

Head Start Monthly Report December 2016

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:

- **Total of \$2,591.15**
- **\$136.00 (charged & reimbursed) AMTRACK**
- **\$227.04 Doubletree - Mental Health Summit - OHSOI**
- **\$29.43 - Marathon - Gas**
- **\$16.50 - Dune park Train fare**
- **\$16.50 - Millennium Train fare**
- **\$575.22 - Hyatt Head Start regional conference**
- **\$575.22 - Hyatt Head Start regional conference**
- **\$31.76 - Hard Rock - meals**
- **\$38.00 - Chuck's - meals**
- **\$590.74 - Hard Rock Hotel - Fiscal Institute conference**
- **\$490.74 - Hard Rock Hotel - Fiscal Institute conference**

B. Program Information Summary

The New Head Start Performance Standards went into effect November 7, 2016. OHSAI and the Regional office are providing trainings and conference to help grantees maintain compliance with new regulations.

Still awaiting response from the OHS in regards to the Duration grant request.

Head Start Director and District Treasurer attended Regional Fiscal Institute training in Chicago. Head Start Director and Family Engagement Services Manager attended OHS Regional performance Standards training in Chicago.

Head Start Director and Management team evaluated needs of the program in all areas. Programmatic needs were ordered.

Education –Head Start Director and Education Manager met with Celina City Schools Kindergarten principals to discuss school readiness activities and transitions for children spring, 2017. Conducted first Data Dialogue day with education staff. Teaching staff were given checkpoint data to review and plan objectives to reach program established school readiness goals. Practice Based coaching and Conscious Discipline coaching continue for teaching staff. CLASS observation began.

Mental Health –Head Start contracts with Foundations for Mental Health Services. Currently, two students have behavior support plans for the classroom. Six students have been referred for observations.

Disabilities – We are currently serving 16 children with IEPs. There are several more ETRS scheduled in the next few weeks. Head Start serves 1 child with a Medical Plan of Action and 1 child with a dietary plan of action.

C. Enrollment / Attendance

118 children are currently enrolled. HS Director and Family Engagement Services Manager met with an advertising / promotional agent about marketing opportunities and ideas for the area. FESM has contracted to rent billboards in the area as well.

Enrollment by Program Option:

Half Day PY Head Start	99
Full Day School Year (6 hour day)	19

Attendance by Program Option:

Half Day PY Head Start	91.31%
Full Day School Year	86.69%

D. CACFP report – CACFP claimed meals

Month Served	November 2016
Total Days Attendance	Rockford - 14 Franklin 15
Total Breakfast	864
Total Lunches	1555
Total Snacks	679
Total Meals	3098

E. Financial Audit - N/A

F. Annual Self-Assessment

- Completed March 2016

G. Community Assessment

- Update In Process

H. Communication and guidance from the Secretary

Attachments to report:

Policies for approval:

Eligibility - Age

Eligibility - Verifying Income

Application Process

Child Attendance Policy

Required Screenings Report

Respectfully submitted,

Amy Esser
Executive Director

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,086,608.00	0.00	1,086,608.00	944,500.00	142,108.00
CACFP Revenue	0.00	63,000.00	63,000.00	79,564.29	-16,564.29
Other Local	0.00	2,000.00	2,000.00	0.00	2,000.00
Refund prior year exp	0.00	2,000.00	2,000.00	0.00	2,000.00
Board advance	0.00	50,000.00	50,000.00	50,000.00	0.00
Total	1,086,608.00	117,000.00	1,203,608.00	1,074,064.29	129,543.71

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	554,972.00	0.00	554,972.00	550,951.45	4,020.55		4,020.55	
Fringe Benefits	324,061.00	0.00	324,061.00	308,421.95	15,639.05	131.48	15,507.57	
Programming	45,476.00	4,000.00	49,476.00	49,818.07	-342.07	16,135.01	-16,477.08	
Supplies	78,099.00	63,000.00	141,099.00	76,514.23	64,584.77	81,362.17	-16,777.40	
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Expenditures	84,000.00	0.00	84,000.00	3,086.50	80,913.50	0.00	80,913.50	
PA22 subtotal	1,086,608.00	67,000.00	1,153,608.00	988,792.20	164,815.80	97,628.66	67,187.14	
Training & Technical Services								
Training & technical serv (job code 400)	419	0.00	12,000.00	15,679.62	-3,679.62	4,770.00	-8,449.62	
Staff out of town travel	439	0.00	7,232.00	4,424.61	2,807.39	3,905.96	-1,098.57	
Subtotal Purch Service		0.00	19,232.00	20,104.23	-872.23	8,675.96	-9,548.19	
Training & Tech Supplies		0.00	0.00	1,552.51	-1,552.51	0.00	-1,552.51	
Subtotal Supplies		0.00	0.00	1,552.51	-1,552.51	0.00	-1,552.51	
T&TA -PA20		0.00	19,232.00	21,656.74	-2,424.74	8,675.96	-11,100.70	
Return of Board Advance		0.00	50,000.00	50,000.00	0.00	0.00	0.00	
TOTALS	1,105,840.00	117,000.00	1,222,840.00	1,060,448.94	162,391.06	106,304.62	56,086.44	

In-Kind	Hours	Amount per hour	Total
Support Personnel			
Itinerant Teachers		\$37.21	\$0.00
	Monthly \$5002.36	Uniform \$23.40	
Custodian Monthly & Uniform			\$5,025.76
OT		\$40.10	\$0.00
PT		\$61.60	\$0.00
ELL		\$27.70	\$0.00
Speech-Shelly Grothouse		Monthly \$6339.75	\$6,339.75
Speech		\$52.00	\$0.00
		Sub Total	\$11,365.51
Building Usage			
Franklin Utilities	electric, sewage, trash, snow/mow, phone		
Maintenance		\$519.13 per month	\$519.13
Treasurer's Office Personnel		1131.29 per month	\$1,131.29
		Sub Total	\$1,650.42
Volunteer			
Cafeteria Assistants		\$15.82	0
Tri Star / WSU Volunteers		\$15.82	\$0.00
Community/ Other		\$15.82	0
		Sub Total	\$0.00
Goods & Services		Total	
Family Activities		\$15.82	\$0.00
At Home Activities		\$15.82	\$0.00
Parent Classroom Volunteer		\$15.82	\$0.00
Parent Committee Meeting		\$15.82	\$0.00
Policy Council / HEAC		61.54	\$0.00
		Sub Total	\$0.00
Mileage	Total Miles	Amount Per Mile	
	51	0.555	28.305
Total This Month			\$13,044.24
In-Kind Needed Each Month: \$22,639		Annual required inkind	\$271,657.00
		Inkind needed to date	-\$14,159.52

ACCOUNT ACTIVITY

(CONTINUED)

link Transaction

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
	CONNIE ROSE TRANSACTIONS THIS CYCLE (CARD 5536) \$19,213.46	
11/16	SHERATON COLUMBUS OH KENNETH SCHMIESING TRANSACTIONS THIS CYCLE (CARD 4374) \$184.00	184.00
11/10	AMTRAK - JU2910751045145 08008727245 DC	-136.00
10/17	AMTRAK .COM WASHINGTON DC	136.00
11/05	DOUBLETREE BY HILTON C WORTHINGTON OH	227.04
11/14	MARATHON PETRO FORT WAYNE IN	* 29.43
11/14	DUNE PARK STATION CHESTERTON IN	* 16.50
11/16	MILLENNIUM STATION TER CHICAGO IL	16.50
11/16	HYATT HOTELS CHICAGO CHICAGO IL	575.22
11/16	HYATT HOTELS CHICAGO CHICAGO IL AMY ESSER	575.22
	TRANSACTIONS THIS CYCLE (CARD 5223) \$1,439.91	
11/11	Payment Thank You - Web	-34,739.64
10/21	AIPRT PRKING MAIN LT L VANDALIA OH	54.00
11/01	F & B HARD ROCK HOTEL CHICAGO IL	31.76
11/02	CHUCKS CHICAGO IL	38.00
11/03	HARD ROCK HOTEL CHICAG CHICAGO IL	590.74
11/03	HARD ROCK HOTEL CHICAG CHICAGO IL	490.74
11/10	HERFF JONES SCHOL 8900 03176123467 IN	11,766.26
11/15	SHERATON COLUMBUS OH THOMAS S SOMMER TRANSACTIONS THIS CYCLE (CARD 4245) - \$21,551.94 INCLUDING PAYMENTS RECEIVED	216.20

Head Start

Trip-Star Rating Trip

Head Start

OSBA Cap conf

Head Start

2016 Totals Year-to-Date	
Total fees charged in 2016	\$0.00
Total interest charged in 2016	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

Head Start
Total
\$2591.15

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	13.49% (v)	-0-	-0-
CASH ADVANCES			
Cash Advances	19.49% (v)	-0-	-0-
BALANCE TRANSFERS			
Balance Transfer	13.49% (v)	-0-	-0-

(v) = Variable Rate

31 Days in Billing Period

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

IMPORTANT NEWS

We have recently extended coverage of many travel protection benefits to your employees. If you would like a paper copy of your updated Guide to Benefits, please call the Customer Service number on this statement.

Background Checks – Extension of Compliance Date and Questions

 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

Mercer County Head Start Policies and Procedures

P/P Topic:	Verifying Eligibility	P/P #:	
Part:	ERSEA	PC Approval Date:	
Subpart:	<i>Age requirements</i>	Last Reviewed Date:	
Section Title(s):	1302.12(b)	Implementation Responsibility:	Family Advocates
Related Performance Standard(s):	1302.12	Monitoring Responsibility:	Family Engagement Services Manager

(A) Policy	<p>(b) Age requirements.</p> <p>(2) For Head Start, a child must :</p> <p>(i) Be at least 3 years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and,</p> <p>(ii) Be no older than the age required to attend school.</p>
(B) Responsibility	Family Advocates
(C) Procedure	<p>During the application process the parent / guardian must provide documentation to prove the child's date of birth. Documentation accepted includes: official birth certificate, hospital birth record, copy of child's medical card provided through DJFS.</p> <p>The exception to this rule is in the case of those families deemed "homeless" by the <i>McKinney Vento Act</i>. If producing proof of the child's date of birth creates a barrier to the child receiving services, this requirement can be waived.</p> <p>It is the responsibility of the Family Advocate to help secure this documentation once the child is enrolled in the program.</p>

Mercer County Head Start Policies and Procedures

P/P Topic:	Verifying Eligibility	P/P #:	
Part:	ERSEA	PC Approval Date:	
Subpart:	<i>Eligibility requirements - Income</i>	Last Reviewed Date:	
Section Title(s):	1302.12©	Implementation Responsibility:	Family Advocates
Related Performance Standard(s):	1302.12 ©, (i) (1) (2)(3)(4)	Monitoring Responsibility:	Family Engagement Services Manager

(A) Policy	<p>(1) A pregnant woman or a child is eligible if:</p> <ul style="list-style-type: none"> (i) the family's income is equal to or below the poverty line; or, (ii) The family is eligible for or in the absence of childcare would be potentially eligible for public assistance; including TANF child-only payments; or, (iii) The child is homeless as defined in part 1305; or (iv) The child is in foster care <p>(2) If the family does not meet a criterion under paragraph ©(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program's enrollment in accordance with paragraph (d) of this section.</p>
(B) Responsibility	Family Advocates
(C) Procedure	<p>The family advocate will assist the parent / guardian in completing the income verification document.</p> <p>If the family is eligible for or is receiving child care benefit or other benefits deemed TANF, the appropriate box will be marked on the income verification form.</p> <p>Each family will complete a residency document. This document outlines the parameters of the <i>McKinney Vento</i> definition of homeless. If the family indicates that they are homeless the appropriate box will be marked on the income verification form.</p> <p>During the application, if the parent / guardian indicate that the child is in foster care or an out of home placement based on court order, the Family Advocate will obtain a release of information to obtain the legal documentation to verify the placement. In the event that the child's placement meets the definition of foster care, the appropriate box will be marked on the income verification form.</p>

	<p>It is the responsibility of the Family Advocate to help secure this documentation once the child is enrolled in the program.</p> <p>During the application process the parent / guardian must provide documentation to prove the family's income or lack thereof. Documentation accepted includes: tax forms, pay stubs, written statements from employers, self-employment disclosures for the relevant time period (12 months either immediately previous to the application date or the previous calendar year tax forms)</p> <p>If the family reports that a significant change has happened in the relevant time period, family advocates may calculate income based on <i>current circumstances</i>.</p> <p>The Family Advocate will calculate the family's total income. If the total income falls at or below the federal poverty guidelines the family is deemed eligible for services. If the family's income is at or above the federal poverty guidelines, the family can be "considered" for services, but is deemed ineligible.</p> <p>The income verification form must be reviewed and signed by a parent / guardian, the family advocate completing the form. The form is then reviewed for accuracy by the Family Engagement Services Manager.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Application	P/P #:	
Part:	ERSEA	PC Approval Date:	
Subpart:	<i>Application Process</i>	Last Reviewed Date:	
Section Title(s):	1302.15	Implementation Responsibility:	Family Advocates
Related Performance Standard(s):		Monitoring Responsibility:	Family Engagement Services Manager

(A) Policy	(a) Funded enrollment. A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.
(B) Responsibility	Family Advocates
(C) Procedure	<p>Family Advocates will complete an application on any child / family interested in enrolling in the Head Start program.</p> <p>All applications will be completed in person at a location mutually agreed upon by staff and parent / guardian (ie office, home, or public meeting space)</p> <p>Prior to the application meeting the parent / guardian will be notified that the following items are required:</p> <ul style="list-style-type: none"> • Proof of child's date of birth • Child's most up to date immunization record • Social security numbers for child and family members • Proof of income • Copy of child's medical card / insurance card <p>At application the following forms are completed:</p> <ul style="list-style-type: none"> • Application (COPA) • Health History (COPA) • Verification of Income • HIPAA • Emergency Transportation / Health information • Residency document • Parent Handbook • Releases of Information (if needed) <p>Once the application packet is completed, the packet is reviewed by the Family Engagement Services Manager for official acceptance.</p> <p>When the child has been accepted by the FESM, the file is returned to the Family Advocate.</p>

	<p>The Family Advocate then schedules an enrollment / orientation appointment with the family. An acceptance letter is mailed to the family.</p> <p>Families are informed that children need a physical and dental examination. Forms are provided.</p> <p>At enrollment / orientation the following forms are completed:</p> <ul style="list-style-type: none">• Resource manual• Parent Orientation• Parent commitment• Transportation rules• Policy Council• Media Consent• Parent Interest survey• Walking Field Trip consent• SUTQ Family Information Sheet <p>Once all required paperwork is completed the family is provided a bus route, classroom assignment, teacher assignment, and a start date.</p> <p>The Family Advocate provides the secretaries with a status change form with the child's information to be entered in to the COPA system.</p> <p>The IT secretary starts services within COPA.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	ERSEA	P/P #:	
Part:	1302	PC Approval Date:	
Subpart:		Last Reviewed Date:	
Section Title(s):	Attendance	Implementation Responsibility:	Education staff, family advocates, secretaries
Related Performance Standard(s):	1302.16	Monitoring Responsibility:	Family Engagement Services Manager (FESM)

(A) Policy	Attendance is taken daily.
(B) Responsibility	Education staff, family advocates
(C) Procedure	<p>Attendance is taken as each child enters the classroom. This kept on a "hard-copy" attendance document.</p> <ul style="list-style-type: none"> • Attendance is recorded within COPA by the teaching staff within the first 30 minutes of children's arrival. Children are marked "present", "absent (excused)" or "absent (not excused)" in the agency tracking system. • Absences due to child illness, Dr. appointment, or emergency/death in the family are marked as "absent (excused)". All other absences are considered unexcused. Whenever possible, staff is to document the reason for the absence in the agency tracking system. • Tracking absences are as follows: <ol style="list-style-type: none"> 1) Parents are to notify the agency by call or text to account for each day their child cannot attend and to explain the reason for the absence. It is the parent's responsibility to keep their phone number current and to update the One Call system. 2) A Family Advocate or FESM will send a text message through One Call to notify the parent if the child has not been called in absent for the day and will then document this in the agency data system. 3). A Family Advocate or Secretary will attempt to contact the parent via the most updated phone number provided in the child's record the day of the child's absence. 4) After 2 consecutive days or frequent intermittent days of absence with no contact with the family, an agency staff person will go to the home and leave a note asking the family to contact the agency within 2 days. 5) If there is no contact with family within 2 days of the visit to the home, a letter is sent to the family. The letter will explain agency attendance policy as well as the need to develop appropriate family support or "attendance plan" (see below for a definition of this) with the family to assist in making sure the child attends school on a regular basis.

	<p>6) If the child continues to be absent and there has been no contact with the family, a letter is sent to the family by the FESM explaining that the child will be moved to the agency wait list by a stated date if still no family contact.</p> <ul style="list-style-type: none">• All attempts, whether calls, texts, letters, etc., are documented in the agency data base within 2 days, at the latest. All letters are scanned or pasted in to the data base. <p><u>Attendance Plan</u>: is designed to assist and support the family in establishing regular attendance. This plan will be detailed and specific so family and agency staff is clear with the goal and action steps.</p>

Agency: Mercer County Head Start

Site: All

Currently Enrolled= 118

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Dental	<u>107</u>	<u>11</u>
Growth Assessment	<u>87</u>	<u>31</u>
HCT or HGB	<u>82</u>	<u>36</u>
Hearing	<u>118</u>	0
Lead Screening (Mandated)	<u>80</u>	<u>38</u>
Vision	<u>113</u>	<u>5</u>

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

Up-To-Date	Not Up-To-Date
<u>80</u>	<u>38</u>

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Physicals

15 - not up to date