

Head Start Monthly Report January 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: \$229.89

12/14/20	\$29.99	Adobe	HS Secretary
12/21/20	\$199.90	ZOOM	Program

B. Program Information Summary

December marked the beginning of FY 21 for MCHS. The Director intends to ask for a carryover request for COVID funds and Quality Improvement dollars left unspent.

In absence of a FESM, the Director provided weekly supervision to the Family Advocate team. Other meetings attended include weekly OHS AI Director Zooms, OHS AI Executive team, OHS AI Board, COLT, OHS AI Futures Group, and OHS AI monthly training.

The Director along with HT Brewer and CCS staff participated in the State Heading to Kindergarten transition meeting for the month and developed internal plans to move forward.

The program completed Focus Area 1 federal review the week of December 14th. We await those results and will report to the Board any findings.

The Director completed the Leadership study group and developed plans to incorporate this into an administrative leadership activity / professional development as part of the long-term strategic plan for 2021.

The Director interviewed and hired Mental Health Manager and Family Engagement Manager. Both positions will start January 4th.

The Director began training managers on updated policy & procedure forms. First area was Program Governance.

The HCSM trained staff on ZONO machine, CPR / FA, and communicable diseases.

Family Advocates were trained on immunization data entry and EPSDT schedules.

Family Advocates and HCSM supported the community Angel Tree program again this year.

Education – CLASS observations were completed for the program. Please see attachments for scores. All Teacher Assistants were provided laptops.

Mental Health – 24 children have been referred / identified as needing mental health services

Disabilities – 20 children are receiving IEP services, 2 are suspected to need IEP services

Health – please see attached report

Family Engagement – Family Engagement activities in-person are suspended currently

C. Enrollment / Attendance

Cumulative Enrollment reported is 100.

Enrollment by Program Option:

Half Day PY Head Start	63
Full Day School Year Ed Complex	18
Virtual Ed Complex	9
Full Day School Year Rockford	8
Virtual Rockford	1

Attendance by Program Option:

Half Day PY Head Start	83.43
Full Day School Year Ed Complex	86.41
Virtual Ed Complex	92.5
Full Day School Year Rockford	93.06
Virtual Rockford	27.27

D. CACFP report - CACFP claimed meals

Month Served	December 2020
Total Days Attendance	Rockford - 9 Ed Complex - 12
Total Breakfast	457
Total Lunches	871
Total Snacks	427
Total Meals	1755 + 110 virtual = 1865

E. Financial Audit - Finished

F. Annual Self-Assessment

- Planning begins March 2020

G. Community Assessment - Finished

H. Communication and guidance from the Secretary - See attached

Attachments to report:

Recruitment Plan

Disabilities

Respectfully submitted,

Amy Esser

Executive Director

2020

HEAD START - 2020 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	2,064,317.00	-	2,064,317.00	1,661,349.85	402,967.15
CACFP Revenue	-	41,583.00	41,583.00	51,497.28	(9,914.28)
Other Local	-	-	-	1,500.00	(1,500.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	2,064,317.00	41,583.00	2,105,900.00	1,714,347.13	391,552.87

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	947,636.00	20,505.00	968,141.00	856,917.25	-	109,223.75
Fringe Benefits	634,398.00	-	634,398.00	525,374.02	3,261.40	105,762.58
Programming	160,226.00	793.00	161,019.00	115,440.98	26,021.78	19,556.24
Supplies	256,943.00	29,903.00	286,846.00	187,952.91	7,725.32	91,167.77
Capital Outlay	14,376.00	-	14,376.00	-	-	14,376.00
Other Expenditures	9,476.00	-	9,476.00	5,111.80	-	4,364.20
PA22 subtotal	2,023,055.00	51,201.00	2,074,256.00	1,692,796.96	37,008.50	344,450.54
Training & Technical Services						
Training & technical serv (job code 400)	16,732.00	-	16,732.00	12,230.50	-	4,501.50
Staff out of town travel	22,030.00	-	22,030.00	3,306.73	-	18,723.27
Subtotal Purch Service	38,762.00	-	38,762.00	15,537.23	-	23,224.77
Training & Tech Supplies	2,500.00	-	2,500.00	6,012.94	-	(3,512.94)
Subtotal Supplies	2,500.00	-	2,500.00	6,012.94	-	(3,512.94)
T&TA -PA20	41,262.00	-	41,262.00	21,560.17	-	19,711.83
Return of Board Advance	-	-	-	-	-	-
TOTALS	2,064,317.00	51,201.00	2,115,518.00	1,714,347.13	37,008.50	364,162.37

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

-

2021

HEAD START - 2020 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	962,733.00	-	962,733.00	118,000.00	844,733.00
CACFP Revenue	-	30,696.00	30,696.00	-	30,696.00
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	962,733.00	30,696.00	993,429.00	118,000.00	875,429.00

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	456,514.00	-	456,514.00	65,394.96	391,119.04	-	391,119.04
Fringe Benefits	313,336.00	-	313,336.00	42,343.34	270,992.66	2,986.71	268,005.95
Programming	87,655.00	793.00	88,448.00	7,703.92	80,744.08	62,783.66	17,960.42
Supplies	88,818.00	29,903.00	118,721.00	178.28	118,542.72	38,464.40	80,078.32
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	6,794.00	-	6,794.00	1,000.00	5,794.00	75.00	5,719.00
PA22 subtotal	953,117.00	30,696.00	983,813.00	116,620.50	867,192.50	104,309.77	762,882.73
Training & Technical Services							
Training & technical serv (job code 400)	4,710.00	-	4,710.00	-	4,710.00	715.00	3,995.00
Staff out of town travel	3,637.00	-	3,637.00	-	3,637.00	-	3,637.00
Subtotal Purch Service	8,347.00	-	8,347.00	-	8,347.00	715.00	7,632.00
Training & Tech Supplies							
Training & Tech Supplies	1,269.00	-	1,269.00	866.72	402.28	-	402.28
Subtotal Supplies	1,269.00	-	1,269.00	866.72	402.28	-	402.28
T&TA -PA20	9,616.00	-	9,616.00	866.72	8,749.28	715.00	8,034.28
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	962,733.00	30,696.00	993,429.00	117,487.22	875,941.78	105,024.77	770,917.01

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

512.78

439 Early Childhood							
439-9921	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
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	4,924.10	2,737.25					7,661.35
Exp thru 10/31	3,628.40	2,302.86					5,931.26
Exp thru 11/30	3,765.91	672.18					4,438.09
Exp thru 12/31	3,664.74	2,460.65					6,125.39
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	15,983.15	8,172.94	-	-	-	-	24,156.09
CCIP Budget Remaining	15,416.85	12,427.06	-	-	-	-	27,843.91
CAN SPEND UP TO BUDGET PLUS 10%	34,540.00	22,660.00					

COMMERCIAL ACCOUNT ACTIVITYCELINA CITY SCHOOLS
5563-7579-0004-4218**TOTAL COMMERCIAL ACTIVITY**
\$36,657.31CR

ACCOUNTING CODE:

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-14	12-14		AUTO PAYMENT DEDUCTION	36,657.31 CR

INDIVIDUAL CARDHOLDER ACTIVITYAMY ESSER
5563-7500-2990-4743CREDITS
\$0.00PURCHASES
\$199.90CASH ADV
\$0.00**TOTAL ACTIVITY**
\$199.90

ACCOUNTING CODE:

Telecommunication Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-21	12-20	55429500355637539330387	ZOOM.US 888-799-9666 8887999666 CA	199.90
Total Activity				\$199.90

THOMAS S SOMMER
5563-7501-5068-7513

CREDITS
\$0.00

PURCHASES
\$3,954.88

CASH ADV
\$0.00

TOTAL ACTIVITY
\$3,954.88

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-14	12-13	55310200348700596183278	ADOBE STOCK 4085366000 CA P.O.S.: BL1311373187 SALES TAX: 0.00	29.99
12-14	12-10	55460290346207255300020	SCRIPPS SPELLING BEE 5139773822 OH	175.00
12-14	12-11	75217690347240000019862	POWELL COMPANY LTD LIMA OH P.O.S.: 18132 SALES TAX: 0.00	3,629.24
Total Purchasing Activity				\$3,834.23

Fleet Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-14	12-11	25247700347011338152493	TRANSPORTATION ACCESSO JOHNSTOWN OH P.O.S.: PYMT22370 SALES TAX: 0.00	120.65
Total Fleet Activity				\$120.65

Non-Federal Match

***FINAL* October 2020**

In-Kind	Hours	Rate / hour	Total
<u>Celina City Schools--Administrative / Support Personnel</u>			
Superintendent - \$11,065.60 / year			\$922.13
Treasurer's Office - Treasurer (TS) \$6323.20 / year			\$526.93
Treasurer's Office - Asst Treasurer (CR) \$3952.00 / year			\$329.33
Treasurer's Office - Admin Asst (SB) \$5532.00 / year			\$461.00
Fringe for All(Supt, Treas Office, IT, Speech, ELL, Jen&Jeff) - \$2391.00/yr			\$199.25
Technology Support - (CH) \$7,113.60 / year			\$592.80
Technology Support - (CS) \$2,371.20 / year			\$197.60
Benefits for Speech Therapist & Custodian - \$56,150.00/yr			\$4,679.17
Speech Therapist - \$42,416.00 / (Sept-May)			\$4,712.89
ELL Tutor - \$1,848 / year (Sept-May)			
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)			
Board of Education		\$67.52	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN		\$68.78	\$0.00
L.K Itinerant	17	\$30.28	\$514.76
A. A. Itinerant		\$27.74	\$0.00
D. D. Itinerant		\$46.20	\$0.00
Special Ed-Tracey D		\$49.77	\$0.00
Special Ed-Andre W		51.95	\$0.00
Transportation			
Speech Therapist for month of Sept-forgot to include			\$4,712.89
		Sub Total	\$17,848.75
<u>Building Usage</u>			
Utilities - \$25,704 / year			\$2,142.00
Custodian - \$65,328 / year + retro amount			\$5,666.92
Maintenance - \$13,575 / year			\$1,131.25
Summer Custodian - July		\$9.75	\$0.00
Custodian / Paper Supplies			
		Sub Total	\$8,940.17
<u>Volunteers (from In-Kind Sheets)</u>			
Cafeteria Helpers		\$11.91	\$0.00
Tri-Star Students		\$17.65	\$0.00
College Students / Interns		\$17.65	\$0.00
Classroom - Parent / Community		\$17.65	\$0.00
At Home Activities	177.5	\$17.65	\$3,132.88
FA Assistant - Parent / Community		\$17.65	\$0.00
Office Helpers		\$15.23	\$0.00
Bus Aide		\$12.48	\$0.00
Policy Council	4.5	\$40.95	\$184.28
Mileage		\$0.580	\$0.00
Miscellaneous Meetings			
		Sub Total	\$3,317.15

Goods & Services			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd /.80=Reg Price)		20.0%	\$0.00
Monetary Donation			
Goods & Services Donation			
Conscious Discipline \$10,800 / (8 months Sept 2019-Apr 2020)			
Conscious Discipline \$ / (8 months Sept 2020-Apr 2021)			\$0.00
Foundations Behavioral Health-Discount on MHC fees	68.75	\$25.00	\$1,718.75
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00
Four-U Office--Discount			\$2,060.50
Misc. Discount on Goods / Services			
Foundations from March 2020		\$25.00	\$0.00
		Sub Total	\$3,779.25
Total This Month			\$33,885.32
In-Kind Needed Each Month: \$37,811.17		Annual required inkind	\$453,734.00
		Inkind needed to date	\$125,554.39

+ Additional Filtering

Actually Enrolled 2020-21 Filter

View All

Mercer County Head Start All Sites All Classes

Agency: Mercer County Head Start **Site:** All **Currently Enrolled=** 98

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB) (Mandated)	<u>92</u>	<u>28</u>
Dental (Mandated)	<u>88</u>	<u>32</u>
Growth (Mandated)	<u>117</u>	<u>3</u>
Hearing (Mandated)	<u>115</u>	<u>5</u>
Lead Screening (Mandated)	<u>95</u>	<u>25</u>
Physical (Mandated)	<u>116</u>	<u>4</u>
Vision (Mandated)	<u>116</u>	<u>4</u>

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

Up-To-Date	Not Up-To-Date
<u>64</u>	<u>56</u>

Notes:

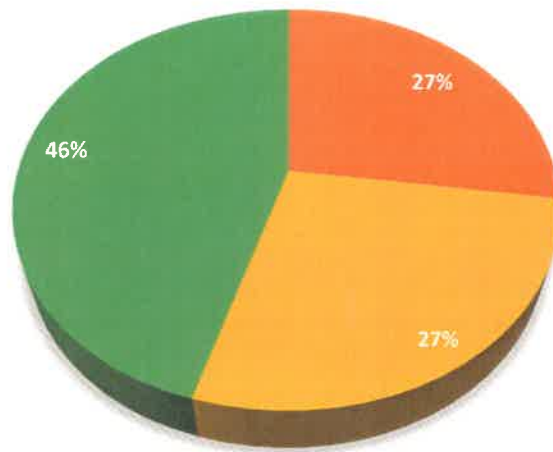
- 1- Numbers do not include unborn children
- 2- For Currently Terminated children, Up To Date status is calculated based on Termination Date (instead of Today's date). These children are marked with a RED asterisk in sub-reports.
- 3- If Class End Date is prior to Today's date, Up To Date status is calculated based on Class End Date (instead of Today's date). These children are marked with two RED asterisks in sub-reports.

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Mercer County Head Start Disabilities Report December 2020

As of 12/31/20, Mercer County Head Start is serving 25 children on active IEPs. The primary area of concern is Speech / Language development. The chart below illustrates services in more detail.

Speech & Language IEP



■ Fine Motor ■ Gross Motor ■ Articulation

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
January	Update marketing materials		Director, FESM, HS Secretary	\$125	Marketing materials to be appealing to target audiences	12/9/20	Completed – No changes / no cost
	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	
	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	
	Facebook & website		HS Secretary	Neutral	Inform visitors that Head Start is taking referrals for upcoming program year	1/6/21	
		Distribute recruitment information to COLT members	FAS	Neutral	Provide agency directors with information about the program.	1/9/21	

MERCER COUNTY HEAD START RECRUITMENT PLAN

	Begin applications for returning children and siblings	FAs	Neutral	Reach 25% enrollment with returning children	1/31/21
February	Begin applications for siblings	FAs		Reach 40% enrollment with siblings	2/28/21
	Recruitment presentations to WIC, JFS, Foundations - videos	Director, FESM, FAs	\$500	Educate social service agencies on program	2/28/21
	Attend & present at No Wrong Door - videos	Director, FESM, FAs	\$500	Provide materials to other non-profits	2/28/21
	Recruitment meeting	Director, FESM, FAs, Secretaries	Neutral	Share information, discuss strategy, modify plan if needed	2/8/21
	Identify locations for yard signs	FAs	Neutral	Marketing materials	2/12/21
March	Begin applications on new referrals	FAs	Neutral	Reach 60% enrollment	3/31/21
	Review enrollment packet forms	Director / FESM / HS Secretary	Neutral	Have updated information ready for staff	3/31/21
	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
	Support ESC with Child Find Activities	FAs	Neutral	Identify potential eligible children through screening	3/31/21
	Support local districts with kindergarten screens	FAs	Neutral	Identify potential enrollees/ students not yet ready to enter kindergarten	3/31/21
	Post flyers throughout the community.	FAs	\$250	Saturate the area with visual flyers with tags	3/31/21
April	Continue to complete applications on new applicants	FAs	Neutral	75% of enrollment complete	4/30/21
	Week of the Young Child	All Staff	\$250	Bring awareness to local Head Start program	4/18/21

MERCER COUNTY HEAD START RECRUITMENT PLAN

	Parent flyers	Parents	\$50	Provide parents with flyers and info sheets to distribute among friends	4/30/21
	Distribute Yard Signs	FAs, FESM		Yard signs distributed to local businesses	4/30/21
	Kindergarten Screens	FAs, FESM		Recruit & assist with kindergarten screens	4/30/21
	Public Service announcements	Director, FESM		Provide articles to local newspapers	4/30/21
May	Continue to complete applications on new applicants	FAs	Neutral	80% enrollment complete	5/31/21
	Enrollment packets printed	HS Secretary	\$100	Packets ready for use	5/15/21
	Replenish flyers / posters throughout county agencies	FAs	Neutral	Keep information available & current	5/31/21
	Low income housing applications	FAs	Neutral	Reach families in low income housing units	5/31/21
June	Contact local kindergarten principals for children not ready for kindergarten	Director	Neutral	Obtain names of possible applicants	6/5/21
	Facebook boosts 4 weeks	HS Secretary	\$75	Reach qualified candidates via social media	6/30/21
	Health Screening Day	HCSM	\$400	Complete screenings on children enrolled in program & encourage families to bring eligible friends	6/30/21
	Complete enrollments	FAs	Neutral	100% enrollment	6/30/21
	Begin filling slots of MIA	FAs	Neutral	100% enrollment	6/30/21
	Class lists completed	Director, FESM, EM	Neutral	100% enrollment	6/30/21

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
	Public service announcements and paid advertising	FESM	\$300	Advertise the program in local paper	7/14/21
	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
	Continue completing enrollments & organize child files	FAS	Neutral	100% full enrollment	7/31/21
	Collect physicals & dentals	FAS	Neutral	Meet requirements	7/31/21
August	Billboards for advertising	FESM	\$1500	Reach community at large	7/14/21
	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



Angie Stephenson <angie.stephenson@mercerheadstart.org>

[External Message] ACF-PI-HS-20-07 Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

1 message

Office of Head Start <no-reply@hsicc.org>

Fri, Dec 4, 2020 at 3:35 PM

Reply-To: no-reply@hsicc.org

To: "angie.stephenson@mercerheadstart.org" <angie.stephenson@mercerheadstart.org>

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	Log No. ACF-PI-HS-20-07	2. Issuance Date: 12/04/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Designation Renewal System; DRS; Head Start Program Performance Standards; HSPPS; Revision; Interim Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring	

PROGRAM INSTRUCTION

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

SUBJECT: Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

INSTRUCTION:

The Office of Head Start (OHS) **announced in the Federal Register** an interim final rule (IFR) that adds a new section to the Head Start Program Performance Standards under **1304 Subpart B – Designation Renewal**. This new section, 45 CFR §1304.17, establishes parameters by which OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of all data normally required for making such determinations.

The Head Start Act (the Act) requires OHS to implement a Designation Renewal System (DRS) to determine which grants may be renewed noncompetitively and which grants will be subject to an open competition for the next five-year period. The Act stipulates the types of data OHS must consider as part of these designation renewal determinations, including the use of a valid and reliable research-based observational tool that examines the quality of teacher-child interactions. OHS uses the Classroom Assessment Scoring System (CLASS®), which was determined with input from experts to be the only tool that meets this statutory requirement. OHS typically uses CLASS® to conduct on-site reviews of the quality of teacher-child interactions in Head Start programs.

Due to the ongoing federally declared public health emergency (PHE) associated with the novel coronavirus disease 2019 (COVID-19), OHS has not been able to send observers on-site to conduct CLASS® reviews of Head Start grants since March 2020. OHS has also determined it cannot conduct CLASS® reviews during the 2020–

2021 program year for two primary reasons. First, OHS aims to protect the health and safety of Head Start children and staff by limiting their exposure to outside individuals, whenever possible. Sending CLASS@ observers into Head Start classrooms during the PHE would violate this principle. Second, OHS anticipates that interactions between teachers and children during the 2020–2021 program year will look very different than is typical, due to health and safety measures implemented in response to the PHE. This may include smaller class sizes, more distancing between children, use of masks by staff and children, and other measures. For these reasons, CLASS@ may not capture a representative picture of the grantee's teacher-child interactions across the five-year project period during this PHE.

In advance of grants ending, OHS must make determinations regarding whether grantees are subject to an open competition or can be renewed noncompetitively under the DRS. Except in very limited circumstances with special authority from Congress, OHS does not have authority to extend grants beyond five years to allow more time to collect data. To ensure the continuity of services for the vulnerable children and families Head Start serves, OHS must establish a process for making DRS determinations in the absence of all normally required data when the absence of such data is due to a federally declared disaster or emergency or PHE.

Effective Date

The new standard described at 45 CFR §1304.17 is effective December 7, 2020. Ensuring the health and safety of Head Start staff, children, and families is of utmost importance. This IFR directly supports that goal while establishing a process for OHS to meet the requirements of the Act to make designation renewal determinations during the COVID-19 pandemic and certain other federally declared disasters or emergencies or PHEs. It is critical that OHS implement this IFR as quickly as possible. Due to the ongoing PHE, we find good cause to waive the traditional notice and comment process because it would delay providing OHS the flexibility to make DRS determinations with the available data and potentially cause a gap in the availability of critical Head Start services in impacted communities.

Next Steps

Although this IFR is effective immediately, it is important for OHS to hear comments from the Head Start community about the addition of the new standard at 45 CFR §1304.17. Comments must be submitted between December 7, 2020, and February 5, 2021. The IFR, as well as the link to submit comments to the Federal Register, are available on the Early Childhood Learning and Knowledge Center (ECLKC). OHS prefers to receive comments electronically via the Federal Register. However, if you cannot submit your comments electronically, you may send them by mail to:

Office of Head Start
Attention: Director of Policy and Planning
330 C Street SW, 4th Floor
Washington, DC 20201

All comments will be posted without change to www.regulations.gov, so please do not include any personal or sensitive information. If necessary, OHS will issue a revised final rule after considering public comments and making any needed adjustments to 45 CFR §1304.17.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

Office of Head Start | 330 C Street, SW | 4th Floor | Mary E. Switzer Building | Washington, DC 20201
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | Contact Us

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