



**Snohomish County**

**Human Services**

3000 Rockefeller Ave., M/S 305  
Everett, WA 98201-4046  
(425) 388-7200  
FAX (425) 259-1444  
www.snoco.org

December 13, 2023

**Dave Somers**  
*County Executive*

Rob Colombini  
Region X  
701 Fifth AVE, Suite 1510  
Seattle, WA 98104

**RE: FA2 Monitoring Extension Request, EHS Grant # 10CH011314**

Dear Mr. Colombini,

In response to the Snohomish County Focus Area Two (FA2) monitoring report, we are writing to request an extension to the timeframe for correction for the following identified areas. Outlined below are our requested extensions and the specific plan to address each area.

**Program Area: Determining, Verifying and Documenting Eligibility (1302.12(a)(ii) and 1302.12(l)-(m))**

Extension Request: Three months beyond the initial 120-day timeframe to March 17, 2024

Plan to address concerns:

- Complete revisions to ERSEA policy to include enrollment verification specifics.
- Develop and implement enrollment file review process.
- Revise ERSEA policy to address employee responsibilities and code of conduct.
- Monitor revisions and new processes for three additional months.

**Program Area: Program Management - Conflict of Interest (642(c)(1)(C)(iii))**

Extension Request: Three months beyond the initial 120-day timeframe to March 17, 2024

Plan to address concerns:

- Document County government structure and oversight of Early Head Start program.
- Review Advisory Committee and Policy Council structure in accordance to Governing Bodies roles, regulations and responsibilities.
- Develop conflict of interest policy to reflect regulations.

**Program Area: Budget Planning and Development (642(d)(2)(A)-(l) and 642(d)(3))**

Extension Request: Eight months beyond initial 120-day timeframe to August 17, 2024

Plan to address concerns:

- Contract with highly-skilled, experienced Head Start Consultant.
- Consultant will provide technical assistance and guidance to support NSC EHS to develop policies and procedures to guide reporting to the Governing Bodies.
- Consultant will support the development of communication plan and format and timing of reports to the Governing Bodies.

**Program Area: Ongoing Monitoring and Continuous Improvement (1302.102(c)(2)(i))**

Extension Request: Eight months beyond the initial 120-day timeframe to August 17, 2024

Plan to address concerns:

- Contract with highly-skilled, experienced Head Start Consultant.
- Consultant will provide technical assistance and guidance to support NSC EHS to develop an annual data monitoring plan to ensure compliance with Performance Standards.
- Consultant will provide technical assistance and guidance to support NSC EHS to connect data to continuous quality improvement activities.
- Contract with a ChildPlus Consultant to ensure that data system utilization and reports fully support internal data monitoring and program development.

**Program Area: Supporting (Home Visitors) Teachers in Promoting School Readiness (1302.92(c)(1))**

Extension Request: Eight months beyond the initial 120-day timeframe to August 17, 2024

Plan to address concerns:

- Contract with highly-skilled, experienced Head Start Consultant.
- Head Start Consultant will provide technical assistance and guidance to support NSC EHS to develop policies and procedures to guide coaching and professional development plans.
- Update Infant Toddler job descriptions and responsibilities to identify and assign staff with qualifications to oversee coaching and curriculum implementation.
- Determine and adopt practices needed to identify and implement coaching strategies and plans.
- Establish and implement coaching plans for all home visitors including an annual monitoring plan.

Thank you for your consideration of our request as we work to develop sustainable system changes to support children and families in Snohomish County.

Sincerely,

Mary Jane Brell Vujovic, Director  
Snohomish County Human Services Department

cc: Karen Matson  
Kristina Saunsaucie  
Deana Tuttle, Region X