

# Great Start Readiness Program

## Primary Documentation for Monitoring

**ISD Name:**

**Due Date:**

*Requested data should be printed and sent to the assigned GSRP consultant at: Consultant's Name, 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909.*

Documentation	ISD Document	Subrecipient	Specified Subrecipients
Parent handbook	If directly operated	Yes	
ISD-level written policies and procedures	Yes	No	
<ol style="list-style-type: none"> <li>1. Assurances</li> <li>2. Child Recruitment</li> <li>3. Closure Procedures</li> <li>4. Communication</li> <li>5. Community Needs Assessment</li> <li>6. Community Partnerships</li> <li>7. Monitoring Subrecipients</li> <li>8. Parent Advisory Committee</li> <li>9. Philosophy</li> <li>10. Professional Development</li> <li>11. Program Evaluation</li> <li>12. Record Keeping</li> <li>13. School Readiness Advisory Committee</li> <li>14. Sliding Fee Scale</li> <li>15. Slot Distribution</li> </ol>			
School readiness advisory committee membership list.	Yes	No	

Minutes from the specified time range from the school readiness advisory committee.	Yes	No	List time range.
Written records of ISD monitoring such as monitoring schedules, notification of monitoring results, subrecipient compliance plans	Yes	Yes	
Written agreements with subrecipients	Yes	No	
Most recent data analysis team minutes to reflect ISD-wide data aggregation	Yes	No	
Most recent data analysis team minutes to reflect subrecipient-level data aggregation	No	Yes	
Subrecipient or site level goals generated by data analysis team	No	Yes	
Current year signed and dated recruitment and enrollment agreement(s) with Head Start grantee(s)	Yes	No	
Form: referral between GSRP and Head Start	Yes	No	
Proof of lead teacher credential verification	Yes	No	
Proof of associate teacher credential verification	Yes	No	
Food program contracts with provider of food	If directly operated	Yes	
Food program approval, reviews/audits	If directly operated	Yes	
Subrecipient-level policy/procedures for developmental screening and ongoing child assessment	If directly operated	Yes	
GSO star-rating list (checked at least annually)	Yes	Yes	
Child application	If directly operated	Yes	

Documentation of ECS meetings, PD,  
Professional Learning Communities (PLC),  
etc.

Yes

No