

## Head Start Monthly Report February 2024

### 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: \$4018.49

1/19/24	\$101.00	MC Fairgrounds	Parent Engagement
1/19/24	\$206.00	Romers	Shared Governance
1/31/24	\$1078.00	CACFP Conference	Esser & Whitacre
1/8/24	\$56.62	Pizza Hut	Policy Council
1/22/24	\$30.00	American Airlines	Esser
1/22/24	\$30.00	American Airlines	Policy Council
1/22/24	\$30.00	American Airlines	Parent
1/23/24	\$10.00	Metro	Esser
1/23/24	\$10.00	Metro	Policy Council
1/23/24	\$10.00	Metro	Parent
1/23/24	\$16.35	Curb	Esser, PC, parent
1/23/24	\$21.50	Curb	Esser, PC, parent
1/26/24	\$30.00	American Airlines	Esser
1/26/24	\$30.00	American Airlines	Policy Council
1/26/24	\$30.00	American Airlines	Parent
1/29/24	\$60.00	Dayton Intl	Parking
1/29/24	\$756.34	Courtyard Marriott	Esser

1/29/24	\$756.34	Courtyard Marriott	Policy Council
1/29/24	\$756.34	Courtyard Marriott	Parent

**B. Program Information Summary**

District affiliated events Director participated in include: Board meeting, Admin mtg, Shared Governance training, shifting of custodial supervision duties to Executive Director for Ed complex, mtg w/ maintenance to develop job duty guidance, Human Resources Mgr guidance

Community affiliated events Director participated in include: expanding services into Coldwater area

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI Futures Group, Capitol Hill visits – Congressmen Latta, Jordan, Senator Vance, NHSA ELC, OAEYC

Internal committees / meetings – Policy Council meetings, Administrative meetings, Recruitment, NPRM work group session, Momentum – MH Services, Teach FX pilot program, Cafeteria staffing, FEI meetings & planning

Trainings provided – Policy review with ECSD, ERSEA – FA, Shared Governance

Training received – TLC - TTA

**Education** – Education staff began HV / PTC in the month of January. Finishing 2<sup>nd</sup> checkpoint early February.

**Mental Health** – 23 children received some form of mental health service this month.

**Disabilities** – 13 children are receiving special ed services at Head Start

**Health** – See EPSDT report

**Family Engagement** – DOGS meeting was science experiments in January. The moms group met for muffins with moms.

**C. Enrollment / Attendance**

**Program reporting cumulative enrollment : 132 + 3 (reserved)**

**Enrollment by Program Option:**

Half Day PY Head Start	53
Full Day School Year Ed Complex	66
Full Day School Year Rockford	13

**Attendance by Program Option:**

Half Day PY Head Start	72.75%
Full Day School Year Ed Complex	82%
Full Day School Year Rockford	74.73%

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

<b>Month Served</b>	<b>January 2024</b>
<b>Total Days Attendance</b>	<b>Rockford - 14 Part Day programming - 15 Ed Complex Full day Programming - 17</b>
<b>Total Breakfast</b>	<b>1160</b>
<b>Total Lunches</b>	<b>1477</b>
<b>Total Snacks</b>	<b>1173</b>
<b>Total Meals</b>	<b>3810</b>

**E. Financial Audit – Currently happening**

**F. Annual Self-Assessment**

- Begins May 2024
- Expect an invitation from the Director to participate in the process

**G. Community Assessment**

- Due summer 2024

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

**Attachments to report:**

Self - Assessment plan (requires approval)  
Family Advocate Home Visit Report  
Family Partnership Agreement Report  
Parent Teacher Conference Report  
NPRM letter  
HR Manager position, HS admin compensation plan  
PI –OHS– 24-01

Respectfully submitted,

Amy Esser  
Executive Director

HEAD START - 2023 GRANT

525-9923

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	2,158,505.00	-	2,158,505.00	1,789,791.85	368,713.15
CACFP Revenue	-	115,000.00	115,000.00	97,895.13	17,104.87
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	108,899.68	(108,899.68)
Total	2,158,505.00	115,000.00	2,273,505.00	1,996,586.66	276,918.34

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	989,588.00	-	989,588.00	915,503.81	74,084.19	-	74,084.19
Fringe Benefits	746,723.00	-	746,723.00	579,245.60	167,477.40	2,743.75	164,733.65
Programming	153,240.00	-	153,240.00	149,518.25	3,721.75	13,663.68	(9,941.93)
Supplies	192,929.00	-	192,929.00	225,163.80	(32,234.80)	3,525.91	(35,760.71)
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	11,186.00	-	11,186.00	5,655.80	5,530.20	-	5,530.20
PA22 subtotal	2,093,666.00	-	2,093,666.00	1,875,087.26	218,578.74	19,933.34	198,645.40

Training & Technical Services

Training & technical serv (job code 400)	419	11,863.00	-	11,863.00	11,650.20	14,097.50	212.80	212.80
Staff out of town travel	439	19,552.00	-	19,552.00	14,097.50	5,454.50	-	5,454.50
Subtotal Purch Service		31,415.00	-	31,415.00	25,747.70	5,667.30	-	5,667.30

Training & Tech Supplies		2,009.00	-	2,009.00	1,474.20	534.80	-	534.80
T&TA -PA20		2,009.00	-	2,009.00	1,474.20	534.80	-	534.80

Return of Board Advance		-	-	-	108,899.68	(108,899.68)	-	(108,899.68)
TOTALS		2,127,090.00	-	2,127,090.00	2,011,208.84	115,881.16	19,933.34	95,947.82

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

(14,622.18)

Federal Grant Expenditures  
1,804,414.03  
14,622.18

HEAD START - 2023 GRANT

525-9923

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	2,158,505.00	-	2,158,505.00	1,789,791.85	368,713.15
CACFP Revenue	-	115,000.00	115,000.00	97,895.13	17,104.87
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	108,899.68	(108,899.68)
Total	2,158,505.00	115,000.00	2,273,505.00	1,996,586.66	276,918.34

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	As of 1/31/24 ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	989,588.00	-	989,588.00	915,503.81	74,084.19	-	74,084.19
Fringe Benefits	746,723.00	-	746,723.00	579,245.60	167,477.40	2,743.75	164,733.65
Programming	153,240.00	-	153,240.00	149,518.25	3,721.75	13,663.68	(9,941.93)
Supplies	192,929.00	-	192,929.00	225,163.80	(32,234.80)	3,525.91	(35,760.71)
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	11,186.00	-	11,186.00	5,655.80	5,530.20	-	5,530.20
PA22 subtotal	2,093,666.00	-	2,093,666.00	1,875,087.26	218,578.74	19,933.34	198,645.40

Training & Technical Services

Training & technical serv (job code 400)	419	11,863.00	-	11,863.00	11,650.20	212.80	212.80
Staff out of town travel	439	19,552.00	-	19,552.00	14,097.50	5,454.50	5,454.50
Subtotal Purch Service		31,415.00	-	31,415.00	25,747.70	5,667.30	5,667.30

Training & Tech Supplies

Subtotal Supplies		2,009.00	-	2,009.00	1,474.20	534.80	534.80
T&TA-PA20		2,009.00	-	2,009.00	1,474.20	534.80	534.80

Return of Board Advance

		33,424.00	-	33,424.00	27,221.90	6,202.10	6,202.10
		-	-	-	108,899.68	(108,899.68)	(108,899.68)

TOTALS

TOTALS		2,127,090.00	-	2,127,090.00	2,011,208.84	115,881.16	19,933.34	95,947.82
--------	--	--------------	---	--------------	--------------	------------	-----------	-----------

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (14,622.18)

Federal Grant Expenditures 1,804,414.03  
14,622.18

AMY ESSER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$4,018.49	\$0.00	\$4,018.49
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-19	01-18	55436874019120192358142	MERCER COUNTY FAIRGROU CELINA OH P.O.S.: 124011823450001 SALES TAX: 0.00	101.00	←
01-19	01-18	85454914018900013682476	ROMERS CATERING INC ST HENRY OH	206.00	←
01-31	01-31	55310204031200147700286	NATIONAL CACFP SPONSOR ROUND ROCK TX	1,078.00	←
<b>Total Purchasing Activity</b>				<b>\$1,385.00</b>	
Travel Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-08	01-05	52704874005400813000242	PIZZA HUT 12757 CELINA OH	56.62	←
01-22	01-21	55417344022870221619789	AMERICAN 0010274740896 DAYTON OH JETT/MARCY DEPART: 01-21-24 P.O.S.: SALES TAX: \$0.00 EBC AA Y FEE	30.00	←
01-22	01-21	55417344022870221619797	AMERICAN 0010274740914 DAYTON OH GUINGRICH/DEBOR DEPART: 01-21-24 P.O.S.: SALES TAX: \$0.00 EBC AA Y FEE	30.00	←
01-22	01-21	55417344022870221619912	AMERICAN 0010274741019 DAYTON OH ESSER/AMY DEPART: 01-21-24 P.O.S.: SALES TAX: \$0.00 EBC AA Y FEE	30.00	←
01-23	01-21	05436844022200052295866	METRO 045-CRYSTAL CITY ARLINGTON VA	10.00	←

Page 2 of 6

Continued on next page

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-23	01-21	05436844022200052295940	METRO 045-CRYSTAL CITY ARLINGTON VA	10.00	←
01-23	01-21	05436844022200052296021	METRO 045-CRYSTAL CITY ARLINGTON VA	10.00	←
01-23	01-22	55500364023046887998758	CURB DC TAXI QUEENS NY	16.35	←
01-25	01-24	55500364025046889051416	CURB ARLINGTON TAXI QUEENS NY	21.50	←
01-26	01-25	55417344026870261805559	AMERICAN 0010274948451 PHOENIX AZ GUINGRICH/DEBOR DEPART: 01-25-24 P.O.S.: SALES TAX: \$0.00 DCA AA S DAY	30.00	←
01-26	01-25	55417344026870261805567	AMERICAN 0010274948447 PHOENIX AZ ESSER/AMY DEPART: 01-25-24 P.O.S.: SALES TAX: \$0.00 DCA AA S DAY	30.00	←
01-26	01-25	55417344026870261805575	AMERICAN 0010274948450 PHOENIX AZ JETT/MARCY DEPART: 01-25-24 P.O.S.: SALES TAX: \$0.00 DCA AA S DAY	30.00	←
01-29	01-25	22303794026001894022882	99938 - DAYTON INTERNA VANDALIA OH P.O.S.: P19005642 SALES TAX: 1.80	60.00	←
01-29	01-25	55432864026201120359513	COURTYARD BY MARRIOTT ARLINGTON VA 59064 ARRIVAL: 01-21-24	756.34	←
01-29	01-25	55432864026201120359521	COURTYARD BY MARRIOTT ARLINGTON VA 59065 ARRIVAL: 01-21-24	756.34	←
01-29	01-25	55432864026201120359539	COURTYARD BY MARRIOTT ARLINGTON VA 59066 ARRIVAL: 01-21-24	756.34	←
<b>Total Travel Activity</b>				<b>\$2,633.49</b>	

Category	Rate	Hours	Total	Comments
Policy Council	45.98	6.75	310.37	
<b>At-home Activities</b>				
Anchors Away	19.76	42.25	834.86	
Captain's Crew	19.76	63.25	1,249.82	
Lakeside Learners	19.76	35.75	706.42	
Lighthouse Leaders	19.76	17	335.92	
Rockford	19.76	8.75	172.9	
Starboard Seacaptains	19.76	106.25	2099.5	
Turtle Troop	19.76	16.25	321.1	
<b>Total</b>			<b>5,720.52</b>	
<b>HSAC</b>				
Nursing Students	8.5	19.5	165.75	
Kitchen	14.58	22.5	328.05	
Parent Vol	19.76	20.75	410.02	
Comm Vol	19.76	1.5	29.64	
<b>Total</b>			<b>933.46</b>	
<b>Four U</b>				
Donated Goods				
<b>Total</b>				
<b>ECE</b>				
Utilities			4333.34	
<b>Total</b>			<b>2142</b>	
<b>CCS Personnel</b>				
IT			737.74	
Asst. Treasurer I			506.34	
Asst. Treasurer II			373.09	
Supt. Sec			444.17	
Custodial			2520.25	
Maintenance			1261	
<b>Total</b>			<b>5,842.59</b>	
<b>CCS Fringe</b>				
CCS Benefits			524.17	
			6359.95	
			6884.12	
<b>Speech Therapist</b>				
<b>Momentum</b>			<b>\$1,050.00</b>	
<b>Total</b>			<b>27,216.40</b>	
<b>YTD Total</b>			<b>297,250.69</b>	

## Mercer County Head Start Self- Assessment Plan 2024

The Head Start Program Performance Standards outline the requirement for each grantee to conduct an annual self-assessment.

*Ongoing assessment of program goals.* A program must effectively oversee progress towards program goals on an ongoing basis and annually must:

- (i) Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness;
- (ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and,
- (iii) Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.

MCHS admin team meets quarterly to review data collected from monitoring reports. Monitoring reports are the result of data collection and analysis of monitoring tools. Monitoring tools are developed to monitor the "musts" as outlined in the HSPPS along with program goals. These quarterly reports feed the data collection needed for self-assessment.

MCHS proposes the following plan for self-assessment:

Self – Assessment committees meet 5/20/24, Committee leads complete reports by 5/24/24.

Self-Assessment report to PC and Board in June.





# MERCER COUNTY HEAD START

585 EAST LIVINGSTON STREET CELINA OH 45822 419-268-0301

Office of Head Start  
Attn: Director of Policy and Planning  
Administration for Children and Families  
U.S. Department of Health and Human Services  
330 C Street, S.W.  
Washington, D.C. 20201

**Re: Public Comment in Response to Office of Head Start Notice of Proposed Rulemaking: Supporting the Head Start Workforce and Consistent Quality Programming**

To Whom it May Concern:

On behalf of Celina City Schools / Mercer County Head Start community thank you for the opportunity to comment on the Notice of Proposed Rulemaking on Supporting the Head Start Workforce and Consistent Quality Programming.

Head Start has served the most vulnerable population in Mercer County, Ohio for almost 49 years. Currently, Celina City Schools / Mercer County Head Start serves 158 children and families. Our school family is comprised of 33 dedicated employees, numerous parent volunteers and community partners, active parents on our Policy Council, and our Board of Education.

Our comments and recommendations are the product of careful and thoughtful reflection of the collective vision of our program and the possible outcomes of the proposed changes in standards. We appreciate the work put into the new standards and support the intent of the proposed rule changes. We are grateful for the opportunity to call attention to possible unintended consequences of these proposed rule changes.

As a small rural program with limited resources, we are asking for the consideration of alternative methods and timelines to achieve specific measures that may be less burdensome for larger programs in areas abundant with resources. Additionally, we would like to use this opportunity to speak specifically about barriers experienced in our program in Ohio, which may be witnessed in other states and communities.

## OUR CORE VALUES

Trust  
Integrity  
Excellence

## OUR MISSION

We invest in individualized, comprehensive services which champion school ready children and self-sufficient families.

## OUR VISION

To establish Mercer County Head Start as the foremost leader in early childhood services.



# MERCER COUNTY HEAD START

585 EAST LIVINGSTON STREET CELINA OH 45822 419-268-0301

## 1302.45 Mental Health Consultation Requirements

Resources to meet the requirements set forth in the proposed rule changes are extremely limited in rural communities. We are recommending that language reflect “to meet the needs of the population served by the Head Start community acknowledging available resources in the given service area.” Unfortunately, we have seen fewer and fewer mental health providers receiving training or specializing in the early childhood years.

## 1302.52 Family Partnership Services

We are recommending some flexibility be granted to program leadership to determine the appropriate size for caseloads. Family Service staff vary in qualifications and skills sets. Family needs vary throughout the year and over time. Like mental health professionals, there are fewer individuals in this field in rural communities. Our program along with other similar social service agencies in our service area are unable to fill these vacancies regardless of pay and increases in pay and benefits. To meet the needs of this proposed rule change (current wages) would require \$126,540 in additional funding. This approximated cost includes the benefit package prescribed in this proposed rule change.

## 1302.90(e)(2) Progress to pay parity for education staff with elementary school staff.

We support the proposed change towards pay parity; however, first, and foremost, its implementation will require significant increases in funding from Congress. As a school district as the grant recipient, leadership can review wages and benefits provided by local school districts in comparison to Head Start. There are stark differences in funding mechanisms that must be considered. In Ohio, school districts receive multiple funding sources (i.e., local tax dollars, state funding formulas, and federal tax dollars to name a few). School districts levy local communities for additional funding; whereas, Head Start relies on cost-of-living adjustments (that are not guaranteed). While the proposed language offers a 7-year timeline to make progress towards this goal, without significant funding increases, small programs will resort to cutting services to children and families. In our community, we would be cut to extinction, leaving children and families with little to no opportunity for a safe, nurturing, environment to achieve school readiness.

## 1302.93 Staff Health and Wellness

Staff health and wellness has always been and will continue to be a principal consideration of program design and implementation. Over the past several years, our program has embraced the school family concept and created an atmosphere acknowledging the importance of staff wellness. However, the proposed rule is extraordinarily prescriptive. An unintended consequence of codifying specific requirements into rules will lead to grievances by union membership that are burdensome to day-to-day operations. Many of the items listed in this section are addressed in practice and do not warrant codifying into rule. Ensuring programs have at minimum adequate funding to meet the need of classroom ratio +1 is critical to meet prescribed conditions that

### OUR CORE VALUES

Trust  
Integrity  
Excellence

### OUR MISSION

We invest in individualized, comprehensive services which champion school ready children and self-sufficient families.

### OUR VISION

To establish Mercer County Head Start as the foremost leader in early childhood services.



# MERCER COUNTY HEAD START

585 EAST LIVINGSTON STREET CELINA OH 45822 419-268-0301

are proposed. For example, our preschool classroom ratio is 10 students to 1 teacher (state QRIS rating mandates ratio). To ensure unscheduled timely breaks, staffing patterns must be considered. Therefore, it is our recommendation that ratio design be funded at required ratio + 1. This staffing pattern change would require \$282,421 in increased funding (current wages) and includes the benefit package plan recommended in this proposed rule change.

## 1302.102(d) Program Goals, Continuous Improvement, and Reporting

The health and safety of all children is the primary concern for all staff. In this proposed rule, we recommend that reporting practices align with reporting practices to our individualized licensing agent. The differences in reporting practices increase the burden on administration. The vagueness and vastness of the proposed rule will undoubtedly lead to overreporting. We would like to reiterate the additional staffing pattern change (mentioned in staff health & wellness) that would be implemented to decrease the likelihood of child incidents. For example, the Office of Head Start has historically provided data that indicated that child incidents increased when staff regularly assigned to a group of children were absent and substitutes (defined as staff who are not regularly with the designated group) were utilized. We recommend adhering to the funding of ratio +1 to ensure that regularly assigned staff are always present with their assigned children.

In closing, on behalf of Mercer County Head Start, I want to thank you for your diligent efforts to supporting our workforce. The beauty and legacy of the Head Start program lies within the ability to create a program that meets the unique needs of individual communities. It is our fervent hope that as you work through the proposed rulemaking process that the spirit of local control of programming will be honored and celebrated. We appreciate the opportunity to comment on the proposed rule and hope that you will strongly consider the recommendations set forth in this letter.

Respectfully Submitted,

Amy Esser  
Executive Director

## OUR CORE VALUES

Trust  
Integrity  
Excellence

## OUR MISSION

We invest in individualized, comprehensive services which champion school ready children and self-sufficient families.

## OUR VISION

To establish Mercer County Head Start as the foremost leader in early childhood services.



# Celina City Schools – Mercer County Head Start

## Job Description

Phone: (419)268-0301 Fax: (419)268-0017 [www.mercerheadstart.org](http://www.mercerheadstart.org)

<b>Job Title: Human Resources Manager</b>	<b>Supervisor: Executive Director</b>
<b>Starting Salary:</b>	
<b>Position Summary:</b>	
<p>To ensure compliance with federal, state, local, and Head Start personnel requirements by developing, planning, coordinating, and maintaining all human resources procedures and documents and by advising all employees regarding personnel matters. Each child and all members of the child's family, both related and not related, will be treated with respect, and confidentiality will be maintained at all times by the person in this position.</p>	
<b>Qualifications and Requirements:</b>	
<b>Education/Certifications:</b>	
<ul style="list-style-type: none"><li>• Bachelor Degree Business / Human Resources (Generalist)</li><li>• Experience in supervision, human resources, and administration</li><li>• Possess a valid Ohio Driver's License and liability insurance</li></ul>	
<b>Knowledge/Skills:</b>	
<ul style="list-style-type: none"><li>• Principles and practices of personnel management.</li><li>• Principles and practices of supervision.</li><li>• Principles of Conscious Discipline (preferred)</li><li>• Head Start Program Performance Standards (preferred)</li><li>• Mandatory reporting requirements in suspected cases of child abuse and neglect.</li><li>• Using a personal computer with various Microsoft Office software packages.</li><li>• Perform the physical requirements of the job: sitting, keyboarding, writing, talking, listening, and seeing.</li><li>• Perform the mental requirements of the job: interpreting, analyzing, coordinating, persuading / selling, and independent judgment.</li><li>• Be physically capable of safely and appropriately lifting and managing preschool and special needs children.</li><li>• Cope with stressful situations as related to preschool and special needs children.</li></ul>	
<b>Employment Conditional upon Results of the Following:</b>	
<ul style="list-style-type: none"><li>• Complete and pass (5) background checks prescribed by ODJFS</li><li>• Three Personal References</li><li>• Successful Physical Capacities Examination and TB screening results.</li><li>• Policy Council and Board of Education Approval</li></ul>	
<b>Essential Job Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Fully understand and implement the Mission Statement of Mercer County Head Start ensuring compliance with Head Start Performance Standards, and local and state licensing standards.</li><li>• Responsible for implementation of agency policy and procedures, outcomes, reports, and other documentation.</li><li>• Establish and oversee personnel records and reports (hard copy and electronic).</li><li>• Ensures all evaluations are conducted in a timely manner.</li><li>• Manages the talent acquisition process, which may include retirement, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with</li></ul>	

- departmental managers to understand skills and competencies required for openings.
- Recruit and screen qualified applicants, to include in participating in interviews throughout the year.
  - Ensure that lists are maintained of eligible qualified applicants for agency positions.
  - Administer, interpret and explain established human resources related policies, procedures, regulations and fringe benefit plans to employees and applicants.
  - Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
  - Oversees employee disciplinary meetings, terminations, and investigations.
  - Assist the fiscal department in answering payroll questions related to company policies, procedures, regulations and fringe benefit plans to employees and applicants.
  - With guidance from the leadership team, oversees the professional development systems for all MCHS employees.
  - Complete all staff's New Employee orientation, oversees the completion of the onboarding process.
  - Communicate annual and day to day changes of all CCS and MCHS benefits.
  - Provide benefit deduction information to Fiscal / Payroll Clerk as new employees are enrolled.
  - Supports the Treasurer's office with reports, documentation, and investigations related to Bureau of Workman's Compensation claims.
  - Coordinate the scheduling of required trainings in the areas of health and safety in compliance with the Bureau of Workman's Compensation, OSHA, Head Start Program Performance Standards, Ohio Department of Education, and Ohio Administrative Code Childcare Center Rules.
  - Oversee the tracking, planning and coordinating of all pre-service training programs.
  - Submits quarterly Human Resources status reports.
  - Directs and oversee annual Dispute Resolution and Grievance Procedures.
  - Actively seek and secure non-federal match contributions for the program as well as recruit volunteers for the program.
  - Participate in the annual agency self-assessment and the Federal Review.
  - Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
  - Regular and prompt attendance to provide quality supportive services to children, families, and community partners
  - Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations.

*The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.*

Human Resources Manager Signature

Date

Executive Director Signature

Date

<b>ACF</b> <b>Administration for Children</b> <b>and Families</b>	<b>U.S. DEPARTMENT OF HEALTH</b> <b>AND HUMAN SERVICES</b>	
	<b>1. Log No. ACF-PI-OHS-24-01</b>	<b>2. Issuance Date: 01/09/2024</b>
	<b>3. Originating Office: Office of Head Start</b>	
	<b>4. Key Words: Federal Reporting Changes; Financial Reports; SF-425; Expenditures; Tangible Personal Property Reports; SF-428</b>	

**TO:** All Head Start recipients, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

**SUBJECT:** Federal Reporting of Standard Forms 425 and 428

**INSTRUCTION:**

This Program Instruction (PI) notifies recipients of the submission requirements for Federal Financial Report Standard Form (SF)-425 for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS) and SF-428 for tangible personal property. HHS has adopted 2 CFR §200.344 for the closeout of federal awards. As such, the liquidation period for closeout is now no later than 120 calendar days after the end of the period of performance (i.e., project period). This only applies to the closeout of the project, not budget periods within the project. The frequency of report submission is updated with details identified below.

This PI supersedes ACF-PI-HS-17-04.

**Submission of Federal Financial Report SF-425**

All Head Start recipients are required to submit financial reports detailing the expenditures incurred for their awards. Filing requirements for most recipients are satisfied using the Federal Financial Report SF-425. Recipients currently submit three SF-425 reports for a 12-month budget period.

Federal awards that have budget periods starting on or after October 1, 2023, will only be required to submit a semi-annual and an annual report for a budget period. Generally, awards are for a 12-month budget period. Semi-annual and annual reports are cumulative, covering either 6 or 12 months of expenditures, respectively.

Note the following important conditions:

- SF-425 reports are due as required in the award terms and conditions.
  - Reports will be due on one of the standard dates or at the end of a calendar quarter as determined by ACF. *See Table 1.*
- Unless otherwise instructed, such as through the terms and conditions or a special condition on the Notice of Award, all recipients are expected to submit two

reports for each budget period.

- Annual reports are due 90 days after the end of the applicable budget period.
- Final reports for the project are due no later than 120 calendar days after the end of the project period.
- Box 12 of annual and final reports must include the following:
  - Total Amount of U.S. Department of Agriculture (USDA)/Child and Adult Care Food Program (CACFP) Reimbursement: \$ \_\_\_\_\_
  - Total Development and Administrative Expenditures: \$ \_\_\_\_\_
  - If an unobligated balance of federal funds is being reported on line 'h', the recipient must provide a breakdown of total federal expenditures for each 'FY-ACCOUNT NO' as per box 34, Accounting Classification Codes, on the Notice of Award for the budget period.
  - If program income is being reported on line '1', the recipient must provide the source of program income

To understand reporting due dates, see the table below.

**Table 1. Find the month in which your Head Start budget period begins in Column 1 and then read across that line.**

<b>Budget Period Begins</b>	<b>Report Cumulative Costs Through</b>	<b>Semi-Annual SF-425 Due</b>	<b>Report Cumulative Costs Through</b>	<b>Annual SF-425 Due</b>	<b>Final SF-425 Due</b>
January 1	June 30	July 30	December 31	March 31	April 30
February 1	July 31	August 30	January 31	May 1 <sup>st</sup>	May 31
March 1	August 31	September 30	February 28/29	May 30	June 28
April 1	September 30	October 30	March 31	June 30	July 29
May 1	October 31	November 30	April 30	July 30	August 28
June 1	November 30	December 30	May 31	August 30	September 28
July 1	December 31	January 30	June 30	September 30	October 28
August 1	January 31	March 1/2	July 31	October 30	November 28
September 1	February 28/29	March 30	August 31	November 30	December 29
October 1	March 31	April 30	September 30	December 30	January 28
November 1	April 30	May 30	October 31	January 30	February 28
December 1	May 31	June 30	November 30	March 1/2	March 30



## **Submission of Tangible Personal Property Report SF-428**

Recipients are required to provide Tangible Personal Property Report SF-428 and SF-428B, and SF-428S if needed, not later than 120 days after the close of the project period. Recipients are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions. The [SF-428 forms and instructions](#) can be found at Grants.gov.

Direct questions related to fiscal reporting and other administrative requirements to the assigned grants management specialist identified in the Head Start Enterprise System. Please contact your PMS representative should your program require assistance with PMS accounts.

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

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin  
Director  
Office of Head Start

Additional Filtering

Currently Enrolled ▼

Filter

View All

Memer County Head Start ▼

All Sites ▼

All Classes ▼

Agency: All

Currently Enrolled= 128

**406 - EPSDT status Report**

	Up-To-Date	Not Up-To-Date
<b>Anemia (HCT/HGB)</b> (Mandated)	<u>72</u>	<u>56</u>
<b>Blood Pressure (Mandated)</b>	<u>92</u>	<u>36</u>
<b>Dental</b>	<u>64</u>	<u>64</u>
<b>Growth (Mandated)</b>	<u>119</u>	<u>9</u>
<b>Hearing (Mandated)</b>	<u>120</u>	<u>8</u>
<b>Lead Screening (Mandated)</b>	<u>82</u>	<u>46</u>
<b>Physical (Mandated)</b>	<u>125</u>	<u>3</u>
<b>Vision (Mandated)</b>	<u>122</u>	<u>6</u>

Up-to-Date / Not Up-to-Date on ALL Mandated Exams

Up-To-Date	Not Up-To-Date
<u>50</u>	<u>78</u>

**Notes:**

- 1- Numbers do not include unborn children
- 2- For Currently Terminated children, Up To Date status is calculated based on Termination Date ( instead of Today's date). These children are marked with a RED asterisk in sub-reports.
- 3- If Class End Date is prior to Today's date, Up To Date status is calculated based on Class End Date ( instead of Today's date). These children are marked with two RED asterisks in sub-reports.

**Filtering**

**Enrollment Type**

Currently Receiving Services ▼

**Group By**

Visit Type ▼

**Provider Type**

ALL Provider Types ▼

**Visit Result**

ALL Results ▼

**Visit Date From:**

07-01-2023

**To:**

02-01-2024

**Display Type**

Numeric ▼

**Funding Source**

Select Funding Source ▼

All Agencies ▼

All Sites ▼

Filter

View All

Agency: All

Receiving Services= 115

**1007S - Family Visits Statistics**

Visit Type	Cancelled by Family	Cancelled by Staff	Completed/Received	No Show	Planned Visit	Total	Required Visits
Center Visit	0	0	1	0	0	1	1
CFE/FSW Home Visit	2	0	92	1	0	95	24
Disabilities	0	0	0	0	0	0	0
Family Contact Visit	0	0	11	1	0	12	7
Health	0	0	1	0	0	1	0
Mental Health	0	0	1	0	0	1	0
Nutrition	0	0	0	0	0	0	0
Parent Conference	0	0	16	0	0	16	8
Pregnancy Health Visit	0	0	0	0	0	0	0
Pregnancy Nutrition Visit	0	0	0	0	0	0	0
Teacher Home Visit	0	0	1	0	0	1	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>123</b>	<b>2</b>	<b>0</b>	<b>127</b>	<b>40</b>
<b>Total UNIQUE Number of Visits</b>	<b>2</b>	<b>0</b>	<b>92</b>	<b>1</b>	<b>0</b>	<b>95</b>	<b>24</b>

### Filtering

Currently Enrolled ▾	<b>Group By</b>	Visit Type ▾		
<b>Provider Type</b>	ALL Provider Types ▾	<b>Visit Result</b>	ALL Results ▾	<b>Visit Location</b>
				Please Select ▾
<b>Visit Date From</b>	07-01-20...	<b>To</b>	02-01-20...	
Numeric ▾	ALL Funding Source ▾			
<input type="button" value="Filter"/>			<input type="button" value="View All"/>	
All Agencies ▾	All Sites ▾	All Classes ▾		

Agency: All Currently Enrolled= 128

### 705S - Child Visits Statistics

Visit Type	Cancelled by Family	Cancelled by Staff	Completed/Received	No Show	Planned Visit	No Status	Total	Required Visits
Center Visit	0	0	<u>2</u>	0	0	0	<u>2</u>	0
CFE/FSW Home Visit	0	0	0	0	0	0	0	0
Disabilities	0	0	0	0	0	0	0	0
Family Contact Visit	0	0	0	0	0	0	0	0
Health	0	0	0	0	0	0	0	0
Mental Health	0	0	0	0	0	0	0	0
Nutrition	0	0	0	0	0	0	0	0
Parent Conference	<u>1</u>	<u>1</u>	<u>113</u>	<u>2</u>	0	0	<u>117</u>	<u>21</u>
Pregnancy Health Visit	0	0	0	0	0	0	0	0
Pregnancy Nutrition Visit	0	0	0	0	0	0	0	0
Teacher Home Visit	0	0	<u>129</u>	0	0	0	<u>129</u>	<u>26</u>
<b>Total</b>	<b>1</b>	<b>1</b>	<b>244</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>248</b>	<b>47</b>
<b>Total UNIQUE Number of Visits</b>	<b>1</b>	<b>1</b>	<b>243</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>247</b>	<b>47</b>

\* Note: Since multiple visit types can be indicated for each visit, Total Visit Types is not necessarily the total number of visits.

### 1009S - Family Goals Statistics Report

No.	Goal Category	1	4	Complete/Achieved	Declined	Expected To Achieve	In Progress	New	Not Accomplished	On-going	TOTAL GOALS	UNIQUE # OF FAMILIES
1	*Adult Education	0	0	0	0	0	0	0	0	0	0	0
2	*Adult Literacy	0	0	0	0	0	0	0	0	0	0	0
3	*Advocate & Lead	0	0	0	0	0	0	0	0	0	0	0
4	*Child Development	0	0	1	0	0	1	12	0	0	14	13
5	*Discipline	0	0	0	0	0	0	1	0	0	1	1
6	*Employment / Job Skills	0	0	0	0	0	0	1	0	0	1	1
7	*ESL Families	0	0	0	0	0	0	2	0	0	2	2
8	*Financial Security / Budgeting	0	0	0	0	0	0	1	0	0	1	1
9	*Formal & Informal Social Support / Networks	0	0	0	0	0	0	1	0	0	1	1
10	*Health	0	0	0	0	0	1	4	0	0	5	5
11	*Housing	0	0	0	0	0	0	3	0	0	3	3
12	*Involvement in Education of Child	0	0	0	0	0	0	10	0	0	10	10
13	*Mental Health	0	0	0	0	0	0	6	0	0	6	6
14	*Parenting	0	0	0	0	0	3	9	0	1	13	13
15	*Prenatal Health	0	0	0	0	0	0	0	0	0	0	0
16	*Relationship Building	0	0	0	0	0	0	1	0	1	2	2
17	*Safety	0	0	0	0	0	0	1	0	0	1	1
18	*Substance Abuse	0	0	0	0	0	0	0	0	0	0	0
19	*Transitions	0	0	2	0	0	2	29	0	0	33	32
20	Already working with Another Agency	0	0	0	0	0	0	0	0	0	0	0
21	Parent-Child At Home Activity	0	0	0	0	0	0	3	0	0	3	3
22	NO Goal Category	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL GOALS</b>		0	0	3	0	0	7	84	0	2	96	
<b>UNIQUE # OF FAMILIES</b>		0	0	2	0	0	7	72	0	2		80

Referral Reason	New	Progress	Ongoing	Complete	Services	Services	Referrals	Families
Transportation Assistance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Vision	<u>8</u>	<u>3</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>15</u>	<u>15</u>
<b>Total Referrals</b>	<b>121</b>	<b>16</b>	<b>48</b>	<b>2</b>	<b>8</b>	<b>157</b>	<b>352</b>	
<b>Total Unique Families</b>	<b>70</b>	<b>13</b>	<b>41</b>	<b>2</b>	<b>7</b>	<b>85</b>		<b>110</b>

## 1008S - Family Referral Statistics

Referral Reason	New	In Progress	Ongoing	Complete	Declined Services	Received Services	Total Referrals	Total Unique Families
Adult Education	0	0	0	0	0	0	0	0
Application/Documents	0	0	0	0	0	0	0	0
Asset building services (such as financial education)	0	0	0	0	0	0	0	0
Assistance to families of incarcerated individuals	0	0	0	0	0	0	0	0
Child abuse and neglect services	0	0	0	0	0	0	0	0
Child Care	0	0	0	0	0	0	0	0
Child Education / Transitions	5	0	0	0	0	1	6	5
Child Support assistance	0	0	0	0	0	1	1	1
Community Connections	12	1	0	0	2	23	38	34
Conscious Discipline Website	2	0	0	0	0	1	3	3
Dental	42	7	16	0	0	39	104	88
Disabilities	2	0	0	0	0	0	2	2
Domestic Violence Services	0	0	0	0	0	0	0	0
Education	1	0	0	0	0	2	3	2
Emergency / Crisis Intervention	3	0	0	0	1	0	4	4
Employment	2	2	0	0	0	0	4	4
ESL Training	0	0	0	0	0	0	0	0
Financial Assistance	2	0	0	0	0	0	2	2
Health Education (including prenatal education)	1	0	0	0	1	0	2	2
HEAP	2	0	0	0	0	0	2	2
Hearing	2	0	0	0	0	1	3	3
Home Repair / Improvement	1	0	0	0	0	0	1	1
Homeless	0	0	0	0	0	0	0	0
Housing	5	0	0	1	0	1	7	5
Immediate Needs: food/clothing	7	0	0	0	0	0	7	6
Immunizations	8	1	24	0	1	31	65	62
Insurance	2	1	0	0	0	2	5	4
Job Training	0	0	0	0	0	0	0	0
Kinship Support	0	0	0	0	0	0	0	0
Legal	0	0	0	0	0	0	0	0
Medical	7	0	7	0	0	49	63	57
Medical/Dental	0	0	0	0	0	0	0	0
Mental Health	5	1	0	0	3	1	10	9
Parenting Education	2	0	0	0	0	2	4	4
Relationship/marriage education	0	0	0	0	0	0	0	0
Social Services	0	0	0	0	0	0	0	0
Substance Abuse/Treatment	0	0	0	0	0	0	0	0
Supplemental Nutrition (WIC)	0	0	0	1	0	0	1	1