

| Area of Non Compliance | Correction Steps |
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| Verifiable non-federal share | <ol style="list-style-type: none"> 1. Aligned procedures for Head Start and CSISD 2. Formal cost allocation procedures 3. Addition of oversight of non-federal costs to Fiscal On-going Monitoring Plan |
| Inclusive personnel activity reports | <ol style="list-style-type: none"> 1. Personnel Activity Reports (PAR) established for each staff member to include all hours worked 2. Training provided for all staff 3. Addition of oversight of PARs to Fiscal On-going Monitoring Plan |
| Documented administrative costs to be less than 15% | <ol style="list-style-type: none"> 1. Calculation of administrative costs revised to include non-federal costs 2. Formula established for specific non - federal costs items of all types 3. Addition of oversight administrative cost levels to Fiscal On-going Monitoring Plan |
| Provision of required financial reports to Board and Policy Council | <ol style="list-style-type: none"> 1. Division of all Head Start costs between credit card purchases and other expenditures 2. Specific Head Start costs (credit card and other) provided in separate monthly report to Board of Trustees, including budget to actual amounts 3. Specific Head Start costs (credit card and other) provided in separate monthly report to Policy Council, including budget to actual amounts 4. Addition of monthly report provision to Fiscal On-going Monitoring Plan |