

Head Start Monthly Report
December 2015

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;

A. Monthly Financial Statements including Credit card expenditures:

- December statement - \$711.19 (see attached purchase orders detailing charges to credit card for December billing cycle.)

B. Program Information Summary

Received Notice of Award 2016 fiscal year. Partial funds awarded, the balance of funds will be awarded when funds are available, subject to the final appropriation for the Head Start program for fiscal year 2016. (See attached documents for current funding level, and remarks regarding grant oversight)

Amy Esser started in the position of Executive Director December 07, 2015. Amy is becoming familiar with agency policies and procedures and agency personnel.

Governance Training will be scheduled in January. At this time Karla Kessler, Family Engagement Services Manager has been providing training for Policy Council members during the Policy Council meetings.

C. Program Enrollment Report-

Head Start	Funded Enrollment	158	Actual Enrollment	146
Celina Preschool	Funded Enrollment	12 (grant)		12
• Sliding fee	Available Enrollment	17	Actual Enrollment	17

Head Start remains under enrolled as of December 10, 2015. Active recruitment efforts continue. In the event that the program remains under enrolled of January 1, 2016 the next step will be to develop an Action Plan with the Regional Office.

Enrollment by Program Option:

Home Base	2
½ Traditional Center Base	124
School Day/School Year (6 hrs. per day)	20

D. CACFP report: - October/November CACFP claimed meals

MONTH SERVED	TOTAL DAYS	Breakfast	AM LUNCH MCHS	PM LUNCH HS	PM SNACK HS	BFST ROCK	LUNCH ROCK	CPPS AM SNACK	CPPS PM SNACK	GRAND TOTALS
OCT	17	831	871	895	817	260	261	220	241	4396
NOV	14-mchs/13-Rock	740	736	776	741	199	191	185	195	3763

- Due to implementation of new software at ODE/CACFP there was a delay in processing reimbursement request for September and October.

Respectfully Submitted by,
 Carol R. Schroyer
 Program Director

PURCHASE ORDER



**SEND ALL INVOICES
IN DUPLICATE TO**
CELINA CITY BOARD OF EDUCATION
 585 E. LIVINGSTON STREET
 CELINA, OHIO 45822-1784
 Phone: 419-586-8300
 Fax: 419-586-7046

10/08/15
 Page: 1

PURCHASE ORDER NO.
 16161R

These numbers must appear on
 Invoices, Shipping Memos, Bills of Lading,
 Express Receipts and Packages.

**PLEASE ACKNOWLEDGE RECEIPT AND
 ACCEPTANCE OF THIS ORDER**

TO: 900753
 DISCOUNT SCHOOL SUPPLY
 P O BOX 60000
 SAN FRANCISCO CA 94160-3847

DELIVER TO: MERCER COUNTY HEAD START
 6731 ST RT 219
 CELINA OH 45822

*Ordered
10/8/15*

FAXED/MAILED ON: _____
TERMS: _____ **REQUISITION NO.** KU1055

ATTN: _____

	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	EACH	SUNNY DAY LEARN AND PLAY 6'9"X9'5" OVAL RUG	309.99	309.99
1	EST	ESTIMATED SHIPPING CHARGES	75.00	75.00
			PAGE TOTAL	384.99

Rec 10/14/15

TI	FUND	FUNC	OBJ	SPCC	SUBJ	OPU	IL	JOB	AMOUNT
05	525	2740	573	9915	000000	130	00	000	384.99

VERIFICATION OF RECEIPT OF GOODS

_____ Partial Payment

_____ Order Complete

_____ Items Back Ordered (Circle)

Material Checked by: _____

Date: _____

Return to Business Office Upon Completion

It is hereby certified that the above amount required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process or collection to the credit of the Funds of the Board of Education free from any obligation or certification now outstanding.

[Signature]

 Treasurer, Board of Education

10/08/15

 Dated

TAX EXEMPT

FED ID : 34-6400269

**THIS ORDER IS VOID UNLESS TREASURER'S
 CERTIFICATE IS SIGNED**

[Signature]

 Purchasing Department

inv. →



Counting Dept. Ph: 800-482-5846 Fax: 800-631-5397
 Mail: actrec@discountschoolsupply.com

Customer Service: 800-627-2829 Fax: 800-879-3753
 email: customerservice@discountschoolsupply.com

INVOICE

PLEASE REMIT TO:
 DISCOUNT SCHOOL SUPPLY
 P.O. BOX 6013
 Carol Stream, IL 60197-6013

SAF
 DTD
 EOC
 BM

SHIP TO (IF OTHER THAN "SOLD TO")

MERCER COUNTY HEAD START
 6731 ST RT 219
 CELINA, OH 45822-8151

PLEASE REFER TO YOUR ACCOUNT NO. OUR INVOICE AND
 ORDER NO. IN ALL COMMUNICATIONS REGARDING THIS INVOICE

YOUR ACCOUNT NO.

0005839170

SOLD TO:

CELINA CITY BOARD OF EDUCATION
 ACCOUNTS PAYABLE
 585 E LIVINGSTON ST
 CELINA, OH 45822-1784

161618

YOUR PURCHASE ORDER NUMBER AND DATE

OUR INV. NO./ORDER NO.	INV. DATE	SHIPPED VIA	DATE SHIPPED	
D21730140102	10/14/15	UPS GROUND	10/12/15	Payment Due by: 11/13/15

ORDERED	SHIPPED	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
MERCER COUNTY HEAD START					
1		1 CK9495	SUNNY DAY LEARN & PLAY 6'9" X 9'5" OVAL	309.99	309.99
1		1 SURCH	ADDL SURCHARGE	2.32	2.32

ORIGINAL	SALES TAX	FOB	SHIPPING & HANDLING	TOTAL DUE
		KS	46.50 \$	358.81

We Report to D&B to better serve this credit community



"Thank you for choosing Discount School Supply"

Page 1 of 1

Remember! You can also pay your invoice by VISA, MasterCard, Discover or American Express. Please see reverse of payment stub.

Important: Please return bottom portion with payment to ensure proper credit.

SOLD TO:

CELINA CITY BOARD OF EDUCATION
 ACCOUNTS PAYABLE
 585 E LIVINGSTON ST
 CELINA, OH 45822-1784

YOUR ACCOUNT NO.

0005839170

MERCER COUNTY HEAD START
 6731 ST RT 219
 CELINA, OH 45822-8151

SHIP TO:

OUR INV. NO./ORDER NO.	INV. DATE	SHIPPED VIA	DATE SHIPPED	
D21730140102	10/14/15	UPS GROUND	10/12/15	
				SALES TAX
				FOB
				SHIPPING & HANDLING
				TOTAL DUE
				KS
				46.50 \$
				358.81

10 D217301401028 00000035881



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 Phone: 419-586-8300
 Fax: 419-586-7046

PURCHASE ORDER

09/24/15
Page: 1

PURCHASE ORDER NO.
161371

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PLEASE ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF THIS ORDER

TO: 900753
 DISCOUNT SCHOOL SUPPLY
 P O BOX 60000
 SAN FRANCISCO CA 94160-3847

DELIVER TO: MERCER COUNTY HEAD START
 6731 ST RT 219
 CELINA OH 45822

800-879-3193

M. Seif

FAXED/MAILED ON: 9/30/15
 TERMS:

REQUISITION NO. KU1046

ATTN:

	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2	EACH	UP AND DOWN STEPS ITEM #JC552	178.29	356.58
1	EST	ESTIMATED SHIPPING CHARGES	75.00	75.00
			PAGE TOTAL	431.58

TI	FUND	FUNC	OBJ	SPCC	SUBJ	OPU	IL	JOB	AMOUNT
05	525	2740	573	9915	000000	130	00	000	431.58

VERIFICATION OF RECEIPT OF GOODS

Partial Payment

Order Complete

Items Back Ordered (Circle)

Material Checked by: _____

Date: _____

Return to Business Office Upon Completion

It is hereby certified that the above amount required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process or collection to the credit of the Funds of the Board of Education free from any obligation or certification now outstanding.

TAX EXEMPT

FED ID : 34-6400269

**THIS ORDER IS VOID UNLESS TREASURER'S
CERTIFICATE IS SIGNED**

 Treasurer, Board of Education

09/24/15

 Dated

 Purchasing Department

inv. →

Accounting Dept. Ph: 800-482-5846 Fax: 800-631-5397
email: actrec@discountschoolsupply.com

Customer Service: 800-627-2829 Fax: 800-879-3753
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DISCOUNT SCHOOL SUPPLY
P.O. BOX 6013
Carol Stream, IL 60197-6013

SAF
DTD
EOC
BM

PLEASE REFER TO YOUR ACCOUNT NO., OUR INVOICE AND ORDER NO. IN ALL COMMUNICATIONS REGARDING THIS INVOICE

YOUR ACCOUNT NO.

0005839170

SHIP TO (IF OTHER THAN "SOLD TO")

MERCER COUNTY HEAD START
6731 ST RT 219
CELINA, OH 45822-8151

SOLD TO:

CELINA CITY BOARD OF EDUCATION
ACCOUNTS PAYABLE
585 E LIVINGSTON ST
CELINA, OH 45822-1784

161371

YOUR PURCHASE ORDER NUMBER AND DATE

OUR INV. NO./ORDER NO.	INV. DATE	SHIPPED VIA	DATE SHIPPED
D21690130102	10/28/15	UPS GROUND	10/26/15

Payment Due by: 11/27/15

ORDERED	SHIPPED	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
			MERCER COUNTY HEAD START		
		2	2 JC552 UP AND DOWN STEPS	178.29	356.58
		1	1 SURCH ADDL SURCHARGE	2.32	2.32

ATTN: M SELF PO 161371**

11/04/2015
OK C. Schroyer

ORIGINAL

SALES TAX

FOB

SHIPPING & HANDLING

TOTAL DUE

KS

53.48 \$

412.38



"Thank you for choosing Discount School Supply"

Page 1 of 1

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Important: Please return bottom portion with payment to ensure proper credit.

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ACCOUNTS PAYABLE
585 E LIVINGSTON ST
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YOUR ACCOUNT NO.

0005839170

MERCER COUNTY HEAD START
6731 ST RT 219
CELINA, OH 45822-8151

SHIP TO:

OUR INV. NO./ORDER NO.	INV. DATE	SHIPPED VIA	DATE SHIPPED
D21690130102	10/28/15	UPS GROUND	10/26/15

SALES TAX

FOB

SHIPPING & HANDLING

TOTAL DUE

KS

53.48 \$

412.38

10 D216901301026 00000041238

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:
PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant		3. AWARD NO.: 05CH8467-03-00		4. AMEND. NO.: 0		
5. TYPE OF AWARD: Service			6. TYPE OF ACTION: Non-Competing Continuation			7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.		
8. BUDGET PERIOD: 12/01/2015 THRU 11/30/2016			9. PROJECT PERIOD: 07/01/2014 THRU 06/30/2019			10. CAT NO.: 93.600		

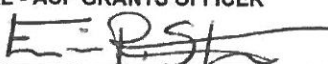

11. RECIPIENT ORGANIZATION: CELINA CITY SCHOOLS 6731 State Route 219 Celina, OH 45822-8151 Grantee Authorizing Official: Connie Paulus , Board President					12. PROJECT / PROGRAM TITLE: Head Start		
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13. COUNTY: Mercer		14. CONGR. DIST.: 04		15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Ken Schmiesing Superintendent			
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16. APPROVED BUDGET:				17. AWARD COMPUTATION:					
Personnel.....	\$	267,880.00		A. NON-FEDERAL SHARE.....	\$	135,829.00	20%		
Fringe Benefits.....	\$	162,030.00		B. FEDERAL SHARE.....	\$	543,314.00	80%		
Travel.....	\$	9,616.00		18. FEDERAL SHARE COMPUTATION:					
Equipment.....	\$	0.00		A. TOTAL FEDERAL SHARE.....	\$	543,314.00			
Supplies.....	\$	39,050.00		B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$	0.00			
Contractual.....	\$	22,738.00		C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$	0.00			
Facilities/Construction.....	\$	0.00		19. AMOUNT AWARDED THIS ACTION:					
Other.....	\$	42,000.00		\$ 543,314.00					
Direct Costs.....	\$	543,314.00		20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:					
Indirect Costs.....	\$	0.00		\$ 2,038,976.00					
At % of \$				21. AUTHORIZED TREATMENT OF PROGRAM INCOME:					
In Kind Contributions.....	\$	0.00		Additional Costs					
Total Approved Budget.....	\$	543,314.00		22. APPLICANT EIN: 346400269		23. PAYEE EIN: 1346400269A1		24. OBJECT CLASS: 41.51	

25. FINANCIAL INFORMATION:						DUNS 013433719	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %	
	05CH846703	75-16-1536	6-G054120	\$9,616.00			
	05CH846703	75-16-1536	6-G054122	\$533,698.00			

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER Eric P Staples 		DATE: 11/23/2015		28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Mr. Omar Barrett		DATE: 11/20/2015	
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Ms. Kay Willmoth  Regional Program Manager				DATE: 11/20/2015			



Office of Head Start

05CH8467 Ceina City Schools

FY2016 12/01/2015 11/30/2016 Non Competing Continuation

Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$535,759	\$0	\$118,000
Fringe Benefits	\$324,061	\$0	\$0
Travel	\$12,000	\$7,232	\$0
Equipment	\$0	\$0	\$0
Supplies	\$78,099	\$0	\$0
Contractual	\$33,476	\$12,000	\$2,000
Construction	\$0	\$0	\$0
Other	\$84,000	\$0	\$151,657
Total Direct Charges	\$1,067,395	\$19,232	\$271,657
Indirect Charges	\$0	\$0	\$0
Total	\$1,067,395	\$19,232	\$271,657

Note: This report only includes values specified in the Budget tab.

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ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

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8. BUDGET PERIOD: 12/01/2015 THRU 11/30/2016		9. PROJECT PERIOD: 07/01/2014 THRU 06/30/2019		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: CELINA CITY SCHOOLS				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information.

This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your receipt type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS.

Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.

This award is subject to requirements or limitations in any applicable Appropriations Act.

This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).

For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements.

For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS).

For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the requirements as set forth in 45 CFR Part 87.

This grant is subject to the requirements as set forth in 45 CFR Part 75.

This award is subject to HHS regulations codified at 45 CFR 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, and 1310.

Attached are terms and conditions, reporting requirements, and payment instructions.

Initial expenditure of funds by the grantee constitutes acceptance of this award.

Future support is anticipated.

** Reflects only federal share of approved budget."

AWARD ATTACHMENTS

CELINA CITY SCHOOLS

05CH8467-03-00

1. Remarks and Attachment 1

26. REMARKS (Continued from previous page)

This grant action awards partial funds for the 12/01/2015-11/30/2016 budget period. The projected annual funding level in Fiscal Year (FY) 2016 for Head Start operations is \$1,067,395, and the projected training and technical assistance allocation is \$19,232. The balance of the funds will be awarded when funds are available, subject to the final appropriation for the Head Start program for FY 2016.

Head Start population: 158 children.

Designated Head Start service area: Mercer County.

Approved program options: Center-based, Home-based.

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1.

Attachment 1

Award Number: 05CH8467/03

Recipient Organization: CELINA CITY SCHOOLS

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1301.20 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1301.32 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 12/01/2015-11/30/2016 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act or 45 C.F.R. § 1301.21 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1301.32(g) must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the five year project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(2)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. §75.439(a). Prior written approval must also be obtained under 45 C.F.R. §75.439(b)(3) and 45 C.F.R. Part 1309 to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.