

Head Start Monthly Report August 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: \$1845.50

7/13/21	Floral & Friends	\$51.15	Staff
7/13/21	Adobe	\$29.99	Marketing
7/26/21	Hilton Garden Inn	\$975.78	A Koontz
7/26/21	Hilton garden Inn	\$788.58	A Searight

B. Program Information Summary

The program utilized carryover funds from the CARES Act to develop and implement a summer program for children transitioning to kindergarten this fall. Sixteen children were invited to attend. The summer programming afforded k-ready children a bridge of additional learning prior to entry to kindergarten. Likewise, it provided “real-time” training for education staff and administration in preparation of the fall opening. Not all children who were invited attended the opportunity. Discussions ensued on the timing of the camp, as July is a month usually filled with family vacations and many community activities.

The Director spent a great deal of time completing transitional work with the OHSAI Board and Executive Committee. Long – time Director, Barb Haxton has announced her plans for retirement in the fall of 2021. The OHSAI Board reviewed policies and by-laws while the Executive Board carefully planned out a transition for the incoming interim director.

Internally, the Director provided in-service training on updates Health program Services plan and revised policies to match the update. Similarly, the Director along with the FESM reviewed and developed the PFCE Monitoring Tool to be used this year.

The Director participated in an advisory committee that would make recommendations for individuals to be assigned to the State Senator Huffman’s childcare investigation committee. The group decided on individuals who had firsthand knowledge of quality childcare and requirements by state ODE & ODJFS along with payment requirements along with the intricacies of early childhood development.

The HCSM held a health screening & paperwork day with the assistance of FESM and multiple local agencies including WIC and the Health District. Again, this process was great practicing on how to complete required screenings and paperwork given restrictions and safety guidelines.

There have been staff resignations and new hires throughout the summer. This issue is not unique to MCHS. In fact, the issue of a viable high-quality early childhood workforce is the number one initiative of OAEYC, NAEYC, OHSAI, and NHSA. As part of self-assessment and overall program goals, leadership will be investigating innovative opportunities to provide a higher-quality incentive for individuals to join our school family.

New guidance from ODE and ORC, instructs LEAs to serve Head Start eligible children requiring IEP services in Head Start programs.

Education – Summer program – Camp theme, 16 children invited, assessments completed

Mental Health – Mental Health Manager and MHC attended Conscious Discipline training

Disabilities – Maintain itinerant services for PY 21/22

Health –27 families completed health screening day

ERSEA – We are currently enrolling students for 2021/22 school year. Currently at 51% enrollment. Recruitment activities include Lakefest parade & Coldwater parade. Watch for us at the Fair.

Family Engagement - no report

C. Enrollment / Attendance

Enrollment by Program Option:

Half Day PY Head Start	N/A
Full Day School Year (6 hour day)	8

Attendance by Program Option:

Half Day PY Head Start	N/A
Full Day School Year	66%

D. CACFP report - CACFP claimed meals

Month Served	July 2020
Total Days Attendance	Rockford - 0 EC - 12
Total Breakfast	79
Total Lunches	79
Total Snacks	0
Total Meals	158

E. Financial Audit - Completed June 2020

F. Annual Self-Assessment

- Completed May 2021

G. Community Assessment

- Completed May 2019

H. Communication and guidance from the Secretary

- ACF-IM-HS-21-03 - FY 2022 Monitoring process

Attachments to report:

Parent Handbook

Recruitment Plan

Request Approval of Annual Report

Request approval for the purchase of ZONO machine \$23,300.

Request approval for the Mercer County Head Start Family Handbook.

Request approval of the Cost Allocation Plan for PY 21/22.

Respectfully submitted,

Amy Esser

Executive Director

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	1,108,000.00	817,465.00
CACFP Revenue	-	30,696.00	30,696.00	38,545.16	(7,849.16)
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	1,148,045.16	808,115.84

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	913,029.00	-	913,029.00	583,329.06	329,699.94	-	329,699.94
Fringe Benefits	626,671.00	-	626,671.00	386,812.81	239,858.19	4,200.00	235,658.19
Programming	158,087.00	793.00	158,880.00	95,628.38	63,251.62	35,603.66	27,647.96
Supplies	155,625.00	29,903.00	185,528.00	63,410.32	122,117.68	52,021.16	70,096.52
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	13,589.00	-	13,589.00	2,744.00	10,845.00	-	10,845.00
PA22 subtotal	1,867,001.00	30,696.00	1,897,697.00	1,131,924.57	765,772.43	91,824.82	673,947.61
Training & Technical Services							
Training & technical serv (job code 400)	28,652.00	-	28,652.00	13,303.13	15,348.87	7,170.39	8,178.48
Staff out of town travel	7,798.00	-	7,798.00	-	7,798.00	2,408.94	5,389.06
Subtotal Purch Service	36,450.00	-	36,450.00	13,303.13	23,146.87	9,579.33	13,567.54
Training & Tech Supplies							
Subtotal Supplies	12,014.00	-	12,014.00	2,247.84	9,766.16	-	9,766.16
	12,014.00	-	12,014.00	2,247.84	9,766.16	-	9,766.16
T&TA -PA20	48,464.00	-	48,464.00	15,550.97	32,913.03	9,579.33	23,333.70
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	1,915,465.00	30,696.00	1,946,161.00	1,147,475.54	798,685.46	101,404.15	697,281.31

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

569.62

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
5563-7500-2990-4743		\$0.00	\$1,845.50	\$0.00	\$1,845.50
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-13	07-12	55429501193637065185381	FLORAL AND* FLORALANDF 5678907673 OH		51.15 -
07-13	07-13	55432861194200888320800	ADOBE *800-833-6687 ADOBE.LY/ENUS CA P.O.S.: BL1444219147 SALES TAX: 0.00		29.99 -
Total Purchasing Activity					\$81.14
Travel Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-26	07-25	55436871207732073901366	HILTON GARDEN INN 317-8884814 IN 357168 ARRIVAL: 07-19-21		975.78 -
07-26	07-25	55436871207732073901374	HILTON GARDEN INN 317-8884814 IN 357167 ARRIVAL: 07-19-21		788.58 -
Total Travel Activity					\$1,764.36
		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,845.50	\$0.00	\$1,845.50

Cost Allocation Plan

Celina City Schools ECE program and Celina City Schools Head Start program

State-funded preschool children and federally – funded preschool children are assigned to Captain’s Crew and Starboard Sea Captains. There are 18 state – funded ECE slots embedded in the Head Start classrooms. The total ECE Grant Award is \$72,000. The primary function of the state ECE program is to provide early childhood education to 4-year-old children. The \$72,000 will be allocated directly to the Head Teacher salary, fringe, and benefits. The Head Teacher is the staff member responsible for the state requirements (developmental screenings, ELA – required assessment and reporting tool for ECE students, and parent teacher conferences). The Head Teacher fringe, and benefits above the \$72,000 will be allocated to the Head Start grant (see chart below). The Head Start grant will cover the costs associated with supplies and professional development as these areas are required by the Head Start Program Performance Standards. Supplies will remain with the Head Start program and staff professional development will benefit the Head Start agency / program.

<i>Staff</i>	Category	Proposed FY 2022 / State	Proposed FY 2022 / Federal
<i>(2)Head Teachers</i>	Salary	41,900	32,668
	Fringe / Benefits	30,100	23,968
	Total	72,000	56,636
<i>% allocation</i>		57%	56%

Celina City School District oversees fiscal and administrative functions for state – funded ECE.



 Tom Sommer, Celina City Schools District Treasurer

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			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

MERCER COUNTY HEAD START RECRUITMENT PLAN

	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

MERCER COUNTY HEAD START RECRUITMENT PLAN

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	
	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	
September, October, November	Continue taking applications	FAS	Neutral	Children turning 3 after program year starts or children late for enrollment	11/30/21	

 **OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-21-03	2. Issuance Date: 07/27/2021
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2022; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grantees

SUBJECT: Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees

INFORMATION: Sec. 641A of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. In FY 2022, OHS will resume on-site monitoring reviews and Classroom Assessment Scoring System (CLASS®) reviews.

On-site reviews will begin in January 2022, as local conditions allow. While on-site, monitors will follow U.S. Centers for Disease Control and Prevention (CDC) health and safety guidelines. Further, OHS is committed to partnering with grantees when preparing for on-site reviews to maintain a safe environment for children, families, and staff within the program. If local conditions do not allow for an on-site review, OHS reserves the right to conduct an off-site review.

Upon request, grantees are required to submit an accurate calendar of availability. The availability information is used to schedule monitoring reviews and visits by Regional Office staff. As changes in program availability occur, grantees must update their calendars. OHS is unable to accommodate requests to reschedule reviews in program year 2021–2022.

In addition to outlining the status of monitoring reviews in FY 2022, this Information Memorandum reiterates updates to the CLASS® condition within the Designation Renewal System (DRS), including the creation of quality thresholds for each domain of the CLASS®.

FY 2022 Monitoring Reviews

Review Type	FY 2022 Implementation	Start Date
Focus Area 1 (FA1)	FA1 reviews will be conducted, as usual, through a virtual format.	October 2021
Focus Area 2 (FA2)	FA2 reviews will resume in-person for the 2021–2022 program year.	January 2022
CLASS®	CLASS® reviews will resume in-person for the 2021–2022 program year.	January 2022
Follow-up	Follow-up reviews will be conducted either in-person or virtually by your Regional Office.	Start dates will coincide with the end of the corrective action period.

Review Type	FY 2022 Implementation	Start Date
American Indian and Alaska Native (AIAN) Reevaluations	AIAN reevaluation reviews will be conducted either in-person or virtually by the applicable Regional Office.	Start dates will coincide with the Tribal DRS Consultation process and Plan to Improve Quality.
Other	OHS reserves the right to conduct special off-site or on-site reviews	TBD, as needed

Grantees scheduled to receive a monitoring review in FY 2022 will receive a notification letter at least 45 days prior to the start of their review event. Grantees can expect a planning call with their assigned review lead to discuss the review schedule. The FA1 and FA2 reviews will include conversations on the following content areas:

- Program Design and Management
- Education and Child Development
- Health Program Services
- Family and Community Engagement
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
- Fiscal Infrastructure

During the FA1 and FA2 review processes, grantees will be asked questions about the use of funds received from the Coronavirus Aid, Relief, and Economic Security (CARES) and Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Acts, as well from the American Rescue Plan. Grantees will also be asked about changes made to service delivery in the above content areas within the last 12 months. OHS will request information regarding grantee service delivery model (e.g., in-person services, virtual services, or a hybrid of both) with the understanding that, by January 2022, programs will have returned to in-person comprehensive services as local conditions allow. For additional details regarding expectations for Head Start programs in program year 2021–2022, please reference **ACF-PI-HS-21-04**.

OHS recognizes that the COVID-19 pandemic has exposed persistent inequities within the early childhood education sector and is committed to advancing equity for all eligible individuals to support historically underserved communities. Based on this ongoing priority, grantees are expected to demonstrate how they create a workplace that reflects the diversity of the community served and promotes a culture of belonging. It is critical that programs create an inclusive and accessible environment for all enrolled children, families, and staff.

CLASS®

Effective November 2020, OHS published a final rule to update three of the seven conditions under the DRS. For the CLASS® condition, the final rule made three major changes. First, the final rule removed the lowest 10% criterion. Second, it raised the CLASS® competitive thresholds as follows: 5 for Emotional Support, 5 for Classroom Organization, and 2.3 for Instructional Support. Any grant that receives an average score from a CLASS® review below one or more of these thresholds will be required to compete at the end of their current five-year grant period. Last, the final rule established quality thresholds for each domain of the CLASS® as follows: 6 for Emotional Support, 6 for Classroom Organization, and 3 for Instructional Support.

The new CLASS® quality thresholds represent the expectations of OHS for the quality of teacher-child interactions and the learning environment in every Head Start classroom. The CLASS® quality thresholds do not relate to competition, but instead reflect an opportunity for grantees to focus on quality improvement in the area of teacher-child interactions. For any grantee that receives a score below one or more of the CLASS® quality thresholds, OHS will offer support for quality improvement efforts. The establishment of CLASS® quality thresholds is intended to build on existing program quality improvement efforts to enhance classroom interactions beyond any set floor and will include more intentional OHS support for such efforts through training and technical assistance. For additional details on the final rule, please reference **ACF-PI-HS-20-05**.

If you have any questions or concerns regarding FY 2022 monitoring, 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

Terminology Changes | ECLKC

 eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-04

Terminology Changes ACF-IM-HS-21-04

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

ACF
Administration for Children and Families

1. **Log Number:** ACF-IM-HS-21-04
2. **Issuance Date:** 07/28/2021
3. **Originating Office:** Office of Head Start
4. **Key Words:** Terminology Changes; Grants; Funding Opportunity

Information Memorandum

To: All Head Start and Early Head Start Agencies and Delegate Agencies

Subject: Terminology Changes

Information:

The Office of Head Start (OHS) is updating terms used in official documents, correspondence, and other communications to align with terminology used in 2 CFR Part 200 and 45 CFR Part 75. These changes are part of a concerted effort encouraging consistency across all U.S. Department of Health and Human Services agencies, where applicable. While the overall process will be gradual, recipients can anticipate seeing new terms immediately. The terminology changes are outlined in the table below.

Terminology Changes

Previous Term	New Term
Funding Opportunity Announcement (FOA)	Notice of Funding Opportunity (NOFO)
Grantee	Recipient
Subawardee	Subrecipient
Announcement	Opportunity

If you have any questions regarding these terminology changes, 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:
[Terminology Changes](#) [PDF, 18KB]
Historical Document