



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

June 23, 2025

Great Lakes Community Action Partnership

Re: Grant No. 90CM009853

Dear Grant Recipient,

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact the OHS Oversight Division at ohsmonitoringteam@acf.hhs.gov with any questions or concerns you may have about this report.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 ecikc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. Cory Stine

Great Lakes Community Action Partnership

127 S Front St

Fremont, OH 43420 - 3021

From: Responsible HHS Official

Date: 06/20/2025

Tala Hooban

Deputy Director, Office of Head Start

During the week of May 12, 2025, the Administration for Children and Families (ACF) conducted a monitoring review of Great Lakes Community Action Partnership to determine whether the previously identified finding(s) had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Mr. Cory Stine, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified finding(s) which are included in this report. Any open finding previously identified but not discussed in this report will remain open. The grant recipient will receive a Follow-up review to determine the compliance status of those findings.

Please contact the OHS Oversight Division at ohsmonitoringteam@acf.hhs.gov with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Ms. Sandra Carton, Regional Program Manager

Mrs. Ruthann House, Chief Executive Officer/Executive Director

Mrs. Jacquie Wells, Head Start Director

Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Great Lakes Community Action Partnership	90CM009853

Glossary of Terms

Term	Definition
Area of Concern (AOC)	An area in which the agency needs to improve performance. These issues should be discussed with the grant recipient's Regional Office for possible technical assistance.
Area of Noncompliance (ANC)	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline for correction and possible technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Corrected	The original finding identified has been reviewed, along with any applicable supporting evidence, and now meets the requirements of the applicable regulation.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>
Uncorrected	The original finding identified has been reviewed, along with any applicable supporting evidence, and does not meet the requirements of the applicable regulation.

Performance Summary

This section contains an overview of compliance information determined through this review. Detailed information can be found in the Review Details section.

Content Area	Performance Area	Applicable Standards	Grant Number(s)	Primary Review Finding Status	Timeframe for Correction	Follow-up Compliance Level
Significant Health and Safety Incidents	Safety Practices	1302.90(c)(1)(ii)	90CM009853	ANC	N/A	Corrected
Program Design, Management, and Improvement	Systems for Program Management and Improvement	1302.102(d)(1)(ii)	90CM009853	DEF	N/A	Corrected

Review Details

This section of the report provides details on grant recipient performance in each Content Area and Performance Area with a previous or new finding.

Significant Health and Safety Incidents

Included below are details on any relevant findings within this Content Area.

Performance Area: Safety Practices

Follow-up Details

Corrected - 1302.90(c)(1)(ii)

Summary

Grant Number(s) Cited: 90CM009853

Timeframe for Correction: N/A

Performance Standard Details

Regulation Text: 1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not: (A) Use corporal punishment; (B) Use isolation to discipline a child; (C) Bind or tie a child to restrict movement or tape a child's mouth; (D) Use or withhold food as a punishment or reward; (E) Use toilet learning/training methods that punish, demean, or humiliate a child; (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child; (G) Physically abuse a child; (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or, (I) Use physical activity or outdoor time as a punishment or reward.

Compliance Details

Based on the Follow-up review, this finding has been corrected.

- The grant recipient ensured staff members and other adults connected to the program did not maltreat or endanger the health or safety of children.

Additional details from this review event:

- The grant recipient revised and created policies and procedures, enhanced staff training, increased monitoring, and supported staff.
- The child development director stated the grant recipient revised its standards of conduct to include the new Head Start Program Performance Standards language. Additionally, the grant recipient developed a new Child Health and Safety Incidents and Reporting Procedure in January 2025. A review of the procedure found that staff were responsible for intervening and assisting staff members who needed support.
- The grant recipient revised its training schedule to require behavior guidance and support training during the onboarding process and when staff return to work following a layoff. Staff members also participated in training on the standards of conduct and the step back procedure. A review of training agendas and sign-in sheets found all staff received behavior guidance training between February and April 2025.
- The grant recipient revised its active supervision checklist to include teacher-child interactions. The quality teaching and learning coordinator stated the checklist was completed in each classroom monthly.
- The grant recipient hired an intervention specialist to assist classroom staff in providing support for children with challenging behaviors.

Initial Finding**Parent Review Type:** RAN - **Parent Review Date:** 07/15/2024**Parent Review Finding Level:** ANC - **Performance Standard Number:** 1302.90(c)(1)(ii)**Grant Number(s) Cited:** 90CM009853**Timeframe for Correction:** 120 Days***Performance Standard Details***

Regulation Text: 1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not: (A) Use corporal punishment; (B) Use isolation to discipline a child; (C) Bind or tie a child to restrict movement or tape a child's mouth; (D) Use or withhold food as a punishment or reward; (E) Use toilet learning/training methods that punish, demean, or humiliate a child; (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child; (G) Physically abuse a child; (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or, (I) Use physical activity or outdoor time as a punishment or reward.

Compliance Details

- The grant recipient did not ensure all staff abided by the standards of conduct to refrain from maltreating and endangering the health and safety of children, including using inappropriate discipline.

Additional details from this review event:

- The grant recipient had an incident of a staff member using inappropriate discipline methods with a 3-year-old child.
- On June 11, 2024, a teacher assistant at the Shiloh Center grabbed the child by the upper arm and, in a quick motion, roughly pulled them away from the bookshelf before letting go of the child, causing them to fall to the floor.



Program Design, Management, and Improvement

Included below are details on any relevant findings within this Content Area.

Performance Area: Systems for Program Management and Improvement

Follow-up Details

Corrected - 1302.102(d)(1)(ii)

Summary

Grant Number(s) Cited: 90CM009853

Timeframe for Correction: N/A

Performance Standard Details

Regulation Text: 1302.102 Achieving program goals. (d) Reporting. (1) A program must submit: (ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law.

Compliance Details

Based on the Follow-up review, this finding has been corrected.

- The grant recipient established a process to ensure all significant health and safety incidents are reported to the responsible Health and Human Services official immediately or as soon as practicable.

Additional details from this review event:

- The grant recipient developed a new reporting procedure, trained staff, and increased monitoring.
- The child development director stated the new Child Health and Safety Incidents and Reporting Procedures detailed the types of incidents to report and the timeframes to report them. A review of the document showed a directive to report all significant health and safety incidents to the Office of Head Start within 7 calendar days.
- A review of training agendas and sign-in sheets showed staff participated in training on the new procedure between February and April 2025.
- The child development director stated the management team held a monthly monitoring meeting to review licensing reports and discuss any incidents.

Initial Finding

Parent Review Type: RAN - **Parent Review Date:** 07/15/2024

Parent Review Finding Level: DEF - **Performance Standard Number:** 1302.102(d)(1)(ii)

Grant Number(s) Cited: 90CM009853

Timeframe for Correction: 30 Days

Performance Standard Details

Regulation Text: 1302.102 Achieving program goals. (d) Reporting. (1) A program must submit: (ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law.

Compliance Details

- The grant recipient did not report to the responsible Health and Human Services official immediately or as soon as practicable, any significant incident affecting the health and safety of program participants.

Additional details from this review event:

- The grant recipient had a child health and safety incident occur on June 11, 2024; however, the recipient did not report the incident to the ACF Regional Office.
- The ACF Regional Office learned of the incident after it was reported to the Early Childhood Learning and Knowledge Center on June 21, 2024, through a complaint.

----- End of Report -----