

Preparing for an On-Site Review: Preparing for A Fiscal On-Site Monitoring Review

November 4-5, 2009, Hyatt Regency Indianapolis, Indianapolis, Indiana
November 18-19, 2009, Doubletree Hotel Dallas Campbell Center, Dallas, Texas
December 9-10, 2009, Hilton Durham near Duke University, Durham, North Carolina
January 20-21, 2010, Hyatt Regency Cypress Orlando, Orlando, Florida

The Head Start Fiscal Protocol places a greater emphasis on the oversight responsibility of the governing bodies to develop and implement effective policies and procedures that provide reasonable assurance that Head Start funds are used solely for their authorized purpose. Over the past several years, the Fiscal Protocol has been revised to include additional financial compliance areas. *The Improving Head Start for School Readiness Act of 2007* includes language for the use of a Risk Based Assessment Approach as part of Federal monitoring. In addition, the legislation requires an annual review of the Fiscal Protocol to ensure the design and implementation of the assessment adequately measures the compliance of grantees and delegate agencies with applicable fiscal laws and regulations. As a result of these changes, the Fiscal Protocol is revised annually.

Preparing for a Fiscal Onsite Monitoring Review provides Head Start Fiscal Staff, Directors, Executive Directors, Management Staff, and Governing Body and Policy Council members with an understanding of the changes to the Fiscal Protocol using a Risk Based Assessment Approach. The institute also provides participants with information on how to prepare and comply with the requirements of the Head Start Fiscal Protocol. Topics that will be discussed include Governance and Internal Controls, Use of Head Start Grant Funds, Compensation, Grantee Property, Financial Reports, and Non-Federal Share.

The Standard Registration Fee is \$300 per person. Members of *T/TAS@Your Service* may qualify for the Subscriber Rate of \$285 per person. (Some restrictions may apply based on level of subscription; please visit www.ttas.org/ays.html for information on how to become a subscriber.) Register for this event and **A Comprehensive Overview of the OHS Monitoring Protocol Process** (click [here](#) to learn more) and qualify for the discounted Standard Registration Fee of \$285 or the Subscriber rate of \$275. For details on registering, including information on earning .95 Continuing Education Units (CEUs) for this event, please see page 3.

Learning Outcomes

- ★ Participants will receive a detailed overview of the 2010 Office of Head Start Fiscal Protocol;
- ★ Participants will be provided with information on how to comply with such areas as Allocability, Allowability, and Reasonableness of Costs; Davis-Bacon Requirements; Draw Downs; Financial Monitoring; Contract Management; Facility Requirements; Compensation; Insurance; and more;
- ★ Participants will gain insight into using a Risk Based Assessment Approach to reaching compliance with the Financial Monitoring requirements; and
- ★ Participants will review and better understand the changes made to the Fiscal Protocol to be in accordance with *The Improving Head Start for School Readiness Act*.

Your Presenter

Perry Davis, Fiscal/Management Specialist, provides technical assistance and training in the areas of finance and management, including cost allocation, non-Federal share, systems integration, inventory control, and





budget development and monitoring. Prior to joining T/TAS, Perry served as the Program Operations Manager of a large Head Start and Early Head Start program in Mississippi. He has an MBA with a concentration in Finance.

(T/TAS reserves the right to substitute presenters as circumstances warrant.)

Hotel Accommodations

The room block will be held until the stated deadline or until the block is sold out, whichever comes first. Reservations are accepted on a space and rate availability basis by the hotel, and room blocks often fill quickly. Please consult the hotel for information on their specific cancellation policies, and to learn about additional charges that may apply to hotel guests (i.e., parking fees, phone charges, internet access fee, etc.). Ask the hotel for additional information on available amenities, such as room service, in-house dining, and additional area attractions.

November 4-5, 2009, Indianapolis, Indiana

The Hyatt Regency Indianapolis is located at One South Capitol Avenue in Indianapolis, Indiana. Accommodations are available at the special conference rate of \$109 per night for single or double occupancy (plus applicable taxes). Please make your hotel reservations **no later than October 12, 2009** by calling 888-233-1234 or 317-632-1234. To qualify for the special conference rate, please state that you will be attending the **Western Kentucky University** event.

November 18-19, 2009, Dallas, Texas

The Doubletree Hotel Dallay Campbell Centre is located at 8250 North Central Expressway in Dallas, Texas. Accommodations are available at the special conference rate of \$109 per night for single or double occupancy (plus applicable taxes), which includes a complimentary breakfast for all guests. Please make your hotel reservations **no later than October 18, 2009** by calling 800-245-8918 or 214-691-8700. To qualify for the special conference rate, please state that you will be attending the **Head Start Prepare for Review** event.

December 9-10, 2009, Durham, North Carolina

The Hilton Durham near Duke University is located at 3800 Hillsborough Road in Durham. Accommodations are available at the special conference rate of \$114 per night for single or double occupancy (plus applicable taxes), which includes a complimentary breakfast for all guests. Please make your hotel reservations **no later than November 9, 2009** by calling 919-383-8033 or 800-HILTONS. To qualify for the special conference rate, please state that you will be attending the **Western Kentucky University Head Start** event.

January 20-21, 2010, Orlando, Florida

The Hyatt Regency Grand Cypress Orlando is located at One Grand Cypress Boulevard in Orlando, Florida. Accommodations are available at the special conference rate of \$109 per night for single or double occupancy (plus applicable taxes), which includes a complimentary breakfast for all guests. Please make your hotel reservations **no later than December 21, 2009** by calling 800-233-1234 or 407-239-1234. To qualify for the special conference rate, please state that you will be attending the **Head Start Prepare for Review** event.

Tentative Agenda

Day One

| | |
|------------------|--|
| 8:30 - 9:00 a.m. | Registration & Refreshments |
| 9:00 a.m. - Noon | Opening Helpful Documents Governance and Internal Controls |
| Noon - 1:15 p.m. | Lunch on Your Own |
| 1:15 - 5:00 p.m. | Governance and Internal Controls (Cont'd) Use of Head Start Grant Funds |

Day Two

| | |
|----------------|-------------------------------------|
| 8:00-8:30 a.m. | Refreshments |
| 8:30 a.m.-Noon | Compensation Financial Reporting |

Registering for T/TAS Events

It is easy to register for events sponsored by T/TAS. There are three methods for registering:

- ★ **To Register On-Line:** To register for any T/TAS event, please go to our web site at www.ttas.org/calendar.html, locate the event you wish to register for, and then click on the **Register** button.
- ★ **To Register By Mail:** Complete and return the attached Registration Form with check, money order, or Purchase Order (made out to T/TAS), or with Credit Card info (Visa, MasterCard, or Discover) to: **T/TAS, 1906 College Heights Boulevard, #11031, Bowling Green, Kentucky 42101-1031.**
- ★ **To Register By Fax:** Complete and fax the attached Registration Form with Purchase Order or Credit Card (Visa, MasterCard, or Discover) information to our office at 270-745-3340 or 270-745-2142.

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill.

Enrollment is Limited: T/TAS cannot guarantee enrollment at events. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. T/TAS is not liable for any hotel or travel penalties or fees that may be incurred by participants or registrants.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide your e-mail address on the registration form if you wish to receive a confirmation. If you do not receive a confirmation within five days of registering for the event, please contact Mike Hartz at 800-882-7482.

Cancellations/Substitutions Policy: If you cancel your registration in writing 10 or more business days before the event, registration fees will be refunded, less a \$25 enrollment charge. No refunds will be made less than 10 business days prior to the event; however, you may designate a substitute to attend in your place. T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

Continuing Education Units (CEUs): Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of the attached registration form and include an additional fee of \$25 per person. Consult the event registration form to learn how many CEUs will be offered for each event.

T/TAS Also Brings the Training to You

T/TAS is a leading provider of on-site professional development training and technical assistance. Our knowledgeable experts deliver the same high-quality training and materials in your local program setting, reaching **all** of your staff at a cost competitive with the cost of sending just a few to a conference or seminar. **Most of the events in our annual and quarterly training catalogs can be adapted for presentation in your local program or cluster.**

T/TAS also specializes in designing training specifically for delivery on-site in your local program, including such titles as *Preparing for An On-Site Federal Review*; *Program Governance: Road Map to Success for Decision-Makers*; *Positive Guidance: Making A Place for Everyone*; *Self-Assessment*; *The Supervisor/Mentor Coach Institute*; *Five Parenting Behaviors That Predict Success in School*; *Supporting the Involvement of Fathers in the Lives of Young Children*; and *Ongoing Monitoring: The Key to Quality in Head Start*. To learn more or to schedule training, call 800-882-7482.



Event Registration Form

PLEASE COMPLETE ALL FIELDS AND PRINT NAME & POSITION of person attending exactly as it should appear on the name tag. Copy form as necessary for registering additional persons.

Name: _____ Position: _____

E-Mail Address: _____

Agency/Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Enrollment is Limited: T/TAS cannot guarantee enrollment in any event. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. There will be no on-site registration.

| EVENT | SELECT FEE(S) |
|---|---|
| <p>PREPARING FOR AN ON-SITE REVIEW: PREPARING FOR A FISCALON-SITE MONITORING REVIEW</p> <p><input type="checkbox"/> NOVEMBER 4-5, 2009, HYATT REGENCY INDIANAPOLIS, INDIANAPOLIS, IN</p> <p><input type="checkbox"/> NOVEMBER 18-19, 2009, DOUBLETREE HOTEL DALLAS CAMPBELL CENTER, DALLAS, TX</p> <p><input type="checkbox"/> DECEMBER 9-10, 2009, HILTON DURHAM NEAR DUKE UNIVERSITY, DURHAM, NC</p> <p><input type="checkbox"/> JANUARY 20-21, 2010, HYATT REGENCY CYPRESS ORLANDO, ORLANDO, FL</p> | <p><input type="checkbox"/> Standard Registration: \$300 +</p> <p><input type="checkbox"/> TTAS@Your Service Subscribers: \$285 * +</p> <p><input type="checkbox"/> Check if requesting .65 CEUs (6.5 contact hours) from Western Kentucky University and include an additional \$25 in payment.</p> |

* Subscribers, please include **T/TAS@Your Service** Enrollment No. _____. Some restrictions may apply; visit www.ttas.org/ays.html for information on becoming a subscriber.

+ Also register for the companion monitoring events - **A Comprehensive Overview of the 2010 OHS Monitoring Protocol Process** - and qualify for the discounted Standard Registration of \$285 or the discounted Subscriber rate of \$275. To learn more, visit www.ttas.org/calendar.html.

Room blocks often fill quickly; please make your hotel reservations by the date listed in the conference descriptions.

CHECK METHOD OF PAYMENT (Forms will not be processed unless accompanied by payment):

- Check payable to T/TAS.
- Purchase Order No. _____ payable to T/TAS.
- Credit Card (Mastercard, Visa, Discover only): _____ - _____ - _____ - _____
Expiration Date: _____ Signature: _____
Visa Card Users, please include 3-digit V number from back of card: __ __ __

Return to: T/TAS
1906 College Heights Boulevard #11031
Bowling Green, Kentucky 42101-1031
Fax: 270-745-3340 or 270-745-2142
Call 800-882-7482 for more information

ACCESSIBILITY NEEDS:

Do you have any disability that requires special materials or services?

Do you have a special dietary need?

Cancellations: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received **in writing** 10 working days prior to the start of the event. EIN61-1358086