard Details*

**Regulation Text:** 1301.5 Training. An agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

##### *Compliance Details*

Based on the Follow-up review, this finding has been corrected.

- The grant recipient provided training to the governing body and the policy council on eligibility requirements, policies, and practices.

Additional details from this review event:

- The grant recipient updated procedures and the governing board bylaws, provided training, and enhanced monitoring.
- The grant recipient updated the Board Agenda Procedures to include the required training topics and training schedule.
- The updated governing board bylaws stated members would receive an orientation packet and training binder within 30 days of starting their tenure.
- The grant recipient provided training to the governing board and policy council members on July 19, 2024. A review of the agenda and sign-in sheets showed the training occurred.
- The board secretary tracked governing board and policy council members' completed training using the Board Regulations Compliance Checklist.

##### *Initial Finding*

**Parent Review Type:** FA2-CR - **Parent Review Date:** 02/09/2024

**Parent Review Finding Level: ANC - Performance Standard Number: 1301.5**

**Grant Number(s) Cited: 09CH011917**

**Timeframe for Correction: 120 Days**

***Performance Standard Details***

**Regulation Text:** 1301.5 Training. An agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

***Compliance Details***

- The grant recipient did not provide orientation or appropriate training to governing body members.

Additional details from this review event:

- The program director and the executive director stated the grant recipient did not provide orientation or training to board members on the Head Start Program Performance Standards (HSPPS) or eligibility requirements.
- During a discussion, board members confirmed they had not been trained on the HSPPS.
- A further review of board meeting agendas provided for the months of October and December 2023 confirmed Head Start training for new or existing board members did not occur.



## Fiscal Infrastructure

Included below are details on any relevant findings within this Content Area.

### Performance Area: Facilities and Equipment Management Systems

#### *Follow-up Details*

Corrected - 75.320(d)(2)

#### *Summary*

**Grant Number(s) Cited:** 09CH011917

**Timeframe for Correction:** N/A

#### *Performance Standard Details*

**Regulation Text:** 75.320 Equipment. (d) Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements: (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

#### *Compliance Details*

Based on the Follow-up review, this finding has been corrected.

- The grant recipient conducted a physical inventory and reconciled the results with the property records every two years.

Additional details from this review event:

- The grant recipient updated policies and revised practices.
- A review of the updated accounting standards and policies showed that they include language regarding internal controls and monitoring. The policy update was approved by the policy council in November 2024 and by the governing board in December 2024.
- The fiscal officer stated the grant recipient revised its physical inventory tracking system practices. Under these practices, staff enter items into the inventory tracking system upon receipt, and the data is reconciled with the physical inventory every two years.
- The grant recipient conducted a physical inventory and reconciled the results to the inventory tracking system in September 2024. A review of the asset control report showed the box for the 2024 physical inventory was checked.

#### *Initial Finding*

**Parent Review Type:** FA2-CR - **Parent Review Date:** 02/09/2024

**Parent Review Finding Level:** ANC - **Performance Standard Number:** 75.320(d)(2)

**Grant Number(s) Cited:** 09CH011917

**Timeframe for Correction:** 120 Days

#### *Performance Standard Details*

**Regulation Text:** 75.320 Equipment. (d) Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements: (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

***Compliance Details***

- The grant recipient did not take a physical inventory of its equipment and reconcile it with property records at least every 2 years.

Additional details from this review event:

- The grant recipient did not reconcile the results of its most recent inventory, conducted in fall 2023, with property records.
- The grant recipient had not previously completed an inventory since 2019.

----- End of Report -----