

## Head Start Monthly Report October 2017

### **Conduct of Responsibilities –**

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

### **In accordance with the New Head Start performance Standards that went into effect on November 7, 2016:**

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

#### **A. Monthly Financial Statements including credit card expenditures:**

#### **B. Program Information Summary**

September began the traditional school year for our part year programs. While we did not start the year at full enrollment we are in better situation compared to this time last year. In-service trainings continued for education staff. TTA from the Office of Head Start provided training on math & science with a focus on instructional support. Both areas are identified and indicated in the Head Start grant. Teachers also complete their initial home visits with their families.

Licensing and SUTQ visited the Rockford site and we are awaiting to hear the results of that review. The Director responded to several requests from the Chicago office in regards to the Continuation grant. Feedback from the grantee specialist included, "very thorough grant", and "we have a clear picture of the work being done at your grantee". The Office of Head Start released a new monitoring tool for FY 18. OHSAs as well as regional Head Start entities will be offering professional development to ensure grantees are prepared for reviews.

The Education Manager interviewed several candidates for positions. Jill Bell joined our team as the Head Teacher at Rockford.

**C. Enrollment / Attendance**

**130 children are currently enrolled. Future strategic planning discussions will need to occur to discuss any possible modifications to the program.**

**Enrollment by Program Option:**

Half Day PY Head Start	97
Full Day School Year Ed Complex	20
Full Day School Year Rockford	15
ECE – State – funded (CPPS)	12

**Attendance by Program Option:**

Half Day PY Head Start	82.3%
Full Day School Year Ed Complex	93%
Full Day School Year Rockford	83.19%
CPPS	91.86%

**D. CACFP report – CACFP claimed meals**

<b>Month Served</b>	<b>September 2017</b>
<b>Total Days Attendance</b>	<b>Rockford &amp; Part Day programming - 15 Ed Complex Full day Programming - 20 7</b>
<b>Total Breakfast</b>	<b>1,184</b>
<b>Total Lunches</b>	<b>1,813</b>
<b>Total Snacks</b>	<b>1,188</b>
<b>Total Meals</b>	<b>4,185</b>

**E. Financial Audit – 2016 Completed**

**F. Annual Self-Assessment**

- Completed March 2016

**G. Community Assessment**

- Completed

**H. Communication and guidance from the Secretary**

- PIs, IMs

**Attachments to report:**

Financial Policy Manual – Requires approval

Federal Register Alert – Background Check deadline extension

Email from Head Start / ODE Collaboration Office

ERSEA report submitted to Chicago office

Respectfully submitted,

Amy Esser

Executive Director

HEAD START - 2017 GRANT

REVENUE								
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING			
Federal Revenue	552,920.00	0.00	552,920.00	814,000.00	-261,080.00			
CACFP Revenue	0.00	88,230.00	88,230.00	50,083.28	38,146.72			
Other Local	0.00	0.00	0.00	1,910.02	-1,910.02			
Refund prior year exp	0.00	0.00	0.00	0.00	0.00			
Board advance	0.00	50,000.00	50,000.00	0.00	50,000.00			
<b>Total</b>	<b>552,920.00</b>	<b>138,230.00</b>	<b>691,150.00</b>	<b>865,993.30</b>	<b>-174,843.30</b>			
EXPENSES								
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	558,908.00	0.00	558,908.00	487,557.17	71,350.83		71,350.83	
Fringe Benefits	281,236.00	0.00	281,236.00	269,068.22	12,167.78	200.00	11,967.78	
Programming	49,484.00	4,230.00	53,694.00	44,593.92	9,100.08	12,408.21	-3,308.13	
Supplies	78,500.00	84,000.00	162,500.00	41,877.16	120,622.84	39,299.92	81,322.92	
Capital Outlay	0.00	0.00	0.00	0.00	0.00		0.00	
Other Expenditures	94,000.00	0.00	94,000.00	1,805.00	92,195.00	1,166.00	91,029.00	
<b>PA22 subtotal</b>	<b>1,062,108.00</b>	<b>88,230.00</b>	<b>1,150,338.00</b>	<b>844,901.47</b>	<b>305,436.53</b>	<b>53,074.13</b>	<b>252,362.40</b>	
<b>Training &amp; Technical Services</b>								
Training & technical serv (job code 400)	12,500.00	0.00	12,500.00	13,714.43	-1,214.43	4,250.00	-5,464.43	
Staff out of town travel	11,000.00	0.00	11,000.00	9,496.22	1,503.78	1,515.00	-11.22	
<b>Subtotal Purch Service</b>	<b>23,500.00</b>	<b>0.00</b>	<b>23,500.00</b>	<b>23,210.65</b>	<b>289.35</b>	<b>5,765.00</b>	<b>-5,475.65</b>	
Training & Tech Supplies	1,000.00	0.00	1,000.00	581.89	418.11	425.50	-7.39	
<b>Subtotal Supplies</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>581.89</b>	<b>418.11</b>	<b>425.50</b>	<b>-7.39</b>	
T&TA -PA20	24,500.00	0.00	24,500.00	23,792.54	707.46	6,190.50	-5,483.04	
Return of Board Advance	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	
<b>TOTALS</b>	<b>1,086,608.00</b>	<b>138,230.00</b>	<b>1,224,838.00</b>	<b>868,694.01</b>	<b>356,143.99</b>	<b>59,264.63</b>	<b>296,879.36</b>	
<b>TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES</b>							<b>\$</b>	<b>(2,700.71)</b>

**FY 2018 PRE-SCHOOL GRANT FUND 439**

	APPROVED BUDGET	ACTUAL EXPENDED	UNENCUMBERED BALANCE	ENCUMBERED REQUISITIONS	REMAINING
Instructional Salary	40,296.00	2,336.02	37,959.98	0.00	37,959.98
Instructional Fringe Benefits	6,224.00	2,364.39	3,859.61	0.00	3,859.61
Instructional Services	3,000.00	163.50	2,836.50	0.00	2,836.50
Instructional Supplies	2,480.00	0.00	2,480.00	150.00	2,330.00
<b>Subtotal Instructional</b>	<b>52,000.00</b>	<b>4,863.91</b>	<b>47,136.09</b>	<b>150.00</b>	<b>46,986.09</b>
Admin Salary	0.00	2,019.11	(2,019.11)	0.00	(2,019.11)
<b>Subtotal Admin</b>	<b>0.00</b>	<b>2,019.11</b>	<b>(2,019.11)</b>	<b>0.00</b>	<b>(2,019.11)</b>
Prof Development	0.00	0.00	0.00	0.00	0.00
<b>Subtotal Prof Development</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTALS</b>	<b>52,000.00</b>	<b>6,883.02</b>	<b>45,116.98</b>	<b>150.00</b>	<b>44,966.98</b>

FUND 439 PRESCHOOL GRANT SUMMARY	
2018 GRANT EXPENDED IN FY18	6,883.02
TOTAL STATE PRESCHOOL DOLLARS IN FY18	6,883.02

**FY 2018 PRE-SCHOOL FUND 020**

REVENUE	APPROVED BUDGET	ACTUAL REVENUE	REMAINING FUNDING
Preschool fees	0.00	0.00	0.00
Other Revenue	0.00	0.00	0.00
Refund of prior years	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

	APPROVED BUDGET	ACTUAL EXPENDED	UNENCUMBERED BALANCE	ENCUMBERED REQUISITIONS	REMAINING BALANCE
Local Expenditures	-	-	-	-	-
Salary	-	-	-	-	-
Fringe	-	-	-	-	-
Services	-	-	-	-	-
Supplies	-	-	-	-	(57.00)
Capital Outlay	-	-	-	-	-
Other expenditures	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>57.00</b>	<b>(57.00)</b>

FUND 020 PRESCHOOL CASH BALANCE SUMMARY	
CARRYOVER BALANCE AUGUST 1, 2017	149.45
FY18 REVENUE	-
FY18 EXPENDITURES	149.45

PO open to Sue Stachler for Classroom Supplies

# Background Checks – Extension of Compliance Date and Questions

---

 [eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-16-05](http://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-16-05)

## Instruction:

This Program Instruction (PI) notifies programs they have until September 30, 2017 to comply with all background checks requirements at §1302.90(b) in the Head Start Program Performance Standards final rule. This new effective date aligns with background check requirement deadlines for systems in the Child Care and Development Block Grant (CCDBG) Act of 2014, 20 U.S.C. § 1431 et seq., 20. It also will afford programs more time to implement systems in accordance with these requirements.

We received feedback from Head Start and child care communities, as well as from states, that programs could not comply with background check requirements in §1302.90(b)(1) by November 7, 2016. Head Start programs, like child care programs, primarily rely on states to conduct and to process the types of comprehensive background checks we require in §1302.90(b)(1). Currently, states do not have procedures in place to accommodate these comprehensive background checks. However, by September 30, 2017, Congress requires states that receive CCDBG funding to implement the same set of comprehensive background checks for all child care teachers and staff. By then, we anticipate most states will have such systems in place, unless they are granted a one-year extension under the CCDBG Act. The Federal Register notice announcing this change with the full rationale can be found at <https://www.federalregister.gov/documents/2016/12/06/2016-29183/head-start-program>.

Until September 30, 2017, however, we require programs to continue to adhere to the criminal record check requirements in Section 648A of the Improving Head Start for School Readiness Act of 2007, Public Law 110-134. It requires a state, tribal, or federal criminal record check:

- That covers all jurisdictions where the grantee provides Head Start services to children;
- A state, tribal, or federal criminal record check as required by the law in the jurisdiction where the grantee provides Head Start services; or
- A criminal record check as otherwise required by federal law.

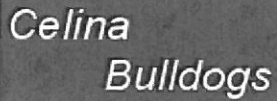
We have received many other questions about the background check provisions. Attached is a series of frequently asked questions and answers that programs can use as they design their systems to meet the new requirements by September 2017.

If you have questions regarding this PI, please contact your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Blanca Enriquez, Ph.D. /

Blanca Enriquez, Ph.D.  
Director  
Office of Head Start



Amy Esser &lt;amy.esser@celinaschools.org&gt;

---

## Background Checks

1 message

---

**Anita.Armstrong@education.ohio.gov** <Anita.Armstrong@education.ohio.gov> Tue, Oct 3, 2017 at 4:22 PM  
To: "anewton@tps.org" <anewton@tps.org>, Kathy Tirey <kathy.tirey@hcesc.org>, Suzanne Prescott <prescotts@bcesc.org>, "91\_dhall@seovec.org" <91\_dhall@seovec.org>, "broadnc@cps-k12.oh.us" <broadnc@cps-k12.oh.us>, "amy.esser@celinaschools.org" <amy.esser@celinaschools.org>  
Cc: Barbara Haxton <haxton@ohsai.org>, "stone@ohsai.org" <stone@ohsai.org>

Hello,

Attached are documents related to the new background check process that will be effective October 29, 2017, and required for all of the programs listed below:

- Ohio Department of Job and Family Services (ODJFS) licensed child care centers, Type A FCC homes and Type B FCC homes
- County Department of Job and Family Services (CDJFS) certified IHA
- Ohio Department of Education (ODE) licensed programs approved to provide publicly funded child care (PFCC) services
- Child Day Camps approved to provide PFCC services

This information was sent to providers on Monday, September 25, 2017. The documents are posted to the ODJFS child care background check process webpage at the following link: [http://jfs.ohio.gov/cdc/Background\\_Check\\_Process.stm](http://jfs.ohio.gov/cdc/Background_Check_Process.stm).

The new process aligns with the Head Start Performance Standards. ODJFS requested and received approval for the one year allowable extension, giving the state until September 30, 2018, to meet the new requirements. This also aligns with the delay of compliance date for background check procedures issued by Office of Head Start on September 28, 2017.

Ohio Department of Education is in the process of developing guidance for Head Start programs, licensed by ODE, that do not provide publicly funded child care services.

Please let me know if you have any questions.

Anita

**Anita Armstrong, MA, LSW**

*Assistant Director*

*Head Start Collaboration Director*

Office of Early Learning and School Readiness

Month to be Completed	Strategy	Person Responsible	Implementation Details	Time Frame	Costs	Date Completed & Other Notes
<b>January</b>	Public Service Announcements to: Newspapers, Radio Stations	FESM	Update announcements in 'P' recruitment file	Year round as needed to keep up to date		Billboard up on 29w for one month; 1/6 spectrum with Amy and Karla; 1/18 met with FA for recruit meeting
	Community Agency Awareness (ex. ESC, OUR Home, HMG, WIC, COLT)	FESM/FA	Make contacts (via emails & flyers) regarding recruitment efforts	Year round as needed to keep up to date		working with OUR Home and YWCA for booth at the fair 2/1/17
	Submit photo and article to newspapers	FESM	Use updated photo and article	Quarterly (Jan, April, July, Oct)		1/14 & 2/8 had articles in the Daily Standard
	Poverty Guidelines	FESM	update federal guidelines as soon as they are posted	January/February		updated 2/1/17
	Facebook/Website	ECSD	will keep Facebook updated regarding program events and recruitment	Monthly as needed		Asked Joni to post recruitment for next year on website and Facebook. 2/6/17
<b>February</b>	Contact ESC to get preschool and K-screen dates	FESM/FA	staff will work with ESC to be at screenings	March & April		talked to Valerie Scott about preschool screen and she said she is still working on the days yet.
	TV monitor for advertising at screens and community events	FA	Update pictures and text to stay current	Semi-Annually (Feb & Aug)		23-Mar-17
	Order supplies to restock at-home activity kits	FESM & Secretary	fill out a PO for Oriental Trading and Discount School Supplies	February		2/6/17 ordered yard signs from Jony D
	County Demographics marketing	FESM/Director	connect with VPP for mailing	August/February		We will have a flyer in ValPak, a mailing to 10,000 homes in Mercer County. It goes out May 9 & 10.



									did 2/5
					FESM & Management Team & PC		make necessary changes and get PC & Board approval	these forms should be reviewed annually in February and then year round as needed per changes to HS Standards	
					FA/Data Secretary	run COPA report	February/March	2/6/17 Secretary put ITR forms in teacher's mailboxes	
					FESM/FA	Make contacts (via emails & flyers) regarding recruitment efforts	Year round as needed to keep up to date	2/6/17 emailed WIC for a list of 3-5 year olds. 2/10 sent 90 post cards from WIC list. 2/15 sent post cards to Angel Tree list. 2/15 staff collected food and donated to CALL food pantry.	
					FESM	newspaper and Spectrum		2/16 add in Standard about No Wrong Door; 2/18 article in Standard about Kinship	
					ECSD	will keep Facebook updated regarding program events and recruitment	Monthly as needed		
					FESM/FA	update 1/2 sheets and send out	March		
					All Staff	emails/word of mouth/fliers that HS is recruiting	February/March/Year Round		
					HS Staff	man a booth with HS info	March	3/4 Healthy Living Expo	
					FESM/FA/HCSM	go to screens with info and to assist ESC	March & April	First one is 3/31/17	
					Teaching Staff	teaching staff will remind families via weekly newsletter that HS is now enrolling	March/April/May	3/23 sent reminder to teachers to put recruiting in their weekly newsletters	
					FESM	fill out a PO and order more signs as needed	February/March	Coldwater recruit 3/7 and 3/14	
					FESM	order supplies from print shop	February/March	ordered post cards 2/10; ordered more posters on 3/21/17 through VPP that reflect upcoming address change	









# 2017 Fall Recruitment Plan for Mercer County Head Start

Over the summer we sat at the fair, walked in the parade, had a booth at WIC Healthy Kid's Day, and recruited at a local community picnic to name just a few. We also rented a billboard placed on a busy highway and put notices of enrollment in the local newspapers.

We continue to network with local social service agencies like WIC, JFS, Health Department, local libraries, Wright State University Lake Campus, and others.

At enrollment, we ask families how they heard about the program and the number one way continues to be "a friend". So, we encourage all our families already enrolled to "spread the word".

Our passion is to serve the families in our community that will most benefit from Head Start services. We believe in our work and the families in our community.

One of our county commissioners, who is also a professor at Wright State University Lake Campus, wrote a poem about the service agencies in the community and he says it best....."Foundations, Health Department, and even Head start serving their clients with passion and pure heart....dwindling budgets, red tape, and plenty of rules, from governments, agencies, and even some schools, limited staff and needs that keep growing, you conquer this all with your smile still showing.

Attached is the 2017 Recruitment plan.

Sincerely,

Karla Kessler, Family Engagement Service Manager

September 13, 2017