

## Head Start Monthly Report November 2019

### 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: \$952.35

10/03/19	\$80.00	OAEYC	J Bell
10/03/19	\$80.00	OAEYC	A Billger
10/03/19	\$80.00	OAEYC	K Fuelling
10/03/19	\$80.00	OAEYC	J Mauer
10/03/19	\$80.00	OAEYC	D Hurles
10/03/19	\$80.00	OAEYC	T Brewer
10/11/19	\$157.45	Embassy Suites	A Esser
10/14/19	\$157.45	Embassy Suites	S Stammen
10/14/19	\$157.45	Embassy Suites	W Langston

#### B. Program Information Summary

October was Head Start awareness month. Classrooms celebrated Head Start by exploring the community in various field trip experiences and hosting a Fall Festival at the Education Complex.

Director Esser and Education Manager Stammen met with Foundations Director Gable to review Mental Health Consultation Framework and agreement between the two entities. Director Esser attended No Wrong Door and Early Childhood Education Task Force Meetings. Director Esser attended OHSAI board meeting and conference. Administrative team and Head Start Secretary attended risk management training with Pepple and Wagoner.

Director Esser entered agreement with Oswalt & Associates to conduct mental health assessment on a student due to severe behaviors in the classroom. Family does not have private insurance on financial means to cover costs.

Director Esser applied for and was granted a budget revision to purchase various items with unspent dollars.

### C. Enrollment / Attendance

**Starboard Sea Captains won the class attendance award for the month of October!**

**157 reported for cumulative enrollment.**

#### **Enrollment by Program Option:**

Half Day PY Head Start	67
Full Day School Year Ed Complex	71
Full Day School Year Rockford	19

#### **Attendance by Program Option:**

**Attendance by Program Option: 87%**

Half Day PY Head Start	86.36%
Full Day School Year Ed Complex	87.92%
Full Day School Year Rockford	88.35%

### D. CACFP report - CACFP claimed meals

Month Served	October 2019
Total Days Attendance	Rockford & Part Day programming - 18 Ed Complex Full day Programming - 22
Total Breakfast	1980
Total Lunches	2538
Total Snacks	1880
Total Meals	6398

**E. Financial Audit – 2018 Completed**

**F. Annual Self-Assessment**

- Completed March 2019

**G. Community Assessment**

- Completed

**H. Communication and guidance from the Secretary**

- Pls, IMs

**Accounting Simplification for Head Start & Early Head Start Operations and Service Funds ACF-IM-HS-9-04**

**Attachments to report:**

Developmental Screening Statistics report – Note the number of children requiring re-screen / follow up (62%).

13% of all children screened indicate the need of follow up by a mental health professional.

Respectfully submitted,

Amy Esser  
Executive Director

HEAD START - 2019 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,698,712.00	-	1,698,712.00	1,000,000.00	698,712.00
CACFP Revenue	-	88,230.00	88,230.00	77,389.59	10,840.41
Other Local	-	-	-	7,956.35	(7,956.35)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
<b>Total</b>	<b>1,698,712.00</b>	<b>88,230.00</b>	<b>1,786,942.00</b>	<b>1,085,345.94</b>	<b>701,596.06</b>

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	678,779.00	50,400.00	729,179.00	605,083.78	124,095.22	-	124,095.22
Fringe Benefits	478,144.00	9,100.00	487,244.00	346,099.09	141,144.91	75.00	141,069.91
Programming	180,306.00	4,230.00	184,536.00	108,931.39	75,604.61	53,298.23	22,306.38
Supplies	197,284.00	24,500.00	221,784.00	108,144.57	113,639.43	28,212.19	85,427.24
Capital Outlay	99,139.00	-	99,139.00	-	99,139.00	86,139.00	13,000.00
Other Expenditures	12,125.00	-	12,125.00	1,940.00	10,185.00	886.80	9,298.20
<b>PA22 subtotal</b>	<b>1,645,777.00</b>	<b>88,230.00</b>	<b>1,734,007.00</b>	<b>1,170,198.83</b>	<b>563,808.17</b>	<b>168,611.22</b>	<b>395,196.95</b>
<b>Training &amp; Technical Services</b>							
Training & technical serv (job code 400)	24,319.00	-	24,319.00	11,814.50	12,504.50	1,275.00	11,229.50
Staff out of town travel	24,966.00	-	24,966.00	11,656.96	13,309.04	6,439.19	6,869.85
<b>Subtotal Purch Service</b>	<b>49,285.00</b>	<b>-</b>	<b>49,285.00</b>	<b>23,471.46</b>	<b>25,813.54</b>	<b>7,714.19</b>	<b>18,099.35</b>
<b>Training &amp; Tech Supplies</b>							
<b>Subtotal Supplies</b>	<b>3,650.00</b>	<b>-</b>	<b>3,650.00</b>	<b>1,242.80</b>	<b>2,407.20</b>	<b>-</b>	<b>2,407.20</b>
T&TA -PA20	52,935.00	-	52,935.00	24,714.26	28,220.74	7,714.19	20,506.55
Return of Board Advance	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,698,712.00</b>	<b>88,230.00</b>	<b>1,786,942.00</b>	<b>1,194,913.09</b>	<b>592,028.91</b>	<b>176,325.41</b>	<b>415,703.50</b>

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (109,567.15)

**439 Early Childhood**

439-9920	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	3,781.79	2,153.86					5,935.65
Exp thru 10/31	3,634.26	2,049.45					5,683.71
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	7,416.05	4,203.31	-	-	-	-	11,619.36
CCIP Budget							
Remaining	23,983.95	16,396.69	-	-	-	-	40,380.64
CAN SPEND UP TO BUDGET PLUS 10%	34,540.00	22,660.00					

Non-Federal Match			
*FINAL* August 2019			
In-Kind	Hours	Rate per hour	Total
<b><u>Celina City Schools--Administrative / Support Personnel</u></b>			
Superintendent - \$8,398 / year			\$699.83
Treasurer's Office - 3 employees / \$15,109 / year*			\$1,259.08
Fringe for All - \$3,890 / year			\$324.17
Technology Support - 2 employees / \$10,878 / year*			\$906.50
Speech Therapist - \$57,412 / (Sept-May)			
ELL Tutor - \$1,848 / year (Sept-May)			
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)			
Board of Education		\$56.92	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN		\$68.78	\$0.00
ESC Staff-SG		\$34.35	\$0.00
A. A. Itinerant		\$27.74	\$0.00
A. B. Itinerant		\$24.27	\$0.00
T. S. Itinerant		\$12.55	\$0.00
D. D. Itinerant		\$46.20	\$0.00
		<b>Sub Total</b>	<b>\$3,189.58</b>
<b><u>Building Usage</u></b>			
Utilities - \$17,136 / year			\$1,428.00
Custodian - \$65,328 / year			\$5,444.00
Maintenance - \$13,575 / year			\$1,131.25
Summer Custodian	370.5	\$9.75	\$3,612.38
Custodian Retro			\$222.92
		<b>Sub Total</b>	<b>\$11,838.55</b>
<b><u>Volunteers (from In-Kind Sheets)</u></b>			
Cafeteria Helpers	33.5	\$11.37	\$380.90
Tri-Star Students	0	\$16.83	\$0.00
College Students / Interns	0	\$16.83	\$0.00
Parent / Community - Teacher Assistant	47.75	\$16.83	\$803.63
At Home Activities	0	\$16.83	\$0.00
Family Advocate Assistant	1	\$16.83	\$16.83
Office Helpers	0	\$14.53	\$0.00
Bus Aide	3.75	\$11.91	\$44.66
Policy Council	6	\$38.01	\$228.06
Maintenance Volunteers	4	\$20.42	\$81.68
Mileage	0	\$0.545	\$0.00
		<b>Sub Total</b>	<b>\$1,555.76</b>
<b><u>Goods &amp; Services</u></b>			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd / .80 = Reg Price)	\$167.50	20.0%	\$33.50
HSAC			
Conscious Discipline \$13,294 / 9 months(Dec-May, Sept-Nov)			\$0.00
Foundations Behavioral Health	14.25	\$25.00	\$356.25
Foundations Behavioral Health-Kinship		\$100.00	\$0.00
		<b>Sub Total</b>	<b>\$389.75</b>
<b>Total This Month</b>			<b>\$16,973.64</b>
In-Kind Needed Each Month: \$34,255.75			
	Annual required inkind		\$411,069.00
	Inkind needed to date		\$154,177.79

Site: All

## 456S - Developmental Screening Statistics

## Screening Decisions

[illegible]

Result	ASQ-3 Communication	ASQ-3 Fine Motor	ASQ-3 Gross Motor	ASQ-3 Personal- Social	ASQ-3 Problem Solving	ASQ:SE- 2	Brigance	e- DECA	Total Unique Children
SE: Above the cutoff,further assessment w/a professional if need	0	0	0	0	0	<u>21</u>	0	0	<u>21</u>
SE: Below the cutoff, Social- Emotional development on schedule	0	0	0	0	0	<u>110</u>	0	0	<u>110</u>
SE: Close to the cutoff, review behaviors of concern and monitor	0	0	0	0	0	<u>25</u>	0	0	<u>25</u>
<b>Total</b>	<b>156</b>	<b>156</b>	<b>156</b>	<b>156</b>	<b>156</b>	<b>156</b>	<b>46</b>	<b>1</b>	
<b>Total Unique Children</b>	<b><u>156</u></b>	<b><u>156</u></b>	<b><u>156</u></b>	<b><u>156</u></b>	<b><u>156</u></b>	<b><u>156</u></b>	<b><u>47</u></b>	<b><u>2</u></b>	

+ Additional Filtering

Currently Enrolled ▼

Filter

View All

Mercer County Hea ▼

All Sites ▼

All Classes ▼

Agency: Mercer County Head Start

Site: All

Currently Enrolled= 156

## 406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB)	<u>112</u>	<u>44</u>
Dental	<u>101</u>	<u>55</u>
Growth	<u>149</u>	<u>7</u>
Hearing	<u>150</u>	<u>6</u>
Lead Screening (Mandated)	<u>104</u>	<u>52</u>
Vision	<u>152</u>	<u>4</u>

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

Up-To-Date

104

Not Up-To-Date

52

## 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.

# Accounting Simplification for Head Start and Early Head Start Operations and Service Funds

[eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-19-04](https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-19-04)

October 9, 2019

## Accounting Simplification for Head Start and Early Head Start Operations and Service Funds ACF-IM-HS-19-04

U.S. Department  
of Health and Human Services

ACF  
Administration for Children and Families

1. Log Number: ACF-IM-HS-19-04
2. Issuance Date: 10/10/2019
3. Originating Office: Office of Head Start
4. Key Words: Administrative Simplification; Accounting Codes; Common Accounting Numbers (CANs)

### Information Memorandum

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

Subject: Accounting Simplification for Head Start and Early Head Start Operations and Service Funds

Information:

This Information Memorandum (IM) is to inform grantees of a simplified accounting procedure that will go into effect beginning in fiscal year (FY) 2020. Currently, the Office of Head Start's (OHS) accounting structure includes two separate Common Accounting Numbers (CANs) for Head Start and Early Head Start operations. OHS will streamline the current structure by transitioning to the use of a single CAN for operations, inclusive of both Head Start and Early Head Start service funds. This change is meant to lessen administrative burdens grantees face when operating both programs. These CANs are known as Program Accounts 4122 and 4125 for Head Start and Early Head Start, respectively.

Starting in FY2020, all Head Start and Early Head Start operations amounts will be funded from CAN 4122. This change does not affect Program Accounts 4120 and 4121, the Head Start and Early Head Start training and technical assistance (T/TA) CANs, due to statutory requirements placed on those funds. This change only applies to traditional Head Start and Early Head Start grants and has no impact

on Early Head Start-Child Care Partnership/Early Head Start Expansion grants. Furthermore, this accounting change does not affect annual funding and enrollment levels for Head Start or Early Head Start and does not change the processes for programs seeking to convert slots.

Head Start Operations	4122	Head Start and Early Head Start Operations	4122
Early Head Start Operations	4125		
Head Start T/TA	4120	Head Start T/TA	4120
Early Head Start T/TA	4121	Early Head Start T/TA	4121

This accounting change is expected to relieve some of the administrative burdens grantees regularly face when operating both a Head Start and Early Head Start program. The existing structure forces grantees to allocate multiple shared costs between the two programs when submitting budget estimates through the Head Start Enterprise System Grant Application Budget Instrument. Currently, when operations funds are awarded in separate CANs for Head Start and Early Head Start, there is no flexibility to make adjustments by moving funds between programs once an award has been issued without an ACF-approved budget modification. This simplified accounting procedure will alleviate that problem. It will also allow grantee requests for enrollment conversions from Head Start to Early Head Start—and in the case of American Indian and Alaska Native programs only, from Early Head Start to Head Start—to be implemented more timely due to the ability to reallocate funds between programs within the same CAN when needs arise.

This accounting structure change has no impact on how a grantee will continue to submit program-level funding requests or requests for conversion of slots, nor will it have an impact on the under-enrollment process. Funding guidance letters will continue to be provided with annual funding and enrollment levels for Head Start and Early Head Start along with instructions on how grantees will apply for funding.

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 Information Memorandum:

[Accounting Simplification for Head Start and Early Head Start Operations and Service Funds\[PDF, 230KB\]](#)