



April 15, 2011

Yvette Sanchez Fuentes, Director
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Head Start
1250 Maryland Avenue, S.W.
8th Floor of Portals Bldg.
Washington, D.C. 20024

Re: TMC's MSHS Program's Corrective Action Plan
Response to the Triennial On-Site Review Report

Director Sanchez Fuentes:

Pursuant to the Head Start Act, TMC hereby submits this letter to assure the Office of Head Start that the non-compliances identified in the September 6-18, 2010 monitoring review report has been corrected. Enclosed please find the Corrective Action Plan (*hereinafter referred to as CAP*) TMC developed in response to the Migrant Seasonal Head Start Program's Triennial Review Report.

While the CAP seeks to address all concerns, TMC needs to state that TMC takes issue with one licensing matter and one legal conclusion contained in the triennial review report. Under 1304.22, Child Health and Safety (c) Medication Administration, TMC followed the State of Ohio's licensing Rule #51001:2-12-31(A)(1) which states that a prescription label also serves as written instructions for administration of medications and food supplements, (*see attached CAP for details*). Therefore, TMC strongly believes that this citing is unwarranted and should be removed.

TMC simply does not agree that it was in violation of the Head Start Act 653 and 42 U.S.C. 9848 Comparability of Wages (b) Limitation-(1) In General. TMC has not and did not use any grant or indirect monies, to pay any employee salary or benefits for an employee whose compensation exceeded the Executive Level II rate during the grant year under review (2/1/2009-1/31/10). TMC is concerned, moreover, that the report failed to take into account that Department of Health and Human Services - Division of Allocation as the cognizant agency negotiated and approved the indirect cost on behalf of the U.S. Government in accordance with ACYF-PI-HS-08-03. Therefore, TMC respectfully requests that this finding be reconsidered for removal as a citing.

In any event, while TMC disagrees and takes exception with the legal conclusions of the fiscal part of the report, TMC has worked with its staff, counsel and T/TA provider to ensure that all of the necessary improvement to systems, policies and procedures have been completed to prevent repeat of the other non-compliances. The attached report reflects corrected action steps for each non-compliance and includes a management assessment of the citation. This instrument demonstrates TMC's commitment to quality services to children and families.

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TMC looks forward to many more years of working in close cooperation with your office. If you have any questions, please do not hesitate to contact TMC corporate office.

Sincerely,

A handwritten signature in black ink that reads "Mary Capello". The signature is written in a cursive, flowing style.

**Mary Capello
President/Chief Executive Officer**

Enclosure:

**cc: Dan Liskai, Board of Director - Chair
Nestor Atkinson, MSHS Director
Manuel E. DuQue, III, Vice President of Operations
Jerald W. Sparenberg, Vice President of Finance
Norma Ybarra, Vice President of Human Resource
Rodney Rodriguez, Vice President of Compliance**