

Fiscal Assistant, an Online Resource for Financial Management ACYF-IM-HS-03-09

NOTICE: This Issuance is currently under review by the Office of Head Start.

The Fiscal Assistant is an on-line searchable system containing all the statutes, regulations, and policies related to the fiscal management of Head Start grants. This Information Memorandum announced to grantees and delegate agencies the development of this electronic resource. Using this tool, users can quickly locate, sort through, and appropriately interpret large amounts of information related to Head Start grants administration and financial management.

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES
Administration for Children and Families

ACYF
Administration on Children, Youth and Families

1. Log No. ACYF-IM-HS-03-09
2. Issuance Date: 11/25/03
3. Originating Office: Head Start Bureau
4. Key Words: Financial Management Improvement Project; Fiscal Assistant; Financial Management

INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Fiscal Assistant, an Online Resource for Financial Management

INFORMATION:

The Head Start Bureau has developed a new electronic resource called the Fiscal Assistant.

The Fiscal Assistant is an online searchable system containing all the statutes, regulations and policies related to the fiscal management of Head Start grants. It also contains selected narratives, with easy-to-read explanations of fiscal regulations. Using this tool, users can quickly locate, sort through, and appropriately interpret large amounts of information related to Head Start grants administration and financial management. The system includes:

- The Head Start Act
- Information Memoranda
- Program Instructions
- "Plain Language" Narratives
- Head Start Program Regulations
- The Uniform Administrative Requirements (45 CFR Parts 74 and 92)
- Appeals Board Decisions
- OMB Circulars
- Glossary and Definitions

Please note that while the focus of the fiscal assistant is financial management, the database includes all Head Start regulations, including the Head Start Program Performance Standards.

Special features of the Fiscal Assistant include:

- Options for locating information fast, such as Quick Search, and Advanced Search;
- A Library feature, to peruse all documents within the system;
- A Browse feature, to look for information by viewing topics or subtopics of interest;
- Frequently Asked Questions, to provide quick answers to common questions;
- A Standard Forms section, for easy access to federal forms;
- Cross-referenced information, with links to relevant text found in other documents within the database; and
- Print and E-mail features, which allow information displayed on screen to be printed or e-mailed.

Narratives. In addition to basic information, the Head Start Bureau has developed written narratives on topics of particular interest to grantees. New topics will continue to be added over time. These narratives are helpful plain language guides for understanding and implementing Head Start's Federal fiscal requirements. Each narrative provides an overview of the topic, relevant definitions, and related citations. Program Instructions, Information Memorandums, Departmental Appeals Board decisions, common PRISM findings related to that topic, and Frequently Asked Questions are also provided on each topic.

Help Getting Started Guide. *Getting Started* is an easily retrievable tool that assists users in navigating the Fiscal Assistant. *Getting Started* provides a description of the materials contained in the Fiscal Assistant's database, explains how to use the information retrieved by the system, and describes other system features.

The Head Start Bureau is currently working on a "portable" CD-ROM version of this online resource with a target date of early 2004.

The Fiscal Assistant can be accessed at <http://www.act.hhs.gov/programs/hsb/hsfa>.

Windy M. Hill
Associate Commissioner
Head Start Bureau

Fiscal Assistant, an Online Resource for Financial Management. ACYF-IM-HS-03-09.
HHS/ACF/ACYF/HSB. 2003. English.