

## Head Start Monthly Report October 2018

### 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 \$2,827.00

8/20/18	Transportation Accessories	\$2,727.00	Carseats
9/14/19	Ohio AEYC	\$25	Jill Bell
9/14/18	Ohio AEYC	\$25	Ashley Billger
9/14/18	Ohio AEYC	\$25	Jenn Morriso
9/14/18	Ohio AEYC	\$25	Keila Stucky

#### B. Program Information Summary

September began the traditional school year for our part- year programs. We started the year at full enrollment with a wait list. In-service trainings continued for all staff. Teachers also completed their initial home visits with their families.

The Director submitted the continuation grant in August and continues to await a response from the Office of Head Start. The Director and District Treasurer were required to complete some historical financial reporting as part of the grant review. The Director submitted an intent to apply document for possible duration funding available yet this

program year. The Office of Head Start released a new monitoring tool for FY 19. OHSAI as well as regional Head Start entities will be offering professional development to ensure grantees are prepared for reviews.

The Director interviewed several candidates for the Family Engagement Services Manager position and has opted to extend the search for a highly qualified candidate. Positions on the education and transportation teams are currently open.

Currently, we are serving 31 children on active IEPs (29 Head Start children and 2 ECE children). Director provided ESC with 52 names of children who warrant additional screening. Developmental screening scores of children entering the program this year are lower than previous years. Additional concerns are being noted earlier. If this trend continues Director projects that Head Start could serve as many as 50 children requiring itinerant or special education services this program year. The program collaborates with ESC in one classroom in which the ESC provides a full-time itinerant and teacher aide in the room to ensure children are successful. With increasing numbers it is recommended to request another itinerant and aide to add to an existing classroom.

**C. Enrollment / Attendance**

**158 children are currently enrolled.**

**Enrollment by Program Option:**

Half Day PY Head Start	118
Full Day School Year Ed Complex	20
Full Day School Year Rockford	20
ECE – State – funded (CPPS)	10

**Attendance by Program Option:**

Half Day PY Head Start	90.15%
Full Day School Year Ed Complex	90.29%
Full Day School Year Rockford	90.67%
ECE	95.28%

**D. CACFP report – CACFP claimed meals**

<b>Month Served</b>	<b>September 2018</b>
<b>Total Days Attendance</b>	<b>Rockford &amp; Part Day programming - 15 Ed Complex Full day Programming - 17</b>
<b>Total Breakfast</b>	<b>1,341</b>

<b>Total Lunches</b>	<b>2,146</b>
<b>Total Snacks</b>	<b>1,321</b>
<b>Total Meals</b>	<b>4,808</b>

**E. Financial Audit** – 2017 Completed

**F. Annual Self-Assessment**

- Completed March 2018

**G. Community Assessment**

- Beginning 18/19

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

- Pls, IMs

**Attachments to report:**

Federal Register Alert – Background Check deadline extension

Health Statistics Report

Recruitment Report

Community Partnerships Report

Respectfully submitted,

Amy Esser

Executive Director

HEAD START - 2018 GRANT

REVENUE						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING	ANTICIPATED ACCRUAL
Federal Revenue	1,428,826.00	-	1,428,826.00	947,000.00	481,826.00	
CACFP Revenue	-	88,230.00	88,230.00	55,970.45	32,259.55	
Other Local	-	-	-	1,279.67	(1,279.67)	
Refund prior year exp	-	-	-	-	-	
Board advance	-	-	-	-	-	
<b>Total</b>	<b>1,428,826.00</b>	<b>88,230.00</b>	<b>1,517,056.00</b>	<b>1,004,250.12</b>	<b>512,805.88</b>	

BUS / MC Rebate

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	666,160.00	50,400.00	716,560.00	525,290.29	191,269.71	-	191,269.71	
Fringe Benefits	453,738.00	9,100.00	462,838.00	322,918.20	139,919.80	-	139,919.80	
Programming	156,825.00	4,230.00	161,055.00	63,997.11	97,057.89	42,649.08	54,408.81	
Supplies	97,090.00	24,500.00	121,590.00	67,869.03	53,720.97	34,433.10	19,287.87	
Capital Outlay	-	-	-	-	-	-	-	
Other Expenditures	10,325.00	-	10,325.00	3,323.00	7,002.00	-	7,002.00	
<b>PA22 subtotal</b>	<b>1,384,138.00</b>	<b>88,230.00</b>	<b>1,472,368.00</b>	<b>983,397.63</b>	<b>488,970.37</b>	<b>77,082.18</b>	<b>411,888.19</b>	
<b>Training &amp; Technical Services</b>								
Training & technical serv (job code 400)	22,936.00	-	22,936.00	9,305.00	13,631.00	4,350.00	9,281.00	
Staff out of town travel	20,752.00	-	20,752.00	9,211.29	11,540.71	7,366.08	4,174.63	
<b>Subtotal Purch Service</b>	<b>43,688.00</b>	<b>-</b>	<b>43,688.00</b>	<b>18,516.29</b>	<b>25,171.71</b>	<b>11,716.08</b>	<b>13,455.63</b>	
Training & Tech Supplies	1,000.00	-	1,000.00	624.57	375.43	86.26	289.17	
<b>Subtotal Supplies</b>	<b>1,000.00</b>	<b>-</b>	<b>1,000.00</b>	<b>624.57</b>	<b>375.43</b>	<b>86.26</b>	<b>289.17</b>	
T&TA -PA20	44,688.00	-	44,688.00	19,140.86	25,547.14	11,802.34	13,744.80	
Return of Board Advance	-	-	-	-	-	-	-	
<b>TOTALS</b>	<b>1,428,826.00</b>	<b>88,230.00</b>	<b>1,517,056.00</b>	<b>1,002,538.49</b>	<b>514,517.51</b>	<b>88,884.52</b>	<b>425,632.99</b>	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

1,711.63 Funds requested on 10/02/9018  
I have included the funds received on 10/3 in the above

09/05	WAL-MART #1433 CELINA OH	35.61
09/13	WAL-MART #1433 CELINA OH KENNETH SCHMIESING TRANSACTIONS THIS CYCLE (CARD 0969) \$81.38	45.77
08/20	TRANSPORTATION ACCESSORIE 740-9672522 OH	2,272.00
09/14	WPY*Ohio AEYC 855-4693729 CA	25.00
09/14	WPY*Ohio AEYC 855-4693729 CA	25.00
09/14	WPY*Ohio AEYC 855-4693729 CA	25.00
09/14	WPY*Ohio AEYC 855-4693729 CA AMY ESSER TRANSACTIONS THIS CYCLE (CARD 0977) \$2827.00	25.00

2018 Totals Year-to-Date	
Total fees charged in 2018	\$0.00
Total interest charged in 2018	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

## INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
<b>PURCHASES</b>			
Purchases	14.99% (v)(d)	- 0 -	- 0 -

THOMAS S SOMMER

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Statement Date: 09/20/18

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<b>In-Kind</b>	<b>Hours</b>	<b>Amount per hour</b>	<b>Total</b>
<b>Support Personnel</b>			
District Superintendent-\$8398 per year			\$699.83
Treasurer's Office -3 employees/\$15109 year			\$1,259.08
Fringe \$3890 per year			\$324.17
Speech Therapist-\$57,412 per year			\$0.00
Technology Support-\$10,878 per year			\$906.50
ELL \$1,848 per year		\$27.84	\$0.00
		<b>Sub Total</b>	<b>\$3,189.58</b>
<b>Building Usage</b>			
Utilities-\$17,136 year			\$1,428.00
Custodian-\$65, 328 per year			\$5,444.00
Summer Custodians (2)	370.5	\$9.75	\$3,612.38
Maintenance-\$13,575 year			\$1,131.25
		<b>Sub Total</b>	<b>\$11,615.63</b>
<b>Volunteer</b>			
Health Dept//Leah Vantilburg/hearing screen	6.5	\$19.00	\$ 123.50
Health Dept/Kayleigh Rutschilling/lead testing	6.5	\$18.89	\$122.79
Deanna Schlarman/WIC/Hemoglobin	6.5	\$25.00	\$162.50
College Interns		\$16.83	\$0.00
At Home Activities		\$16.83	\$0.00
Community Partners		\$16.83	\$0.00
		<b>Sub Total</b>	<b>\$ 408.79</b>
<b>Goods &amp; Services</b>			
CJ Highmarks for PC-20% discount			\$17.80
Lefeld Industrial helium donation			\$121.80
Parent Classroom Volunteer/POP's		\$16.83	\$0.00
Policy Council / HSAC	3	38.01	\$114.03
		<b>Sub Total</b>	<b>\$253.63</b>
<b>Mileage</b>			
Miles	42	0.545	\$ 22.89
<b>Total This Month</b>			
In-Kind Needed Each Month: \$26,804.75			<b>\$15,490.51</b>
		Annual required inkind	\$321,657.00
		Inkind needed to date	\$152,994.47

**Celina**  
**Bulldogs**

Amy Esser <amy.esser@mercerheadstart.org>

## Delay in Compliance Date for Background Checks and QRIS

1 message

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

Wed, Sep 26, 2018 at 10:35 AM

Reply-To: no-reply@hsicc.org

To: "amy.esser@celinaschools.org" <amy.esser@celinaschools.org>

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U.S. Department of Health & Human Services



Administration for Children & Families



**OFFICE OF HEAD START**

### Delay in Compliance Date for Background Checks and QRIS

The Office of Head Start (OHS) will delay the compliance date for comprehensive background check procedures and for programs to participate in their state or local Quality Rating and Improvement Systems (QRIS). Programs have until September 30, 2019 to comply with the comprehensive background check procedures as required in **45 CFR § 1302.90(b)** and to participate in their state or local QRIS as required in **45 CFR § 1302.53(b)(2)** of the Head Start Program Performance Standards **final rule**.

OHS understands Head Start programs would bear unintended regulatory and administrative burden if they attempt to comply with the comprehensive background check standards without support from local and state law enforcement agencies. Furthermore, discussions with Head Start grantees and state organizations indicate concerns about the time and resources needed by both the states and grantees to ensure Head Start grantees are able to participate in their QRIS.

For these reasons, the Department of Health and Human Services previously delayed the compliance dates for these standards to September 30, 2018, through a notice in the Federal Register in the fall of 2017. Since then, we have learned programs could still benefit from more time as they work to align with state systems to meet these federal standards. The Federal Register notice announcing this change with the full rationale can be found at <https://www.federalregister.gov/documents/2018/09/26/2018-20848/head-start-program>.

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<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

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<b>Agency:</b> Mercer County Head Start	<b>Site:</b> All	<b>Currently Enrolled=</b> 157
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**406 - EPSDT status Report**

	<b>Up-To-Date</b>	<b>Not Up-To-Date</b>
<b>Dental</b>	<u>101</u>	<u>56</u>
<b>Growth Assessment</b>	<u>130</u>	<u>27</u>
<b>HCT or HGB</b>	<u>111</u>	<u>46</u>
<b>Hearing</b>	<u>126</u>	<u>31</u>
<b>Lead Screening (Mandated)</b>	<u>112</u>	<u>45</u>
<b>Vision</b>	<u>132</u>	<u>25</u>

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

<b>Up-To-Date</b>	<b>Not Up-To-Date</b>
<u>112</u>	<u>45</u>

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Mercer County Head Start  
585 E. Livingston Street Celina, Ohio 45822  
419-268-0301 Fax 419-268-0017

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September 20, 2018

Mr. Michael Butler  
Department of Health and Human Services  
Administration for Children and Families  
Suite 400 233 North Michigan Avenue  
Chicago, Illinois 606061-5513

Re: Celina City Schools Head Start / Enrollment

Per your request, I am providing a timeline showing the progress made by the grantee to ensure full enrollment. Please note that the recruitment campaign for PY 18/19 began in March 2018.

March 2018

48 children accepted

April 2018

66 children accepted / 9 children placed on wait list

May 2018

81 children accepted / 9 children placed on wait list

June 2018

122 children accepted / 11 children placed on wait list

July 2018

158 children accepted / 15 children placed on wait list – **PROGRAM REACHED FULL ENROLLMENT**

August 2018

158 children accepted / 19 children placed on wait list

September 2018

158 children enrolled / 33 children placed on wait list

As of the date of this report, all classes have started at full enrollment. The program has enrolled 29 children on IEPs. The grantee has NOT exhausted its limit of 10% over income slots.

Please feel free to contact me with any additional questions or clarifications,

Amy Esser  
Director  
Celina City Schools Head Start  
585 E. Livingston St.  
Celina, OH 45822  
419-268-0301  
Amy.esser@celinaschools.org

**Mercer County Head Start  
Community Partnerships Report  
10/18**

**HSPPS 1302.53**

(a) *Community partnerships.* (1) A program must establish ongoing collaborative relationships and partnerships with community organizations such as establishing joint agreements, procedures, or contracts and arranging for onsite delivery of services as appropriate, to facilitate access to community services that are responsive to children's and families' needs and family partnership goals, and community needs and resources, as determined by the community assessment.

(2) A program must establish necessary collaborative relationships and partnerships, with community organizations that may include:

(i) Health care providers, including child and adult mental health professionals, Medicaid managed care networks, dentists, other health professionals, nutritional service providers, providers of prenatal and postnatal support, and substance abuse treatment providers;

(ii) Individuals and agencies that provide services to children with disabilities and their families, elementary schools, state preschool providers, and providers of child care services;

(iii) Family preservation and support services and child protective services and any other agency to which child abuse must be reported under state or tribal law;

(iv) Educational and cultural institutions, such as libraries and museums, for both children and families;

(v) Temporary Assistance for Needy Families, nutrition assistance agencies, workforce development and training programs, adult or family literacy, adult education, and post-secondary education institutions, and agencies or financial institutions that provide asset-building education, products and services to enhance family financial stability and savings;

(vi) Housing assistance agencies and providers of support for children and families experiencing homelessness, including the local educational agency liaison designated under section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 *et seq.*);

(vii) Domestic violence prevention and support providers; and,

(viii) Other organizations or businesses that may provide support and resources to families.

(b) *Coordination with other programs and systems.* A program must take an active role in promoting coordinated systems of comprehensive early childhood services to low-income children and families in their community through communication, cooperation, and the sharing of information among agencies and their community partners, while protecting the privacy of child records in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws.

(1) *Memorandum of understanding.* To support coordination between Head Start and publicly funded preschool programs, a program must enter into a memorandum of understanding with the appropriate local entity responsible for managing publicly funded preschool programs in the service area of the program, as described in section 642(e)(5) of the Act.

LEAs

Celina City Schools  
Fort Recovery  
Coldwater  
Marion Local  
MCESC  
St. Henry  
Parkway

Community Services

Foundations  
MCJFS  
OUR Home  
WIC  
MC Libraries

Other Educational Institutions

Tri Star

Other

New Horizons Church