

## Head Start Monthly Report March 2021

### 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)(e) 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:

##### Credit Card: \$649.89

2/8/21	Teachstone	\$125.00	S. Stammen
2/15/21	Adobe	\$29.99	Marketing
2/15/21	Varidesk	\$295.00	A. Stephenson
2/22/21	ZOOM	\$199.90	Staff

#### B. Program Information Summary

OHS released information that a 1.22% COLA has been authorized by Congress and will be awarded soon. Along with that award additional funds related to COVID relief will be awarded to all grantees in the future.

During the month of February, Director provided training to administration and Family Engagement team on HSPPS. The Director and FESM received TTA from Jenny Buehler, Regional TTA on PFCE plan for the program. The Director & FESM conducted the monthly recruitment plan. FAs met January goals for completing applications for returning students. February goal is to ensure siblings of current students are completed (19 possible). This

goal was not met. The entire Head Start leadership team is completing Servant Leadership with OAEYC as the facilitator. The end objective is to develop program values, mission statement, and vision statement. The Director supported the 2 new managers in creating IPDPs. Administration ended the month with Quarterly data review (some reports are attached to this report).

Other meetings attended by Director include COLT, Admin, OHSA Futures group, OHSAI Board, OHSAI REDI, Heading to Kindergarten, and Kinnect Ohio. Director received training through Fiscal Institute offered by the Office of Head Start.

Education staff received training on the Ohio Early Learning Developmental Standards.

The Education Manager is submitting application for SUTQ.

Celina City Schools received 5 additional ECE slots for 20/21 PY. MCHS has identified these children and have registered additional teaching staff for the required ELA training.

**Education** –Data Dialogue was conducted with education staff to work on classroom implementation plans to meet school readiness goals and objectives. Math continues to be an area in need of continued support. A Math professional development day was schedule for 3/5/21 to support teachers.

**Mental Health** – 27 students have been referred for MHC with more referrals coming.

**Disabilities** – 27 IEP students have been served thus far this year.

**Health** – 36% increase in children receiving immunizations since enrollment, 41% of children needing dental follow up, received it.

**ERSEA** – Program enrollment for PY 20/21 remains modified at this time, there have been a few classrooms where slots were increased from 9 allowing more children to enroll. This was possible due to the space afforded in those specific classrooms. Attendance continues to be an issue with 54 students meeting the definition of chronic absenteeism (meaning that the child is absent 10% or more of the scheduled days available).

**Family Engagement** –52% of families received 1 family service thus far this year

### C. Enrollment / Attendance

#### **Enrollment by Program Option:**

Half Day PY Head Start	62
Full Day School Year Ed Complex	19
Virtual Ed Complex	7
Full Day School Year Rockford	8
Virtual Rockford	1

#### **Attendance by Program Option:**

Half Day PY Head Start	80%
Full Day School Year Ed Complex	85.54%
Virtual Ed Complex	92.26%
Full Day School Year Rockford	90.38%
Virtual Rockford	73.33%

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

<b>Month Served</b>	<b>February 2021 Rockford &amp; FD = 13 days, PD = 9 days</b>
<b>Total Days Attendance</b>	<b>Rockford - Part Day programming - Ed Complex Full day Programming -</b>
<b>Total Breakfast</b>	<b>461 + 74</b>
<b>Total Lunches</b>	<b>908 + 74</b>
<b>Total Snacks</b>	<b>530</b>
<b>Total Meals</b>	<b>1899 + 148 = 2047</b>

**E. Financial Audit –**

**F. Annual Self-Assessment**

**G. Community Assessment**

**H. Communication and guidance from the Secretary - ACF-PI-HS-21-01 (attached)**

**Attachments to report:**

School Readiness Report – Winter & comparison of growth from fall  
Required Health Screening Report

Budget realignment (attached)

Respectfully submitted,

Amy Esser  
Executive Director

**INDIVIDUAL CARDHOLDER ACTIVITY**

**AMY ESSER**  
5563-7500-2990-4743

**CREDITS**  
\$0.00

**PURCHASES**  
\$649.89

**CASH ADV**  
\$0.00

**TOTAL ACTIVITY**  
\$649.89

**ACCOUNTING CODE:**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-08	02-05	82305091036000010525027	TEACHSTONE TRAINING CHARLOTTESVIL VA	125.00
02-15	02-13	55432861044200990474752	ADOBE *800-833-6687 ADOBE.LY/ENUS CA P.O.S.: BL1347898321 SALES TAX: 0.00	29.99
02-15	02-13	75418231044114059461521	VARIDESK* 1800 207 258 800-2072587 TX	295.00
<b>Total Purchasing Activity</b>				<b>\$449.99</b>

**Telecommunication Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-22	02-20	82305091052000001680956	ZOOM.US 888-799-9666 SAN JOSE CA	199.90
<b>Total Activity</b>				<b>\$199.90</b>

HEAD START - 2021 GRANT

	REVENUE				
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	962,733.00	-	962,733.00	409,000.00	553,733.00
CACFP Revenue	-	30,696.00	30,696.00	11,227.38	19,468.62
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
<b>Total</b>	<b>962,733.00</b>	<b>30,696.00</b>	<b>993,429.00</b>	<b>420,227.38</b>	<b>573,201.62</b>

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	446,514.00	-	446,514.00	209,467.04	-	237,046.96
Fringe Benefits	313,336.00	-	313,336.00	157,785.65	-	155,550.35
Programming	87,655.00	793.00	88,448.00	24,687.87	55,316.53	8,443.60
Supplies	88,818.00	29,903.00	118,721.00	18,111.41	24,799.30	75,810.29
Capital Outlay	-	-	-	-	-	-
Other Expenditures	6,794.00	-	6,794.00	1,000.00	75.00	5,719.00
<b>PA22 subtotal</b>	<b>943,117.00</b>	<b>30,696.00</b>	<b>973,813.00</b>	<b>411,051.97</b>	<b>80,190.83</b>	<b>482,570.20</b>
<b>Training &amp; Technical Services</b>						
Training & technical serv (job code 400)	14,710.00	-	14,710.00	6,396.00	4,604.10	3,709.90
Staff out of town travel	3,637.00	-	3,637.00	-	-	3,637.00
<b>Subtotal Purch Service</b>	<b>18,347.00</b>	<b>-</b>	<b>18,347.00</b>	<b>6,396.00</b>	<b>4,604.10</b>	<b>7,346.90</b>
Training & Tech Supplies	1,269.00	-	1,269.00	1,863.84	151.28	(746.12)
<b>Subtotal Supplies</b>	<b>1,269.00</b>	<b>-</b>	<b>1,269.00</b>	<b>1,863.84</b>	<b>151.28</b>	<b>(746.12)</b>
T&TA -PA20	19,616.00	-	19,616.00	8,259.84	4,755.38	6,600.78
Return of Board Advance	-	-	-	-	-	-
<b>TOTALS</b>	<b>962,733.00</b>	<b>30,696.00</b>	<b>993,429.00</b>	<b>419,311.81</b>	<b>84,946.21</b>	<b>488,170.98</b>

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

915.57

<b>439 Early Childhood</b>							
439-9920	Salaries	Fringes	Purchased	Supplies	Capital	Other	Total
	100	200	Services	500	Outlay	800	
			400		600		
Original							
CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted							
CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
Exp thru 9/30	3,781.79	2,153.86					5,935.65
Exp thru 10/31	3,634.26	2,049.45					5,683.71
Exp thru 11/30	3,697.49	2,140.84					5,838.33
Exp thru 12/31	3,556.96	2,271.36					5,828.32
Exp thru 01/31	3,642.10	3,655.68					7,297.78
Exp thru 02/28	3,982.66	2,357.59					6,340.25
Exp thru 03/31	3,776.91	2,325.80					6,102.71
Exp thru 04/30	3,755.62	2,204.13					5,959.75
Exp thru 05/31	1,572.21	1,441.29					3,013.50
Exp thru 06/30							-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	31,400.00	20,600.00	-	-	-	-	52,000.00

CCIP Budget							
Remaining	-	-	-	-	-	-	-

CAN SPEND UP TO 34,540.00 22,660.00  
BUDGET PLUS 10%

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-21-01	2. Issuance Date: 02/19/2021
	3. Originating Office: Office of Head Start	
	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2021; Funding Increase; Cost of Living Adjustment (COLA); Quality Improvement; Supplemental COVID-19 Funds	

**PROGRAM INSTRUCTION**

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

**SUBJECT:** FY 2021 Head Start Funding Increase

**INSTRUCTION:**

The Consolidated Appropriations Act, 2021 (P.L. 116-260), was signed into law on Dec. 27, 2020. The funding level for programs under the Head Start Act, including Early Head Start-Child Care Partnerships, is \$10,748,095,000, an increase of \$135 million over fiscal year (FY) 2020. This increase includes funding to provide a 1.22% cost-of-living adjustment (COLA) for all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees and \$10 million for Migrant and Seasonal grantee quality improvement funding. COLA and quality improvement funding announced in this instruction does not apply to new competitive expansion awards issued during FY 2021.

The Consolidated Appropriations Act also includes \$250 million in supplemental funds for Head Start programs to continue their response to COVID-19. This is in addition to the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020. Funds are made available for the same purpose of preventing, preparing for, and responding to COVID-19. The Office of Head Start (OHS) will again distribute this funding proportionally to all grantees based on funded enrollment levels.

This Program Instruction (PI) provides information about the FY 2021 COLA, quality improvement funding for Migrant and Seasonal grantees, and the supplemental funds available to support grantees' continued response to COVID-19. It makes brief mention of the application requirements, but more details will be forthcoming.

**FY 2021 COLA**

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive a COLA increase. Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA funds through the end of their current award.

Each grantee may apply for a COLA increase of 1.22% of the FY 2020 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received

during FY 2020. Grantees must use COLA funds to permanently increase the Head Start pay scale by no less than 1.22%. This includes salaries of current staff and the pay range of unfilled vacancies. Grantees must provide an equivalent increase to delegate agencies and other partners to adjust their salaries and scales. Any grantee concerned that they cannot increase salaries for education staff (e.g., classroom teachers, home visitors, and family child care providers) due to wage comparability issues should ensure public school salaries for kindergarten teachers are included in their considerations.

Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of COLA funds. Sec. 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. It also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees paid through indirect costs. Sec. 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing a COLA percentage less than 1.22% across its pay scale, or differential increases between delegates or partners, must justify its rationale in its budget narrative.

As specified in Personnel policies, 45 CFR §1302.90, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee. They must be available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Any remaining funds may be applied to fringe benefits costs or used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, and supplies.

### **FY 2021 Quality Improvement Funds for Migrant and Seasonal Grantees**

Each Migrant and Seasonal grantee will receive a proportionate amount of quality improvement funding based on the number of slots the grantee is funded to serve (approximately \$370 per slot).

There is flexibility in the use of quality improvement funds to meet Migrant and Seasonal grantees' most pressing needs. Therefore, a program may apply to use quality improvement funds for activities consistent with Sec. 640(a)(5) of the Act, except that any amount of these funds may be used on any of the activities specified in such section. Programs are not bound by the requirements that at least 50% of the funds be used for staff compensation or that no more than 10% of funds be used on transportation. See Attachment A for the list of activities.



The Administration for Children and Families reserves the right to delay decisions on quality improvement funding until the outcomes have been finalized for those Migrant and Seasonal grantees subject to competition for continued funding through the DRS.

### **Supplemental Funds to Continue Responding to COVID-19**

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive additional funds to continue responding to COVID-19. Each grantee may apply for a proportionate amount of the \$250 million based on their total funded enrollment.

The purpose of these supplemental funds is the same as that of the CARES Act funds: to prevent, prepare for, and respond to COVID-19. Within these parameters, grantees have flexibility to determine which investments best support the needs of children and families while adhering to state and local guidance. Examples of the types of activities include, but are not limited to, the following:

1. Mental health services, supports, crisis response, and intervention services
2. Additional classroom staff to meet social distancing requirements, employees or contracted staff to address anticipated health, mental health, and social service needs, or staff to serve as substitutes
3. Other personnel costs, including fringe benefits and expanded sick leave
4. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments, and other relevant agencies
5. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA), as well as refrigerators or supplies to support the delivery of meals to children served in a remote/virtual program model
6. Training and professional development for staff on infectious disease management, delivery of remote/virtual services, etc.
7. Transportation, including the hiring of bus drivers and the purchase of buses and other vehicles that could support the delivery of educational materials, supplies, and meals
8. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles
9. Renovations or other space modifications, such as room dividers
10. Additional weeks of Head Start or Early Head Start programming at the end of the 2020–2021 program year or during the summer to increase the time period children and families can receive services
11. Other actions that are necessary to maintain and resume the operation of programs, such as investing in technology infrastructure and upgrades, ventilation systems, or other emergency assistance

The application process for these supplemental funds will be forthcoming.

#### *Waiver of Non-Federal Match*

The COVID-19 pandemic, a national emergency, is seriously affecting economic conditions in communities throughout the U.S. The Head Start Act recognizes that lack of resources in a

community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve all requests for waivers of non-federal match associated with the following funds for FY 2021: COLA, quality improvement, and funding associated with COVID-19. To request a waiver of non-federal match, enter \$0 in Section C of your SF-424A in your application. No additional justification of the waiver is required. The issuance of a notice of award constitutes approval of the requested waiver.

#### *Application Requirements*

Grantees are required to request COLA funds, and quality improvement funds for Migrant and Seasonal grantees, through a grant application. OHS will soon issue a funding guidance letter to each grantee specifying its funding level and additional instructions on how to apply for these funds. OHS will also provide guidance on how to apply for COVID-19 supplemental funds. All applications must be submitted through the Head Start Enterprise System (HSES). Note that grantees will also be asked to report on the supplemental COVID funds in HSES when they report on their CARES Act spending plans, similar to the fall 2020 data collection.

#### **Additional Information**

Additional information and materials related to the pandemic are available on the COVID-19 and the Head Start Community page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

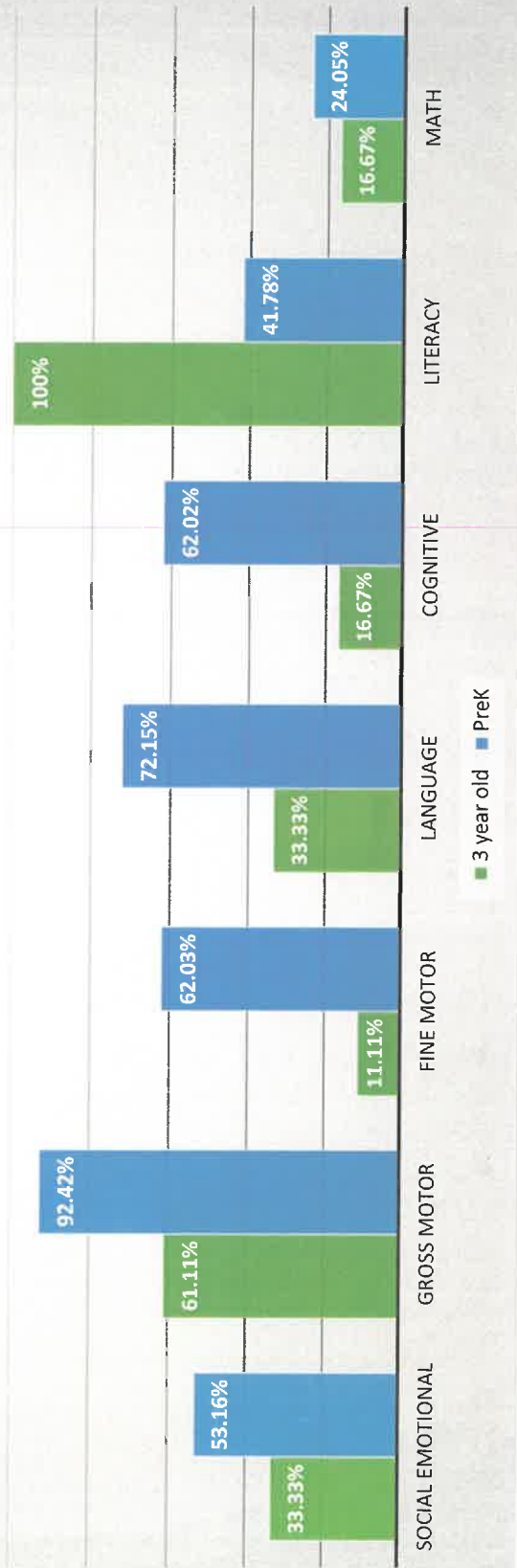
Please direct any questions regarding this PI to your Regional Office.

Thank you for your work on behalf of children and families.

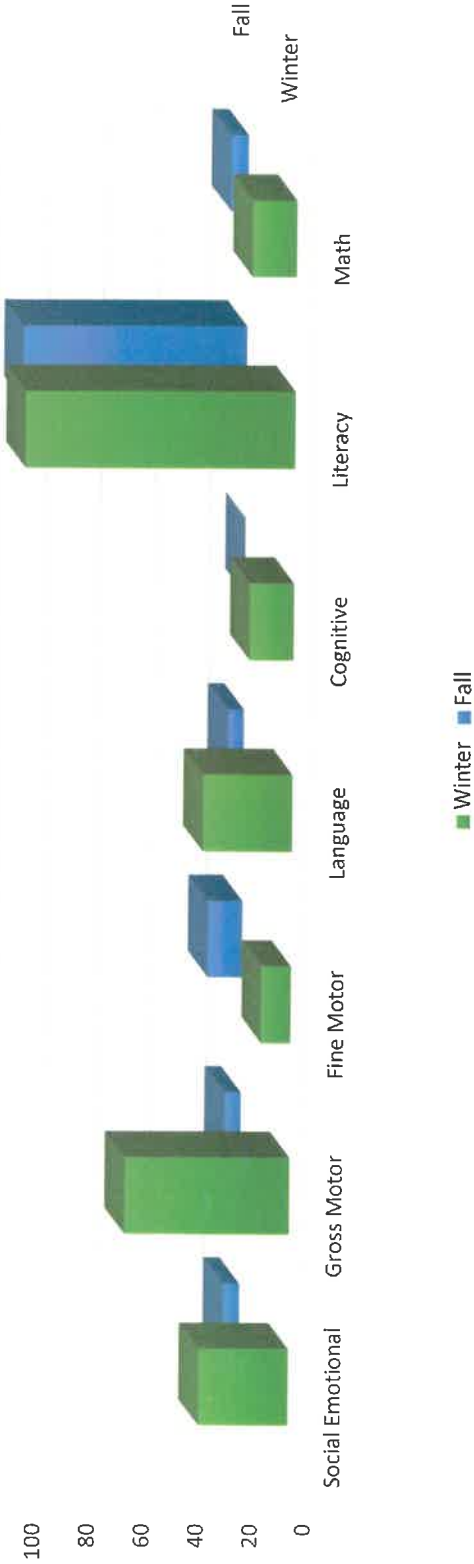
/ Ann Linehan /

Ann Linehan  
Acting Director  
Office of Head Start

# % of children meeting SRG expectations Winter 2020



### 3 yo Comparison of Growth Fall to Winter

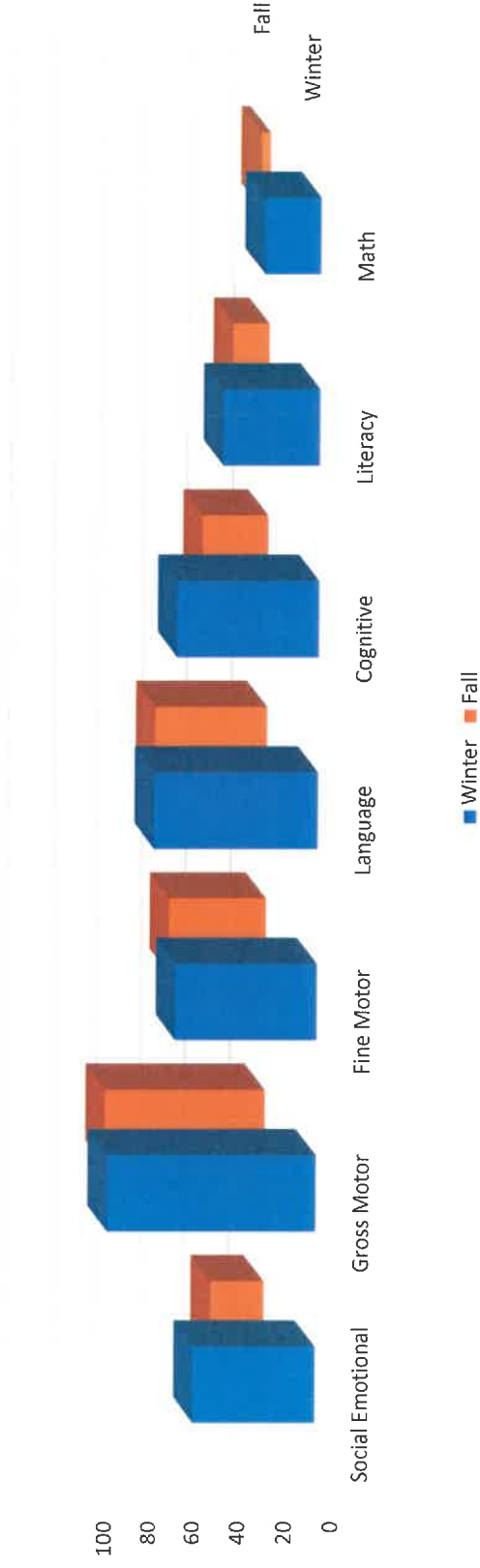


- Data Analysis**
- 27.45% increase in Manages Feelings (SE)
  - 55.23% increase in Demonstrates gross motor manipulative skills (GM)
  - 1.39% decrease in Uses writing and drawing tools (FM)
  - 27.45% increase in Uses an expanding expressive vocabulary (LAN)
  - 16.67% increase in Makes Connections (COG / ATL)
  - 17.65% increase in Uses print concepts (LIT)
  - 10.42% increase in Connects numerals with their quantities (MA)

Largest area of growth – Gross Motor  
 Smallest area of growth – Fine Motor

Correlations – ECERS scores related to FM. CLASS scores related to Instructional Support. ECERS scores related to Math materials.

## PreK Comparison of Growth Fall to Winter



### Data Analysis

- 29.78% increase in Manages Feelings (SE)
- 20.98% increase in Demonstrates gross motor manipulative skills (GM)
- 19.17% increase in Uses writing and drawing tools (FM)
- 22.5% increase in Uses an expanding expressive vocabulary (LAN)
- 33.45% increase in Makes Connections (COG / ATL)
- 26.2% increase in Uses print concepts (LIT)
- 20.15% increase in Connects numerals with their quantities (MA)

Largest area of growth – Makes Connections (COG / ATL)

Smallest area of Growth – Uses writing and drawing tools (FM)

Correlations – ECERS scores and FM. ECERS scores related to Math materials. Overall, with the exception of Literacy & Math, 2/3 of all PreK children are achieving School Readiness Goals benchmarks. Only 42% of PreK children are achieving Literacy benchmarks and only 24% of PreK children are achieving Math school readiness benchmarks.

[+ Additional Filtering](#)

Currently Enrolled ▼

Filter

View All

All Agencies ▼

All Sites ▼

All Classes ▼

Agency: All

Currently Enrolled= 98

**406 - EPSDT status Report**

	Up-To-Date	Not Up-To-Date
<b>Anemia (HCT/HGB) (Mandated)</b>	<a href="#">81</a>	<a href="#">17</a>
<b>Dental (Mandated)</b>	<a href="#">81</a>	<a href="#">17</a>
<b>Growth (Mandated)</b>	<a href="#">94</a>	<a href="#">4</a>
<b>Hearing (Mandated)</b>	<a href="#">96</a>	<a href="#">2</a>
<b>Lead Screening (Mandated)</b>	<a href="#">78</a>	<a href="#">20</a>
<b>Physical (Mandated)</b>	<a href="#">95</a>	<a href="#">3</a>
<b>Vision (Mandated)</b>	<a href="#">94</a>	<a href="#">4</a>

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

Up-To-Date	Not Up-To-Date
<a href="#">64</a>	<a href="#">34</a>

**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.**

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Celina City Schools / Mercer County Head Start

Realignment of COVID budget.

Proposed Budget submitted to OHS

Personnel	\$45,236
Fringe benefits	\$7,110
Supplies	\$84,506
Contractual	\$2000
Total	\$138,852

Director is proposing to reallocate the \$2000 from Contractual line item to personnel. The program did not utilize the allocated dollars in the Contractual line. These dollars will be reallocated to Personnel line item. The Director intends to utilize dollars in a carryover request (previously approved by Board of Education) to provide summer programming for children transitioning to kindergarten.