

<b>Department: Monitoring</b>	<b>Effective Date: 7/1/2014</b>	<b>Procedure Number: 3500</b>
<b>Regulation Number: 1302.100 Head Start Act, 641A(g)(3)</b>	<b>Regulation Topic: Monitoring of Programs</b>	<b>Procedure Title: Mandatory System of Ongoing Monitoring</b>

**Procedure:**

The ongoing monitoring system should be a comprehensive process of oversight and developed with support and feedback from MARC Head Start to include all required components. The monitoring plan should be developed in a collaborative process with MARC Head Start Content Area Coordinators and MARC Head Start Quality Assurance Staff and at a minimum meet the requirements of all subsets of procedure 3500. Plans will be submitted to the MARC Head Start Director according to the schedule below:

- Tier 3 direct service providers will submit draft monitoring plan and At-A-Glance (Form 3500) schedule by August 4<sup>th</sup>
- MARC Head Start Content Area Coordinators and MARC Head Start Quality Assurance Staff will review and provide recommended corrections by August 11<sup>th</sup>
- Tier 3 direct service providers will submit final monitoring plan by August 18<sup>th</sup>
- MARC Head Start Content Area Coordinators and MARC Head Start Quality Assurance Staff will review and approve or provide further recommendations for corrections by August 25<sup>th</sup>