

Head Start Monthly Report October 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)€ 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: \$395.73

9/16/21	\$30.02	Floral Friends	Staff
9/20/21	\$50	Pay Pal / AAP	A Stephenson
9/20/21	\$127.33	GWL	S. Stammen
9/20/21	\$127.33	GWL	K. Kramer
9/24/21	\$61.05	Facebook	Recruitment

B. Program Information Summary

Head Start programming began 9/1/21. One classroom was closed in September for 2 days due to staffing shortages. Due to staffing shortages, enrollment has been slowed to ensure the safety of each child. Children entering into the program have displayed delays in speech / language and self-help skills. These issues put a significant strain on our limited workforce.

The Director submitted 3 serious incident reports to OCLQS as prescribed by regulation as (1) staff & (2) students tested positive for COVID.

In regards to President Biden's order for mandated vaccination for Head Start staff, the Director is waiting for formal guidance from the OHS prior to developing policy & procedure.

The Rockford class won the highest attendance award for the month of September.

Throughout the month the Director was engaged in multiple future planning activities. The Director and Education Manager began reviewing and developing an entry level Teacher Assistant position in alignment with Head Start requirements. The Director has been in discussions with multiple managers discussing December Wellness events. Part of the program's goals is to acknowledge and support the different cultures that we serve. The Director completed a self-assessment on multi-cultural principle #1 with the admin team and Head Start secretary. Every 3 years Head Start is responsible to complete a wage study. In September, the Director drafted the wage survey to be distributed to like agencies / programs in October. The Director and CCS Curriculum Director began planning for the H2K presentation in October.

Trainings provided to staff either by the Director or outside agencies included: Relationship-Based Competencies (TTA) and Income Certification training to Family Advocates. The Director updated Family & Community Partnership service plan and policies that go with that section.

Monthly meetings that are regularly attended include Policy Council, Administrative meetings, KAN, and weekly Director calls.

Typically, in September, NHTSA holds a conference in Washington DC that includes capitol hill visits. Hill visits were conducted virtually. The Director participated in visits with Congressmen Latta and Jordan, as well as Senators Brown & Portman.

The Director along with other Early Childhood Administrators completed the county IAA for transition.

Education – New this year is the implementation of ODE's Home language survey. This identifies DLL students to ensure any assessments / evaluations are conducted appropriately for children who may need specialized services.

Social Services – Policy Council elections were conducted. Our new Policy Council parents are: Kerrienne Font, Amanda Wenning, Sabrina Brane, Rebekah Baird, Payne Smith, and Angola Myers.

Health – see attached report

Mental Health – 18 children have been referred to the MHC.

Disabilities – 10 children on IEPs are currently being served

C. Enrollment / Attendance

Cumulative enrollment reported is 107

Enrollment by Program Option:

Half Day PY Head Start	38
Full Day School Year Ed Complex	62
Full Day School Year Rockford	7

Attendance by Program Option:

Half Day PY Head Start	84.42
Full Day School Year Ed Complex	83
Full Day School Year Rockford	90.48

D. CACFP report - CACFP claimed meals

Month Served	September 2021
Total Days Attendance	Rockford - 18 Part Day programming - 17 Ed Complex Full day Programming - 21
Total Breakfast	1315
Total Lunches	1579
Total Snacks	1312
Total Meals	4206

E. Financial Audit – 2020 Completed

F. Annual Self-Assessment

- Completed May 2021

G. Community Assessment

- Completed

H. Communication and guidance from the Secretary

- PIs, IMs – see attached

***Director is requesting the approval of the attached amendment to the fiscal policy manual regarding Travel & Mileage reimbursement.**

Attachments to report:

Health Statistics Report

Recruitment Report

Respectfully submitted,

Amy Esser

Executive Director

HEAD START - 2021 GRANT

	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
REVENUE													
Federal Revenue	118,000.00	159,000.00	132,000.00	126,000.00	145,000.00	125,000.00	135,000.00	168,000.00	164,000.00	167,000.00	-	-	-
CACFP Revenue	-	-	11,227.38	5,207.36	8,859.08	8,590.24	4,681.10	465.31	-	-	-	-	-
Other Local	-	-	-	1,500.00	-	-	-	-	-	-	-	-	-
Refund prior year exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Board advance	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	118,000.00	159,000.00	143,227.38	132,707.36	153,859.08	133,590.24	139,681.10	168,465.31	164,000.00	167,000.00	-	-	-
EXPENDITURES													
Salary	65,394.96	72,712.21	71,359.87	74,310.79	72,965.12	72,514.75	76,887.58	77,173.78	101,964.42	67,761.59	-	-	-
Fringe Benefits	42,343.34	70,568.95	44,853.36	40,702.82	40,513.69	40,869.98	45,226.07	61,714.60	45,961.36	35,904.47	-	-	-
Programming	7,703.92	5,887.79	11,086.16	11,039.80	19,775.29	18,408.12	9,461.37	12,255.93	3,314.87	6,466.97	-	-	-
Supplies	178.28	7,432.22	10,500.91	8,423.86	8,483.27	8,246.05	3,410.81	16,734.92	6,794.80	53,139.76	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-	2,000.00	-	-	-
Other Expenditures	1,000.00	-	-	75.00	1,668.00	-	-	-	1,180.00	-	-	-	-
PA22 subtotal	116,620.50	156,621.17	137,810.30	134,552.27	143,406.37	140,038.30	134,995.83	167,879.23	159,215.25	165,292.79	-	-	-
Training & Technical Services (job code 400)	-	4,127.00	2,269.00	6,789.52	87.00	30.61	-	-	2,523.00	1,620.00	-	-	-
Training & technical serv (CBJ 419)	-	4,127.00	2,269.00	6,789.52	87.00	30.61	-	-	2,523.00	1,620.00	-	-	-
Staff out of town travel (CBJ 439)	-	-	-	-	-	-	-	-	1,867.39	124.26	-	-	-
Subtotal Purch Service	-	4,127.00	2,269.00	6,789.52	87.00	30.61	-	-	4,390.39	1,744.26	-	-	-
Training & Technical Supplies	866.72	-	997.12	284.00	100.00	-	-	-	-	1,127.62	-	-	-
Training & Tech Supplies	866.72	-	997.12	284.00	100.00	-	-	-	-	1,127.62	-	-	-
Subtotal Supplies	866.72	4,127.00	3,266.12	7,073.52	187.00	30.61	-	-	4,390.39	2,871.88	-	-	-
T&TA -PA20	-	-	-	-	-	-	-	-	-	-	-	-	-
Return of Board Advance	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	117,487.22	160,748.17	141,076.42	141,625.79	143,593.37	140,069.51	134,995.83	167,879.23	163,605.64	168,164.67	-	-	1,479,245.85

1,439,000.00
39,010.47
1,500.00

753,065.07
468,678.64
105,430.22
123,344.68
2,000.00
3,924.00

17,446.13
1,991.65
3,375.46

1,479,245.85

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER 5563-7500-2990-4743	CREDITS \$0.00	PURCHASES \$395.73	CASH ADV \$0.00	TOTAL ACTIVITY \$395.73
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-10	09-10	15270211253000048767345	FACEBK WTXP97XDG2 MENLO PARK CA	26.05
09-16	09-15	55432861258200011364470	SQ *FLORAL REFLECTIONS SAINT HENRY OH P.O.S.: 00011529215105589 SALES TAX: 2.03	30.02
09-20	09-17	55429501260852274859639	PAYPAL *OHIO AAP 4029357733 CA P.O.S.: 27485963 SALES TAX: 0.00	50.00
09-24	09-23	15270211266000100156754	FACEBK C8NXM7TDG2 MENLO PARK CA	35.00
Total Purchasing Activity				\$141.07

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-20	09-17	65180131261051600012285	GREAT WOLF LODGE MASON MASON OH 003960080 ARRIVAL: 09-16-21	127.33
09-20	09-17	65180131261051600012293	GREAT WOLF LODGE MASON MASON OH 003960082 ARRIVAL: 09-16-21	127.33
Total Travel Activity				\$254.66

439 Early Childhood							
439-9922	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Original CCIP Budget	41,900.00	30,100.00	-	-	-	-	72,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	41,900.00	30,100.00	-	-	-	-	72,000.00
Exp thru 9/30	2,350.00	1,822.12					4,172.12
Exp thru 10/31							-
Exp thru 11/30							-
Exp thru 12/31							-
Exp thru 01/31							-
Exp thru 02/28							-
Exp thru 03/31							-
Exp thru 04/30							-
Exp thru 05/31							-
Exp thru 06/30							-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	2,350.00	1,822.12	-	-	-	-	4,172.12
CCIP Budget							
Remaining	39,550.00	28,277.88	-	-	-	-	67,827.88
CAN SPEND UP TO	46,090.00	33,110.00					
BUDGET PLUS 10%							

HEAD START - 2021 GRANT

REVENUE					
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,925,465.00	-	1,925,465.00	1,439,000.00	486,465.00
CACFP Revenue	-	30,696.00	30,696.00	39,010.47	(8,314.47)
Other Local	-	-	-	1,500.00	(1,500.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,925,465.00	30,696.00	1,956,161.00	1,479,510.47	476,650.53

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	936,721.00	-	936,721.00	753,055.07	183,665.93	-	183,665.93
Fringe Benefits	629,679.00	-	629,679.00	468,678.64	161,000.36	4,400.00	156,600.36
Programming	158,103.00	793.00	158,896.00	105,430.22	53,465.78	38,528.74	14,937.04
Supplies	158,860.00	29,903.00	188,763.00	123,344.68	65,418.32	30,617.99	34,800.33
Capital Outlay	-	-	-	2,000.00	(2,000.00)	-	(2,000.00)
Other Expenditures	13,589.00	-	13,589.00	3,924.00	9,665.00	-	9,665.00
PA22 subtotal	1,896,952.00	30,696.00	1,927,648.00	1,456,432.61	471,215.39	73,546.73	397,668.66
Training & Technical Services							
Training & technical serv (job code 400)	28,652.00	-	28,652.00	17,446.13	11,205.87	4,187.39	7,018.48
Staff out of town travel	7,798.00	-	7,798.00	1,991.65	5,806.35	2,004.57	3,801.78
Subtotal Purch Service	36,450.00	-	36,450.00	19,437.78	17,012.22	6,191.96	10,820.26
Training & Tech Supplies	12,014.00	-	12,014.00	3,375.46	8,638.54	128.76	8,509.78
Subtotal Supplies	12,014.00	-	12,014.00	3,375.46	8,638.54	128.76	8,509.78
T&TA -PA20	48,464.00	-	48,464.00	22,813.24	25,650.76	6,320.72	19,330.04
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	1,945,416.00	30,696.00	1,976,112.00	1,479,245.85	496,866.15	79,867.45	416,998.70

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

264.62

Supporting the Wellness of All Staff in the Head Start Workforce

 eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-05

Supporting the Wellness of All Staff in the Head Start Workforce ACF-IM-HS-21-05

U.S. (United States) Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-IM-HS-21-05
2. **Issuance Date:** 09/27/2021
3. **Originating Office:** Office of Head Start
4. **Key Words:** Head Start Workforce; Staff Supports; Staff Wellness; Staff Well-being; Mental Health; Physical Health; Head Start Program Performance Standards; HSPPS

Information Memorandum

To: All Head Start and Early Head Start Grant Recipients

Subject: Supporting the Wellness of All Staff in the Head Start Workforce

Information:

The Office of Head Start (OHS) recognizes the importance of every individual in the birth to 5 Head Start workforce and the essential role of program staff in the delivery of high-quality, comprehensive services to enrolled infants, toddlers, preschool-aged children, and their families. Each staff person across the Head Start workforce has the immense responsibility of performing a job that supports young children's early learning, health, mental health, and family well-being. Staff wellness is vital to child well-being. It is also a critical component in the ability to address the diverse and individualized needs of Head Start children and families.

OHS is committed to promoting and prioritizing needed supports for staff. Successfully supporting staff starts with staff wellness. As programs continue to move toward fully in-person services and address challenges brought on or worsened by the coronavirus disease

2019 (COVID-19) pandemic, prioritizing staff well-being is essential for all Head Start programs. This Information Memorandum (IM) describes the importance of, and requirements and recommendations for, building a culture of wellness across all Head Start programs.

The last year has brought significant challenges to the Head Start workforce. The COVID-19 pandemic has had a disparate impact on under-resourced communities, including many of those served by Head Start programs. There has also been heightened attention to racial injustice in our country, which has led to calls for major reforms to address long-standing societal inequities. These are particularly important concerns for OHS and the Head Start workforce. All staff have been impacted by COVID-19. Further, 60% of Head Start teaching staff are Black, Indigenous, and people of color, and 30% have a primary language other than English. As such, OHS is committed to a culture of wellness that includes holistic support for the entire Head Start workforce.

Prioritizing Staff Wellness in Head Start Programs

Staff wellness, also referred to as well-being, refers to staff's mental and physical health and how it shapes their engagement, job satisfaction, and overall quality of life. We know from research — and from staff themselves — that Head Start staff love their work and are committed to the infants, toddlers, and preschool-aged children and the families they serve, despite the work-related stresses and challenges the staff face. OHS recognizes the importance of promoting wellness so that all staff in the Head Start workforce can be successful in achieving their goals and fostering positive outcomes for children and families.

Staff who are happier, healthier, less stressed, and experience less depression are able to engage in higher quality interactions with children. Research indicates Head Start staff who experience frequent stress or symptoms of depression are more likely to perceive children in their care in a less positive light. This could, in turn, relate to lower quality interactions and care. Higher rates of depression among adults have also been linked with poorer child outcomes and less positive family-teacher relationships. Some Head Start staff have the added challenge of working with children who have experienced trauma while also managing their own history of trauma. Often, the Head Start workforce reports their own trauma-like symptoms or emotional duress due to consistently hearing about the traumatic experiences of the children and families they serve.

It is important that Head Start programs serving children from birth to 5 and their families consider ways to support the physical health, safety, and wellness of their staff. Staff experience many unique demands in their work with young children. Frequent bending, lifting and carrying children, and moving equipment places particular physical strains on staff. The furniture in classrooms may not be adult-sized, limiting staff to the floor or child-sized chairs and tables. A large percentage of staff experience at least one area of work-related ergonomic pain.

Head Start programs are strongly encouraged to create a working environment for staff that transmits a culture of wellness. This starts with program leaders modeling and promoting staff well-being and infusing this culture throughout all program services and interactions on a regular basis.

Programs can use Head Start base grant funding to support staff wellness efforts. These efforts are also allowable costs for funding received through the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and the American Rescue Plan (ARP) Acts. It is important that a program support their decisions to use base, CRRSA, ARP, or other funding for staff wellness activities with written policies and adequate documentation.

Strategies to Promote Wellness of Head Start Staff

In determining which strategies to use to promote staff wellness, programs should leverage their data to identify staff strengths and needs. For example, position turnover rates can help the program recognize where challenges exist in staff retention and focus resources on understanding and addressing staff concerns in those positions. The remainder of this IM shares actionable requirements and recommendations for programs.

1. Programs must support a program-wide culture that promotes children’s mental health, social and emotional well-being, and overall health (45 CFR §1302.45(a)). To achieve this, programs can:

- Develop a clear mission and goals for staff wellness with actionable steps and strategies.
- Periodically assess strengths and needs of staff by gathering data directly from both current and prospective staff.
- Implement identified policies, procedures, and strategies to support staff wellness that are informed by program data. Gather feedback from staff on wellness strategies to determine if refinements or improvements are needed.

2. Programs must ensure all staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum, the requirements listed in 45 CFR §1302.47(b)(5). To achieve this, programs can also:

- Provide at least one regularly scheduled break for staff during their work day.
- Support staff to feel comfortable to request and receive a brief unscheduled ‘wellness break,’ in addition to a regularly scheduled break, to cool down or regroup if they are feeling overwhelmed. Programs can use floaters to cover these short breaks.
 - When possible, provide a dedicated space for staff breaks that offers comfortable seating, water, soft lighting, stress-reduction resources, etc.
- Provide adequate paid vacation and sick leave for staff.
- Offer employee assistance programs such as a check-in or consultation with a mental or physical health provider to address personal well-being concerns.

- Ensure all Head Start program staff are vaccinated, and that everyone age 2 and older wears a mask, to support a healthy and safe environment as children and staff return to full in-person services.

3. Programs are encouraged to foster a working environment of mutual respect, trust, and teamwork where staff feel empowered to make decisions and know that program leadership are there to support them. To achieve this, programs can:

- Empower education staff to feel true ownership of the learning and developmental progress of children in their care. For example:
 - Create frequent opportunities for education staff to take the lead on decisions about education practices and implement strategies that work for their classroom or home-based setting.
 - Support education staff to take risks, try innovative strategies, and treat mistakes as learning opportunities in their work with children.
- Use strategies such as reflective supervision, peer reflection groups, mentoring, coaching, and mental health consultation to build a work climate of respect and trust.
- Engage staff in team activities that foster a safe and fun work environment, such as:
 - Health and fitness challenges (e.g., staff exercising together or achieving a common health goal such as collectively walking 100 miles)
 - Celebrating staff's personal and professional achievements
 - Noticing and rewarding staff for their work (e.g., personal thank-you notes, shout outs to staff who did something great in a certain week, etc.)

4. Programs are encouraged to use one-time ARP and other sources of COVID-19 relief funding to provide incentives to staff to support retention. To achieve this, programs can:

- Consider hiring bonuses, hazard pay, return-to-work incentives, child care stipends, retention bonuses, or temporary raises in pay, particularly for staff positions that are difficult to fill ([45 CFR §75.431](#)).
- Ensure staff have sufficient paid leave, including to receive the COVID-19 vaccine and recover from any side effects, as well as to quarantine or recover if they are exposed to or contract COVID-19.
- Any incentives for staff must be reasonable and subject to an established written policy of the grant recipient for allowability ([45 CFR §75.431](#)). Programs are reminded to update their written policies and procedures to reflect staff incentives.
- Programs should carefully communicate with staff that any incentives with one-time funding sources are not permanent. Programs may consider ways to link such incentives to a commitment from the employee to remain in their position for a certain period of time.

5. Programs must make mental health and wellness information available to staff regarding health issues that may affect their job performance, and must provide staff with regularly scheduled opportunities to learn about mental health, wellness, and health education (45 CFR §1302.93(b)). To achieve this, programs can:

- Connect with other Head Start leaders and staff to learn about strategies that have worked in their programs, such as through [MyPeers](#).
- Communicate with staff about the importance of their well-being in one-on-one and team meetings. Ensure leadership engages directly with teams to understand staff challenges.
- Engage a mental health consultant or employee assistance program to provide opportunities for staff to learn about mental health and wellness.
- Increase peer-to-peer learning related to well-being, such as listening circles to provide space for staff to check-in with each other, decompress, and discuss challenges.
- Ensure program policies and procedures comply with the Occupational Safety and Health Administration (OSHA) [requirements for employers](#).
- Support staff to attend trainings focused on well-being. Combine this with ongoing opportunities to implement newly acquired knowledge and skills (e.g., through coaching).
- Review available resources on the Early Childhood Learning and Knowledge Center (ECLKC), including from the [Head Start Heals campaign](#).

6. Programs are encouraged to consider ways to improve work spaces and incorporate more physical activity, safety practices, and healthy options into daily work routines. To achieve this, programs can:

- Provide adult-sized furniture in classrooms and other spaces staff may need to use on-site. This includes chairs, tables, desks, changing tables, step stools, etc.
- Ensure staff have a dedicated space to take breaks and eat meals during the day.
- Provide on-site yoga or exercise classes for staff.
- Encourage staff to implement physically active learning activities with children, such as dancing, outdoor games, sports, etc. Programs are encouraged to review resources from the [I Am Moving, I Am Learning](#) initiative.
- Have healthy snack or meal options available for purchase on-site for staff.

7. A critical part of promoting staff wellness is ensuring staff are aware of their rights as employees. Programs must establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and that are available to all staff (45 CFR §1302.90(a)). Programs are encouraged to regularly inform staff of these policies and procedures, including their rights under applicable federal and state laws. For example:

- [Title VII of the Civil Rights Act of 1964](#) makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex.

- Title I of the Americans with Disabilities Act of 1990 prohibits organizations from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.
- Whistleblower protection laws protect employees from employer retaliation for reporting workplace violations such as injuries, safety concerns, and other protected activities.
- The Head Start Act states funds may not be used to assist, promote, or deter union organizing efforts (Sec. 644(e)). If a grantee uses non-Head Start resources for these purposes, costs must be carefully documented and allocated in a manner that ensures there is no misuse of federal Head Start funds. This prohibition on federal Head Start funds relates to the organizing and establishment of unions within the workplace. Grantees may incur normal and reasonable expenses once unions become established, such as expenses for negotiating labor agreements with established unions and allowing employees and managers time to resolve grievances during work hours.

If you have any questions regarding this IM, please contact your Regional Office. Thank you for the work you do on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start

See PDF Version of Information Memorandum:

[Supporting the Wellness of All Staff in the Head Start Workforce \[PDF, 495KB\]](#)
Historical Document

Agency vehicles are available for employee use during the performance of official business. In the event that an agency vehicle is not available, the employee should obtain approval from their supervisor before accumulating mileage cost.

Employees are eligible for automobile mileage reimbursement for use of their personal vehicles during the performance of official agency business such as home visits, training events, meetings, etc. An approved purchase order must be completed in advance of incurring any reimbursable mileage. A mileage reimbursement form must be completed and approved by the supervisor prior to submission for reimbursement. Mileage reimbursement rates will NOT exceed the mileage rate set by the Federal Government.

Per Diem

Staff may be reimbursed for meals when official business requires them to be away from their designated work area (i.e. conferences / trainings located outside of Mercer County). Per diem requests MUST be made in advance and be included on the Professional Meeting Request form. Per Diem rates will be established utilizing the United States General Services Administration guidelines for the city and / or state the employee is travelling to.

Petty Cash

Each classroom is allocated \$150 for petty cash purchases. Petty cash purchases are to cover those items that cannot be obtained through a vendor (Discount School Supply, Lakeshore, etc.) Items for cooking are permissible. Candy, pop, and gum are not permissible for purchase for classroom activities. Petty cash purchases cannot total more than \$15.00 per receipt, per vendor, per day.

MCHS Professional Meeting Request Form

Name _____

Position _____ Date _____

Date(s) of meeting: _____

Location of meeting: _____

Nature of conference or professional meeting. Briefly describe or attach training / conference flyer:

Estimated Expenses

Mileage _____ miles @ _____ per mile
(mileage cannot exceed Federal guidelines) \$ _____

Transportation fares \$ _____

Registration Fees \$ _____

Meals (not to exceed the daily per diem total per GSA for the City and or State
traveling to, no voluntary gratuities can be included in reimbursement) \$ _____

Parking \$ _____

Lodging \$ _____

Total estimated expenses \$ _____

Employee's Signature date

Head Start Director's Signature date

Superintendent's Signature date

The employee must pay all per diem expenses and submit itemized receipts along with the Professional Meeting Request form for reimbursement. Please accompany this request form with a requisition to cover the estimated expenses. Employees will NOT be reimbursed for the purchase of alcoholic beverages.

Additional Filtering

Currently Enrolled ▼

Filter

View All

All Agencies ▼

All Sites ▼

All Classes ▼

Agency: All

Currently Enrolled= 100

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB) (Mandated)	<u>50</u>	<u>50</u>
Blood Pressure (Mandated)	<u>49</u>	<u>51</u>
Dental (Mandated)	<u>47</u>	<u>53</u>
Growth (Mandated)	<u>89</u>	<u>11</u>
Hearing (Mandated)	<u>90</u>	<u>10</u>
Lead Screening (Mandated)	<u>63</u>	<u>37</u>
Physical (Mandated)	<u>96</u>	<u>4</u>
Vision (Mandated)	<u>98</u>	<u>2</u>

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

Up-To-Date	Not Up-To-Date
<u>16</u>	<u>84</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.

MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Internal Strategy	External Strategy	Position Responsible	Costs	Objective	Outcome	Comments
December	Recruitment meeting		Director, FESM, FAs	Neutral	Take inventory of recruitment supplies	Scheduled for 12/9/20	Completed
	Review required forms		Director, FESM, FAs	Neutral	Make necessary changes	12/31/20	Completed
	Update required forms		HS Secretary	Neutral	Keep things up to date	1/8/21	
	Review marketing materials		Director, FESM, FAs, Secretaries, Parents	Neutral	Make necessary changes & updates	12/9/20	Completed
	Update marketing materials		Director, FESM, HS Secretary	\$125	Marketing materials to be appealing to target audiences	12/9/20	Completed – No changes / no cost
January	Order Marketing materials		HS Secretary	\$1500	Have materials ready for 1 st quarter distribution	1/4/2021	Fewer items needed to be replenished
	Run returning eligible student & sibling report in COPA		IT Secretary	Neutral	Provide updated list of children eligible for upcoming program year	1/4/21	Completed
	Recruitment Meeting		Director, FESM, FAs	Neutral	Distribute marketing materials and list of places for distribution	Scheduled 1/4/21	Completed
		Distribute marketing materials at local social service agencies and other entities identified.	FAs	Neutral	Saturate area with Head Start information	1/31/21	Deferred to February – HMG, Mercer Health OB, Community Events (TV), Mercer pediatrics, Sheriff, Our Home, Momentum, MCHD, Commissioners,

MERCER COUNTY HEAD START RECRUITMENT PLAN

									JFS, Prosecutor, WIC	
	Facebook & website	HS Secretary	Neutral	Inform visitors that Head Start is taking referrals for upcoming program year	1/6/21	Completed				
	Distribute recruitment information to COLT members	FAS	Neutral	Provide agency directors with information about the program.	1/9/21	COLT is suspended at this time – 2/21	Director mailed marketing materials to local social service agencies			
	Begin applications for returning children and siblings	FAS	Neutral	Reach 25% enrollment with returning children	1/31/21	Achieved				
February	Begin applications for siblings	FAS		Reach 40% enrollment with siblings	2/28/21	1 sibling application completed				
	Recruitment presentations to WIC, JFS, Foundations - videos	Director, FESM, FAS	\$500	Educate social service agencies on program	2/28/21	Delayed	pending NWD planning			
	Attend & present at No Wrong Door - videos	Director, FESM, FAS	\$500	Provide materials to other non-profits	2/28/21	Delayed	pending NWD planning			
	Recruitment meeting	Director, FESM, FAS, Secretaries	Neutral	Share information, discuss strategy, modify plan if needed	2/8/21	Completed				
	Identify locations for yard signs	FAS	Neutral	Marketing materials	2/12/21	Per FA report, 2 yard signs provided to county buildings				
				Total eligible applications taken in February - 4		3 – new 1-sibling				

MERCER COUNTY HEAD START RECRUITMENT PLAN

March	Begin applications on new referrals	FAs	Neutral	Reach 60% enrollment	3/31/21	Est. 12 completed, not at 60%, actual 46%
	Review enrollment packet forms	Director / FESM / HS Secretary	Neutral	Have updated information ready for staff	3/31/21	Completed, but found needed updates
	Provide school districts with flyers to be sent home with elementary students	HS Secretary	\$50	Identify younger siblings of school aged students throughout the county	3/15/21	Completed for Celina
	Support ESC with Child Find Activities	FAs	Neutral	Identify potential eligible children through screening	3/31/21	ESC did not ask for help, we refer children there
	Support local districts with kindergarten screens	FAs	Neutral	Identify potential enrollees/ students not yet ready to enter kindergarten	3/31/21	Districts did not ask for help
	Post flyers throughout the community.	FAs	\$250	Saturate the area with visual flyers with tags	3/31/21	No documentation to verify
April	Continue to complete applications on new applicants	FAs	Neutral	75% of enrollment complete	4/30/21	Roughly 54% completed.
	Week of the Young Child	All Staff	\$250	Bring awareness to local Head Start program	4/18/21	WOYC video pd \$1150
	Parent flyers	Parents	\$50	Provide parents with flyers and info sheets to distribute among friends	4/30/21	Did not complete, will do in May
	Distribute Yard Signs	FAs, FESM		Yard signs distributed to local businesses	4/30/21	Completed 5/7. Only had 14 to distribute. May order more in the future.
	Kindergarten Screens	FAs, FESM		Recruit & assist with kindergarten screens	4/30/21	Districts aren't asking for help

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	Public Service announcements	Director, FESM	Provide articles to local newspapers	4/30/21	Standard came in to take pictures
May	Continue to complete applications on new applicants Enrollment packets printed	FAS	80% enrollment complete	5/31/21	Actual enrollment at 55%
		HS Secretary	Packets ready for use	5/15/21	Finished updating forms and changed child file check list
	Replenish flyers / posters throughout county agencies	FAS	Keep information available & current	5/31/21	Completed
	Low income housing applications	FAS	Reach families in low income housing units	5/31/21	Prepped but none completed
June	Contact local kindergarten principals for children not ready for kindergarten	Director	Obtain names of possible applicants	6/5/21	Coldwater provided 1 name
	Facebook boosts 4 weeks	HS Secretary	Reach qualified candidates via social media	6/30/21	Not completed.
	Health Screening Day	HCSM	Complete screenings on children enrolled in program & encourage families to bring eligible friends	6/30/21	Scheduled for July
	Complete enrollments	FAS	100% enrollment	6/30/21	Pushed to July
	Begin filling slots of MIA	FAS	100% enrollment	6/30/21	1 MIA, waiting for placement information
	Class lists completed	Director, FESM, EM	100% enrollment	6/30/21	Process begun

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July	Staff & families participate in local parade	FESM, FAS, Driver	Salary costs	Advertise the program within the community	7/10/21	Completed
	Public service announcements and paid advertising	FESM	\$300	Advertise the program in local paper	7/14/21	Billboards
	Contact no show appointments and families with no phone at addresses provided	FAS	Neutral	Reach families with little to no contact with center	7/31/21	Contacted most, HVs completed
	Continue completing enrollments & organize child files	FAS	Neutral	100% full enrollment	7/31/21	Enrollments begun, finished month at 48% enrolled
	Collect physicals & dentals	FAS	Neutral	Meet requirements	7/31/21	Happening as completed
August	Billboards for advertising	FESM	\$1500	Reach community at large	7/14/21	Completed
	Replenish flyers and posters at local social service agencies	FAS	\$50	Keep information available & current	8/7/21	Completed
	Contact local JFS for foster care children	FESM	Neutral	Locate children in foster care placement	8/7/21	
	Continue completing enrollments	FAS	Neutral	100% full enrollment	8/10/21	Did not reach full enrollment
September, October, November	Continue taking applications	FAS	Neutral	Children turning 3 after program year starts or children late for enrollment	11/30/21	