



*Kueska*

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

**To: Board Chairperson**  
Ms. Angie K. Papadakis  
Los Angeles County Office Of Education / 09CH0002  
10100 Pioneer Boulevard  
Suite 325  
Santa Fe Springs, CA 90670-7361

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

March 5, 2010

Date

**Triennial and First Year Monitoring Reviews**

The Office of Head Start (OHS) will be conducting an on-site monitoring review of your Head Start program between October 1, 2010 and September 30, 2011, pursuant section 641A(c) of the Head Start Act. This letter outlines the initial steps to initiate the partnership for planning the review.

Danya International, Inc. (Danya), the Head Start Monitoring Support contractor, starts the process by contacting you for vital information. Danya will contact you to request that you submit the dates that your program will be open, have children in session, and be available for review. Danya will provide you with an electronic availability calendar. Use the calendar to identify two weeks of availability for each month that your program will be open. Do not include dates when children are not in session. Please submit the calendar to Danya by **March 19, 2010**.

Danya will provide instructions on how to upload the documents that will be reviewed prior to your onsite visit. You are also requested to provide information to assist in pre-site planning. While electronic submission is ideal, if you do not have internet access, Danya will provide instructions on how to submit your documents.

Thirty days prior to the on-site review, Danya will send you written notification of the actual dates of your monitoring review. Soon after the official written notification, the Review Team Leader (RTL) assigned to supervise your on-site review will contact you. This will provide the RTL an opportunity to become familiar with your program and confirm the schedule for on-site activities.

We look forward to working with each of you as we strengthen our efforts to continue to implement a high quality monitoring process to ensure quality for all Head Start and Early Head Start programs.

Please feel free to contact us with questions or comments at [HS2011@Danya.com](mailto:HS2011@Danya.com).