

Office of Head Start Federal Review Eligibility Self-Audit Checklist

- Site staff must self-audit 100% of this program year's enrolled files using the checklist.
- **Compliant** means that all columns are checked for each child.
- All completed checklists must be returned to Center Director.
- Center Director is responsible for submitting all completed checklists at one time to their assigned Family Engagement Coach by October 15, 2018.
- PSESD will randomly select 20% of files for each class to be monitored and notify FSS.
- FSS will upload all eligibility documentation (income verification, age, family size, authority to enroll) to ChildPlus within 3 business days of notice.