

Head Start Monthly Report November 2020

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

10/14/20	\$29.99	Adobe	Program
10/21/20	\$199.90	ZOOM	Program

B. Program Information Summary

October was Head Start awareness month. Due to COVID celebrations and acknowledgements were recognized virtually (Facebook). Internally, training for staff included Health History / Application requirements for Family Advocates. ECERS classroom observations were completed as part of the overall monitoring process. Director provided supervision and oversight to managers in the development of staff individual professional development programs. The administration team began the Dual Language Learning Program Assessment and constructed an action plan to address an area of growth.

The Director, Education Manager, Health & Community Services Manager, Family Engagement Services Manager, & Head Teacher attended October OHSAl programming. The Director attended OHSAl Board meeting. Policy Council and Board meetings were

conducted and approval for Budget Revision and Equipment purchase were granted. Interviews began for the mental health manager. The FESM resigned her position. Two new education staff and three new transportation staff began employment.

Operations have been impacted minimally due to COVID during the month of October. The HCSM provides routine reminders and trainings on protocols to keep everyone safe.

Education – ECERS reviews almost completed

Social Services – 21% of families have received at least 1 family service

Health – 47.89% increase in immunizations, 24.37% increase in obtaining a dental home

Mental Health – 29% of all current referral to MHC require follow up services

Disabilities – 19 children on IEPs are currently being served

C. Enrollment / Attendance

Rockford won the class attendance award for the month of October!

100 reported for cumulative enrollment.

Enrollment by Program Option:

Half Day PY Head Start	62
Full Day School Year Ed Complex	17
Virtual Ed Complex	14
Full Day School Year Rockford	8
Virtual Rockford	1

Attendance by Program Option:

Half Day PY Head Start	86.47
Full Day School Year Ed Complex	85.54
Virtual Ed Complex	100
Full Day School Year Rockford	95.97
Virtual Rockford	46.72

D. CACFP report – CACFP claimed meals

Month Served	October 2020
Total Days Attendance	Rockford - 17 Ed Complex -20
Total Breakfast	930*

Total Lunches	1392*
Total Snacks	810
Total Meals	3132
*	Denotes 117 meals delivered to virtual students

- E. Financial Audit – 2019 Completed**
- F. Annual Self-Assessment**
 - Completed May 2020
- G. Community Assessment**
 - Completed
- H. Communication and guidance from the Secretary**
 - Pls, IMs

Attachments to report:

Respectfully submitted,

Amy Esser
Executive Director

Non-Federal Match			
FINAL August 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)			
ELL Tutor - \$1,848 / year (Sept-May)			
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)			
Board of Education		\$57.07	
ESC Staff-VS		\$58.80	
ESC Staff-TN		\$68.78	
L.K Itinerant		\$30.28	
A. A. Itinerant		\$27.74	
D. D. Itinerant		\$46.20	
Special Ed-Tracey D		\$49.77	
Special Ed-Andre W		51.95	
Transportation			
		Sub Total	\$7,908.21
<u>Building Usage</u>			
Utilities - \$17,136 / year			\$1,428.00
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	\$8,226.17
<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		\$17.65	\$0.00
FA Assistant - Parent / Community		\$17.65	\$0.00
Office Helpers		\$15.23	\$0.00
Bus Aide		\$12.48	\$0.00
Policy Council	2.5	\$40.95	\$102.38
Mileage		\$0.580	\$0.00
Miscellaneous Meetings			
		Sub Total	\$102.38
<u>Goods & Services</u>			
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)			\$73.33
Foundations Behavioral Health-Discount on MHC fees	1	\$25.00	\$25.00
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00
Four-U Office--Discount			\$1,933.87
Misc. Discount on Goods / Services: Lakeshore Summer Program Set-up			\$4,371.53
		Sub Total	\$6,403.73
Total This Month			\$22,640.49
In-Kind Needed Each Month: \$37,811.17		Annual required inkind	\$453,734.00
		Inkind needed to date	\$194,350.76

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	1,479,500.00	584,817.00
CACFP Revenue	-	41,583.00	41,583.00	38,203.15	3,379.85
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	1,519,203.15	586,696.85

EXPENSES							
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	947,636.00	20,505.00	968,141.00	792,196.23	175,944.77	-	175,944.77
Fringe Benefits	708,774.00	-	708,774.00	511,343.89	197,430.11	3,319.46	194,110.65
Programming	160,226.00	793.00	161,019.00	93,849.94	67,169.06	61,142.84	6,026.22
Supplies	196,943.00	29,903.00	226,846.00	101,989.85	124,856.15	71,872.52	52,983.63
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	9,476.00	-	9,476.00	4,570.00	4,906.00	-	4,906.00
PA22 subtotal	2,023,055.00	51,201.00	2,074,256.00	1,503,949.91	570,306.09	136,334.82	433,971.27

Training & Technical Services							
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Training & technical serv (job code 400)	19,232.00	-	19,232.00	12,230.50	7,001.50	-	7,001.50
Staff out of town travel	22,030.00	-	22,030.00	3,292.93	18,737.07	643.80	18,093.27
Subtotal Purch Service	41,262.00	-	41,262.00	15,523.43	25,738.57	643.80	25,094.77

Training & Tech Supplies							
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Training & Tech Supplies	-	-	-	1,272.50	(1,272.50)	141.50	(1,414.00)
Subtotal Supplies	-	-	-	1,272.50	(1,272.50)	141.50	(1,414.00)

T&TA -PA20	41,262.00	-	41,262.00	16,795.93	24,466.07	785.30	23,680.77
Return of Board Advance	-	-	-	-	-	-	-

TOTALS	2,064,317.00	51,201.00	2,115,518.00	1,520,745.84	594,772.16	137,120.12	457,652.04
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TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (1,542.69)

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
5563-7500-2990-4743	\$0.00	\$229.89	\$0.00	\$229.89

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-14	10-13	55310200287700808110302	ADOBE STOCK 4085366000 CA P.O.S.: BL1275642368 SALES TAX: 0.00	29.99-
10-21	10-20	55480770295026992775569	ZOOM.US 8887889666 CA P.O.S.: P-51111880 SALES TAX: 0.00	199.90-
Total Purchasing Activity				\$229.89

439 Early Childhood							
439-9921	Salaries	Fringes	Purchased	Supplies	Capital	Other	Total
	100	200	Services	500	Outlay	800	
			400		600		
Original							
CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted							
CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
Exp thru 9/30	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							-
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	8,552.50	5,040.11	-	-	-	-	13,592.61
CCIP Budget							
Remaining	22,847.50	15,559.89	-	-	-	-	38,407.39
CAN SPEND UP TO	34,540.00	22,660.00					
BUDGET PLUS 10%							

Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-06

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships ACF-PI-HS-20-06

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-PI-HS-20-06
2. **Issuance Date:** 10/28/2020
3. **Originating Office:** Office of Head Start
4. **Key Words:** Administrative Simplification; Consolidating Grants; Combining Grants

Program Instruction

To: Head Start and Early Head Start Grantees

Subject: Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships

Instruction:

On December 19, 2019, the Office of Head Start (OHS) published [ACF-PI-HS-19-02 Administrative Simplification for Consolidating Head Start Grants](#). That Program Instruction informed grantees operating multiple Head Start grants of their ability to request to consolidate all of their grants into one grant or, at a minimum, consolidate two or more grants. The goal of that Program Instruction was to reduce the administrative and financial burden associated with managing multiple grants. It also described the benefits and risks of consolidating multiple grants.

This instruction expands on ACF-PI-HS-19-02 by providing an additional option for consolidation. The option is intended primarily for grantees that have both a traditional Head Start or Early Head Start grant and an Early Head Start-Child Care (EHS-CC) Partnership grant.

Background

Prior to fiscal year 2020, grantees requesting to consolidate multiple Head Start grants were limited to consolidating those that shared the same project code. These project codes include CH, CI, or CM for grant award numbers that operate traditional Head Start or Early Head Start programs, and HI, HM, or HP for grant award numbers that operate EHS-CC Partnership and Early Head Start Expansion programs.

Since the inception of the EHS-CC Partnership and Early Head Start Expansion programs, each appropriation set aside funding specifically for these programs. This required accounting of the program funding separate from the grant award funding associated with traditional Head Start and Early Head Start programs. The Further Consolidated Appropriations Act, 2020 (Public Law 116-94) provided greater flexibility by not delineating all of the funding for the EHS-CC Partnership and Early Head Start Expansion programs separately. This appropriation only delineated new funding of \$100 million specifically for EHS-CC Partnership and Early Head Start Expansion programs *for new awards scheduled to be made in the winter of 2021*.

Effective immediately, grantees may include multiple Head Start grants across all project codes in their consolidation requests. It is now possible for a grantee to have one grant for the operation of all of its programs, including Head Start, Early Head Start, and EHS-CC Partnerships. In these cases, the primary grant that assumes all approved funding, slot levels, service areas, and options will remain with the traditional Head Start grant or award number with project codes of CH, CI, or CM.

During the grant consolidation process, project period end dates are subject to change. The grant with the oldest project period — typically the grant scheduled to end the soonest — becomes the primary grant. If this grant is that of the EHS-CC Partnership, the traditional project will assume the project period end date of the EHS-CC Partnership grant, along with all approved funding, slot levels, service areas, and options included in the consolidation.

To further explain, take for example a consolidation between a CH project scheduled to end June 30, 2025, and an HP project scheduled to end June 30, 2024. During the consolidation, the CH project becomes the primary grant. However, the project end date will be adjusted to June 30, 2024, to prevent any component of the consolidated award from exceeding the five-year limit on a grant.

Early Head Start-Child Care Partnership Slots

If EHS-CC Partnership grants are consolidated with other grants, grantees will be required to document the number of EHS-CC Partnership slots in the annual applications. For end-of-month enrollment reporting in the Head Start Enterprise System (HSES), grantees will continue to include partnership slots in the total count for Early Head Start.

Request to Consolidate Grants

Grantees interested in consolidating multiple Head Start or EHS-CC Partnership grants should contact their Regional Office to learn more about the options available. Along with the many benefits that come with consolidating multiple grants, grantees will continue to assume some risks that accompany the decision to operate under one award. These benefits and risks are further described in [ACF-PI-HS-19-02](#).

Right of Refusal

The Administration for Children and Families continues to reserve the right to deny or delay approval of requests to consolidate Head Start or EHS-CC Partnership grants.

Please contact your Regional Office should you have questions about requesting to consolidate grants.

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

/ Dr. Deborah Bergeron /

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

See PDF Version of Program Instruction:

[Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships](#) [PDF, 37KB]

Historical Document