

Head Start Monthly Report April 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:

Credit Card: \$613.89

3/15/21	Adobe	\$29.99	Reporting
3/24/21	Survey Monkey	\$384.00	Data collection
3/22/21	ZOOM	\$199.90	Communication

B. Program Information Summary

A year has passed since schools were physically closed due to COVID. MCHS returned to in-person services last summer and have maintained thus far. March was filled with professional development opportunities for new managers. The Director participated in multiple virtual Hill visits including Congressmen Davidson, Jordan, and Latta and Senator Brown's offices. The Director shared the ability to maintain in-person services throughout the program year and the intention to move to full enrollment in the fall.

The administrative team has been participating in weekly Leadership Institute meetings with OAEYC through the Servant Leadership program. This process has led to formalizing values and mission.

The Director attended multiple local, state, and national meetings and events. These include: OHSAI Futures Group, Spectrum radio, Rotary meeting, NHSA Winter Leadership, COLT, REDI Initiative, Groundwork Summit with Ohio's State Representatives, Heading to Kindergarten Initiative, OHS COVID funding webinar. The Director represents Head Start and Celina Schools in the regional KINNECT group. The Director participated in Head Start admin meeting, CCS Admin meeting, program Policy Council meeting.

The program participated in TTA through OHS focusing on PFCE. The program conducted its second annual Wellness Day for staff. Internally, initiatives to improve Family Engagement services has resulted in reviewing COPA application and enrollment processes. The HCSM has begun negotiations / discussions with a local dental provider to support dental needs of our children.

Education – Tri Star built above ground gardening boxes for students to use this spring and in the future.

Mental Health – 27 students have been referred thus far, 16 families have been referred

Disabilities – 28 enrolled students have received IEP services thus far this year

Health – Dental continues to be a problem, 31 enrolled students have NOT received dental services

ERSEA – Of the current enrollment 71% of students are categorically or income eligible, 7% are over income, and 21% are in the 101 – 130% income guidelines.

Family Engagement – No events due to COVID

C. Enrollment / Attendance

Enrollment by Program Option:

Half Day PY Head Start	65
Full Day School Year Ed Complex	17
Virtual Ed Complex	9
Full Day School Year Rockford	9
Virtual Rockford	1

Attendance by Program Option:

Half Day PY Head Start	81.58%
Full Day School Year Ed Complex	84.52%
Virtual Ed Complex	93.20%
Full Day School Year Rockford	88.5%
Virtual Rockford	65.22%

D. CACFP report – CACFP claimed meals

Month Served	March 2021
Total Days Attendance	20 days
Total Breakfast	884 + 124(V) = 1008

Total Lunches	1490 + 124 (V) = 1,614
Total Snacks	1013
Total Meals	3387 + 248 (V) = 3635

- E. Financial Audit -**
- F. Annual Self-Assessment - Coming May 2021**
- G. Community Assessment - Update summer 2021**
- H. Communication and guidance from the Secretary - ACF-PI-HS-21-02**

Requesting approval to reallocate \$1000 from Supply budget line to Training Supply budget line.

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	535,000.00	1,390,465.00
CACFP Revenue	-	30,696.00	30,696.00	16,434.74	14,261.26
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	552,934.74	1,403,226.26

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	913,029.00	-	913,029.00	283,777.83	-	629,251.17
Fringe Benefits	626,671.00	-	626,671.00	198,488.47	-	428,182.53
Programing	158,087.00	793.00	158,880.00	35,727.67	49,056.89	74,095.44
Supplies	175,625.00	29,903.00	205,528.00	26,535.27	23,071.08	155,921.65
Capital Outlay	-	-	-	-	-	-
Other Expenditures	13,589.00	-	13,589.00	1,075.00	1,254.00	11,260.00
PA22 subtotal	1,887,001.00	30,696.00	1,917,697.00	545,604.24	73,381.97	1,298,710.79
Training & Technical Services						
Training & technical serv (job code 400)	28,652.00	-	28,652.00	13,185.52	715.00	14,751.48
Staff out of town travel	7,798.00	-	7,798.00	-	-	7,798.00
Subtotal Purch Service	36,450.00	-	36,450.00	13,185.52	715.00	22,549.48
Training & Tech Supplies	2,014.00	-	2,014.00	2,147.84	75.00	(208.84)
Subtotal Supplies	2,014.00	-	2,014.00	2,147.84	75.00	(208.84)
T&TA -PA20	38,464.00	-	38,464.00	15,333.36	790.00	22,340.64
Return of Board Advance	-	-	-	-	-	-
TOTALS	1,925,465.00	30,696.00	1,956,161.00	560,937.60	74,171.97	1,321,051.43

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (8,002.86)

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
					-	-	-
	10,500.00	9,500.00	-	-	-	-	20,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	41,900.00	30,100.00	-	-	-	-	72,000.00
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	3,664.74	3,659.23					7,323.97
Exp thru 02/28	4,843.98	3,485.86					8,329.84
Exp thru 03/31	5,964.74	4,530.65					10,495.39
Exp thru 04/30							-
Exp thru 05/31							-
Exp thru 06/30	-	-					-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	30,456.61	19,848.68	-	-	-	-	50,305.29
CCIP Budget							
Remaining	11,443.39	10,251.32	-	-	-	-	21,694.71
CAN SPEND UP TO BUDGET PLUS 10%	46,090.00	33,110.00					

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER 5563-7500-2990-4743	CREDITS \$0.00	PURCHASES \$613.89	CASH ADV \$0.00	TOTAL ACTIVITY \$613.89
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-15	03-13	55432861072200527397612	ADOBE *800-833-6687 ADOBE.LY/ENUS CA P.O.S.: BL1366679929 SALES TAX: 0.00	29.99 -
03-24	03-23	75418231082117085057851	SMK*SURVEYMONKEY.COM 971-2311154 CA P.O.S.: 40236898 SALES TAX: 0.00	384.00-
Total Purchasing Activity				\$413.99

Telecommunication Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-22	03-20	82305091079000017570107	ZOOM.US 888-799-9666 SAN JOSE CA	199.90-
Total Activity				\$199.90

Non-Federal Match			
FINAL January 2021			
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 - \$ / (Sept-May) (Classroom) (2)			\$0.00
Board of Education		\$67.52	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN		\$68.78	\$0.00
L. K. Itinerant	30	\$30.28	\$908.40
A. A. Itinerant	35	\$27.74	\$970.90
D. D. Itinerant		\$46.20	\$0.00
Special Ed-Tracey D		\$49.77	\$0.00
Special Ed-Andre W		\$51.95	\$0.00
Transportation			
		Sub Total	\$14,500.40
<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		\$13.19	\$0.00
Tri-Star Students		\$18.05	\$0.00
College Students / Interns		\$18.05	\$0.00
Classroom - Parent / Community		\$18.05	\$0.00
At Home Activities	133.5	\$18.05	\$2,409.68
FA Assistant - Parent / Community		\$18.05	\$0.00
Office Helpers		\$15.23	\$0.00
Bus Aide		\$12.48	\$0.00
Policy Council		\$42.02	\$0.00
Mileage		\$0.580	\$0.00
Miscellaneous Meetings			
		Sub Total	\$2,409.68

Goods & Services			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd /.80=Reg Price)		20.0%	
Monetary Donation			
Goods & Services Donation			\$134.10
Conscious Discipline \$10,800 / (8 months Sept 2020-Apr 2021)			\$1,350.00
Foundations Behavioral Health-Discount on MHC fees	57.25	\$25.00	\$1,431.25
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00
Four-U Office--Discount			\$2,382.90
Misc. Discount on Goods / Services			
		Sub Total	\$5,298.25
Total This Month			\$30,434.50
In-Kind Needed Each Month: \$		Annual required inkind	
		Inkind needed to date	-\$56,807.45

Non-Federal Match

***FINAL* December 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 - \$ / (Sept-May) (Classroom) (2)			\$0.00
Board of Education		\$67.52	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN		\$68.78	\$0.00
L. K. Itinerant	22	\$30.28	\$666.16
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			
		Sub Total	\$13,287.26
<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 Non-Federal Match Sheets)</u>			
Cafeteria Helpers		\$13.19	\$0.00
Tri-Star Students		\$18.05	\$0.00
College Students / Interns		\$18.05	\$0.00
Classroom - Parent / Community		\$18.05	\$0.00
At Home Activities	121	\$18.05	\$2,184.05
FA Assistant - Parent / Community		\$18.05	\$0.00
Office Helpers		\$15.23	\$0.00
Bus Aide		\$12.48	\$0.00
Policy Council		\$42.02	\$0.00
Mileage		\$0.580	\$0.00
Miscellaneous Meetings			
		Sub Total	\$2,184.05

In-Kind	Hours	Rate / hour	Total
Goods & Services			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd / .80=Reg Price)		20.0%	
Monetary Donation			
Goods & Services Donation			
Conscious Discipline \$10,800 / (8 months Sept 2020-Apr 2021)			\$1,350.00
Foundations Behavioral Health-Discount on MHC fees	48	\$25.00	\$1,200.00
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00
Four-U Office--Discount			\$125.47
Misc. Discount on Goods / Services			
		Sub Total	\$2,675.47
Total This Month			\$26,372.95
In-Kind Needed Each Month: \$	Annual required inkind		
	Inkind needed to date		-\$26,372.95



Head Start Center-Based Service Duration Requirement for 45 Percent of Slots

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-02

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

Head Start Center-Based Service Duration Requirement for 45 Percent of Slots ACF-PI-HS-21-02

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

- 1. Log Number:** ACF-PI-HS-21-02
- 2. Issuance Date:** 03/19/2021
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Head Start Program Performance Standards; HSPPS; Final Rule; Regulation; Head Start; Center-Based Program Option; Service Duration; 1,020 Annual Hours; Planned Class Operations; 45 percent

Program Instruction

To: All Head Start Grantees Operating the Center-Based Program Option

Subject: Head Start Center-Based Service Duration Requirement for 45 Percent of Slots

Instruction:

By August 1, 2021, each Head Start program must provide at least 1,020 annual hours of planned class operations over the course of at least 8 months per year for at least 45 percent of Head Start center-based funded enrollment or submit a request for a waiver of this requirement. In some instances, a program partnering with their local education agency (LEA) may need to align their program schedule with the LEA to support service delivery. This could include shared use of facilities space or transportation. In such instances, if the total number of annual hours is less than 1,020 or less than 8 months per year but aligns with the annual

hours required by the LEA for grade one, these center-based slots are still considered to meet the requirement and count toward the 45 percent of slots without the need for a waiver. These requirements are outlined in the Head Start Program Performance Standards (HSPPS) at [45 CFR 1302.21\(c\)](#).

Some programs may not believe 1,020 annual hours for at least 45 percent of their Head Start center-based funded enrollment best meets the needs of their families and communities. These grantees are strongly encouraged to review all relevant program data and discuss options with their Regional Office. By August 1, 2021, such programs must submit a waiver request to operate an alternative program schedule for approval, consistent with the requirements in [45 CFR 1302.24\(a-c\)](#). More information on waiver requests is provided below.

Background

The Office of Head Start (OHS) established requirements in the 2016 HSPPS [final rule](#) for programs to provide longer service duration, which research links to stronger child outcomes. The provision in 45 CFR 1302.21(c)(2)(iv) [was lowered by the Secretary](#), based on an assessment of available funding, from 100 percent of a program's Head Start center-based slots that must operate for at least 1,020 annual hours to 45 percent. The implementation timeline established in 2016 for the longer duration requirements was intended to provide programs sufficient time to plan and implement program designs that best meet community and family needs while also ensuring children have greater access to increased learning time to prepare for kindergarten. Congress provided more than \$550 million in supplemental funding to Head Start grantees in fiscal years 2016 and 2018 to support this increase in service duration.

Importance of Longer Duration

Research supports the importance of longer preschool duration in achieving meaningful child outcomes and preparing children for success in school. Preschool programs providing fewer annual hours of service may not have as much time to adequately support strong early learning outcomes for children and provide necessary comprehensive services. The long summer break in many programs likely results in summer learning loss that undermines gains children make during the program year. Programs operating for longer hours may also better support parents' education, job training, and employment opportunities.

Finally, children who have not had access to in-person learning due to the ongoing public health emergency may particularly benefit from more learning time in Head Start programs to help them arrive at kindergarten ready to succeed.

Implementation

Grantees have the flexibility to design programs with varying hours per day and days per year, as long as at least 45 percent of children in center-based slots receive at least 1,020 annual hours of planned class operations over the course of at least 8 months or, where appropriate, align with LEA calendars. As described above, slots operating in programs partnering with an LEA for Head Start service delivery may operate for fewer than 1,020 annual hours of planned

class operations or fewer than 8 months of service if this program schedule aligns with the annual hours required for first grade by the LEA and the alignment is necessary to maintain these partnerships.

The 45 percent calculation includes each grant's Head Start center-based funded enrollment and any slots for which a locally designed program option waiver has been approved for requirements not related to service duration, such as ratios or group size.

As August 1, 2021 approaches, programs are encouraged to review their Head Start center-based program designs to determine whether their program schedule (under normal operations) provides at least 1,020 annual hours over at least 8 months per year for at least 45 percent of their center-based enrollment or if action is needed to meet the requirement. Programs not yet meeting the 45 percent requirement should review their community needs assessment, self-assessment, and budget to develop their proposed approach. They are also encouraged to consult their Regional Office for guidance. Program design should reflect how services would be delivered during normal operations, rather than temporary service delivery plans during the Coronavirus Disease 2019 public health emergency.

Waiver Requests

Programs may request a waiver of the requirement to provide at least 1,020 annual hours for at least 8 months per year for 45 percent of their Head Start center-based funded enrollment to better meet the unique needs of their communities or to demonstrate or test alternative approaches for providing program services. Waiver requests must be submitted to the Regional Office through an annual funding application or change in scope amendment in the Head Start Enterprise System (HSES) by August 1, 2021. To be considered for approval, the waiver request must:

- Demonstrate that the proposed program design will deliver the full range of services consistent with [45 CFR 1302.20\(b\)](#) – *45 CFR 1302.24(a)*
- Demonstrate how the proposed program design is consistent with achieving program goals in [Program Management and Quality Improvement, 45 CFR Part 1302 Subpart J](#) – *45 CFR 1302.24(a)*
- Provide evidence that demonstrates the proposed program design effectively supports appropriate development and progress in children's early learning outcomes – *45 CFR 1302.24(c)(4)*
- Provide evidence that the proposed program design better meets the needs of parents than the service duration minimum of 45 percent of Head Start center-based slots operating for at least 1,020 annual hours over 8 months per year – *45 CFR 1302.24(c)(5)*
- Assess the effectiveness (or provide a plan to assess the effectiveness) of the proposed program design in supporting appropriate development and progress in children's early learning outcomes – *45 CFR 1302.24(c)(5)*

Waiver requests are subject to approval by OHS and may be revoked based on progress toward program goals ([45 CFR 1302.102](#)) and monitoring ([45 CFR 1304.2](#)).

Next Steps

We understand programs are focused on responding to the needs of children and families during the pandemic. However, we urge grantees to take the time to thoughtfully consider their future program design and the benefits of longer service duration. Benefits include promoting school readiness and stronger child and family outcomes, supporting the needs of parents, delivering the full range of services, and meeting program goals. Your Regional Office staff is available to provide direction, guidance, and training and technical assistance resources to support your program in delivering on the Head Start program's mission of preparing children and families for school and beyond.

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 Program Instruction:

[Head Start Center-Based Service Duration Requirement for 45 Percent of Slots](#) [PDF, 260KB]
Historical Document