Department: Monitoring	Approval Date: 5/27/2014	Policy Number: 3500
Regulation Number: **1302.100** **Head Start Act, 641A(g)(3)**	**Regulation Topic:** **Monitoring of Programs**	**Policy Title:** **Mandatory System of Ongoing Monitoring**

Policy:

All MARC Head Start Tier 3 direct service providers must develop a documented

system for monitoring the following items:

- State, local, and federal regulations and updates
- Head Start systems and services
- Program goals and objectives
- MARC Head Start policies and procedural updates

The system at a minimum must identify:

- The person(s) with content knowledge to conduct the monitoring
- The tools to be used
- What action(s) will occur based upon analysis
- Method for tracking completed actions
- Integration of data findings into next steps and program planning

A copy of the plan must be provided annually and include year-over-year updates to the MARC Head Start Organizational Manager or requested MARC Head Start staff, kept on file and are subject to random audit by MARC Head Start staff.