




City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Children and Youth Services

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Commissioner

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To: Executive/Program Directors, Site Directors, Network
Coordinators, and Partner Management Staff

From: Loukisha Smart-Pennix 
Director Systems Unit
Children Services Division

Date: March 15, 2007

Subject: Required File Information

In order to ensure standardized Early Head Start and Head Start program files the attachment to this memorandum will serve as a comprehensive resource tool. This tool has been developed to assist you in the implementation of Head Start Performance Standards and other required regulations.

The Department of Children and Youth Services (CYS) is pleased to provide you with this self monitoring tool. CYC will be asking for this along with your agencies on-going monitoring documentation. This tool allows you to easily identify and describe those areas in which you may be out of compliance. **Effective March 19th you are to begin its implementation.**

Should you have any additional questions, concerns or require technical assistance, please contact your assigned PDM. This memorandum and its attachment will be posted on COPA.

Thank you.

C: Mary Ellen Caron
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