

Head Start Monthly Report July 2024

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: Data not available at time of reporting

B. Program Information Summary

District affiliated events Director participated in include: Board meeting

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI Community of Learners Director, FCFC, OHSAI Futures

Internal committees / meetings – Policy Council meetings, Administrative meetings, Discussion with Fiscal consultant regarding FEI plan, Intake meetings accepting children PY 24/25, OHS – FEI and change of Scope plan, OHS TTA – Coaching plan 24/25

Trainings provided – 6 Thinking Hats for OHSAI, orientation & onboarding for new HR Mgr

Training received – OHSAI June Leadership, Final Forms

Projects with ongoing work throughout the month include updating the parent handbook for PY 24/25, Coldwater site planning meetings, PIR reporting, establishing new school readiness goals for next 5 year project period, callback preservice training, finalizing MH framework under NPRM guidance, One Ohio project collaboration preparation with MCJFS, and continued personnel support.

The program continues to function under a Non-Federal match Waiver

Education – School Readiness Goals established

Mental Health – Framework reflects NPRM regs

Disabilities – new SLP hired

Health – Screening days scheduled for the end of July

ERSEA – 88 children accepted for 24/25

Family Engagement – Mom net project beginning

C. Enrollment / Attendance

No report as the program is not in session

Enrollment by Program Option:

Half Day PY Head Start	
Full Day School Year (6 hour day)	

Attendance by Program Option:

Half Day PY Head Start	
Full Day School Year	

D. CACFP report – CACFP claimed meals

Month Served	June
Total Days Attendance	Rockford – Franklin
Total Breakfast	
Total Lunches	
Total Snacks	
Total Meals	

E. Financial Audit – Completed

F. Annual Self-Assessment

- Completed May 2024

G. Community Assessment - completed

H. Communication and guidance from the Secretary – see attached

Director is requesting approval for the submission of the FY 24/25 Head Start grant in the amount of \$2,208,778 (\$2,189,546 / base + \$19,232 / TTA). The grant request includes a waiver for 5% percentage of Non-federal Match.

Director is asking for the approval of the Change in Scope plan as a remedy to the overall Full Enrollment Initiative, as attached.

Attachments to report:

IM

Funding Guidance Letter

Change in Scope Plan

Respectfully submitted,

Amy Esser

Director

HEAD START - 2024 GRANT

525-9924

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	2,158,505.00	-	2,158,505.00	884,155.58	1,274,349.42
CACFP Revenue	-	100,000.00	100,000.00	63,566.42	36,433.58
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	2,158,505.00	100,000.00	2,258,505.00	947,722.00	1,310,783.00

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	As of 06/26/2024 ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	976,269.00	-	976,269.00	520,192.11	456,076.89	-	456,076.89
Fringe Benefits	746,023.00	-	746,023.00	303,972.52	442,050.48	2,670.00	439,380.48
Programming	223,486.00	-	223,486.00	43,389.12	180,096.88	29,986.02	150,110.86
Supplies	159,912.00	58,687.00	218,599.00	53,553.06	165,045.94	27,375.10	137,670.84
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	5,270.00	-	5,270.00	4,179.00	1,091.00	-	1,091.00
PA22 subtotal	2,110,960.00	58,687.00	2,169,647.00	925,285.81	1,244,361.19	60,031.12	1,184,330.07
Training & Technical Services							
Training & technical serv (job code 400)	22,835.00	-	22,835.00	11,625.30	11,209.70	2,367.90	8,841.80
Staff out of town travel	22,068.00	-	22,068.00	9,487.25	12,580.75	6,196.73	6,384.02
439	44,903.00	-	44,903.00	21,112.55	23,790.45	8,564.63	15,225.82
Subtotal Purch Service							
Training & Tech Supplies	2,642.00	-	2,642.00	1,323.64	1,318.36	346.00	972.36
Subtotal Supplies	2,642.00	-	2,642.00	1,323.64	1,318.36	346.00	972.36
T&TA -PA20	47,545.00	-	47,545.00	22,436.19	25,108.81	8,910.63	16,198.18
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	2,158,505.00	58,687.00	2,217,192.00	947,722.00	1,269,470.00	68,941.75	1,200,528.25
FEDERAL Grant Expenditures 884,155.58							

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

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MCHS FY 23/24 JAN

CATEGORY	RATE	HOURS	AMOUNT	COMMENT
				rates based on 2.35% COLA 6/17/24
Policy Council	48	13.75	660	Includes shared Governance
Board	67.7	10	677	Includes Shared Governance
At-Home Activities				
Anchors Away	20.64	28	577.92	
Captain's Crew	20.64	59.75	1233.24	
Lighthouse	20.64	26.25	541.8	
Lakeside	20.64	42.5	877.2	
Turtle	20.64	4.75	98.04	
Starboard	20.64	63	1300.32	
Rockford	20.64	2	41.28	
Total			4669.8	
Parent Volunteers	20.64	6.5	134.16	
Community Volunteers			619.78	
Total			753.94	
Four U				
Utilities			2142	
Total				
ECE Funding			8145.84	
MHC			675	
Total			8820.84	
CCS Personnel Support				
SLP			5239.59	
IT Support			1163.73	
Asst. Treasurer I			506.34	
Asst. Treasurer II			373.09	
Superintendent Sec			444.17	
Custodial Services			4949.54	
Maintenance Services			1368.04	
Treasurer			657.37	
CCS Fringe			433.71	
CCS benefits				
Total				
Page Total			32,859.16	

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-24-02	2. Issuance Date: 06/27/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2025; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Recipients

SUBJECT: Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients

INFORMATION:

Section 641A of the Improving Head Start for School Readiness Act of 2007 (the Act) requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds.

This Information Memorandum (IM) outlines the OHS monitoring process for fiscal year 2025 (FY25). It describes the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 (FA1), Focus Area 2 (FA2), Classroom Assessment Scoring System (CLASS®), Risk Assessment Notification (RAN), and unannounced reviews.

FY25 Monitoring Review Types and Start Dates

Review Type*	FY25 Implementation Format	Start Date
FA1	FA1 reviews are conducted through a virtual format.	October 2024
FA2	FA2 reviews are conducted using a combination of virtual and on-site monitoring.	October 2024
CLASS®	CLASS reviews are conducted again this year using either self-recorded videos or onsite formats.	October 2024
Follow-up Reviews	Follow-up reviews are conducted virtually or in person.	Start dates will coincide with the end of the corrective action period.
RAN	RAN reviews are conducted through a virtual format.	As needed
Other	Special reviews may be conducted at any time, on site or virtually, without notice.	As needed

** Monitoring reviews may be conducted with or without prior notification to the recipient. OHS reserves the right to conduct unannounced reviews at any time.*

FA1 Reviews

The FA1 review is an opportunity for recipients to describe their approach and plan for providing high-quality services to children and families. It typically occurs in the first or second year of the grant period. This focus area determines if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and Head Start Act. The FA1 informs OHS' understanding of each recipient's foundation for program services — staffing structure, program design and governance, education, health and family services, and fiscal infrastructure. The FA1 review also allows OHS to assist recipients in fulfilling application commitments, provide resources to address any identified issues, and support recipients in reaching their goals.

FA2 Reviews

The FA2 review is an opportunity for recipients to demonstrate their implementation of high-quality services to children and families that meet Head Start requirements. It typically occurs in the third or fourth year of a grant period. This focus area broadens OHS' understanding of each recipient's performance and determines if programs are meeting the requirements of the HSPPS, Uniform Guidance, and Head Start Act.

CLASS® Reviews

Section 641A(c)(2)(F) of the Act requires OHS to assess the quality of teacher–child interactions using a valid and reliable observation measure. For the upcoming FY25 monitoring year, OHS will continue to use the 2008 edition of the Classroom Assessment Scoring System (CLASS®) Pre-K Teacher–Child Observation Instrument. Scores from CLASS observations will count toward Designation Renewal System (DRS) determinations using the competitive thresholds established in the Final Rule on DRS Changes.

For FY25, recipients that are scheduled for a CLASS monitoring review will have the option to self-record and submit their own videos (Video Review) or request a traditional on-site review with certified CLASS observers (On-site Review).

American Indian and Alaska Native (AIAN) Head Start programs have the option to do a self-review for the CLASS. OHS will transmit a letter to AIAN grant recipients with additional information on this option.

All recipients will have the opportunity to attend information sessions specifically developed to discuss FY25 CLASS options, including a group of sessions convened specifically for American Indian and Alaska Native recipients.

RAN Reviews

OHS conducts Risk Assessment Notification reviews, as necessary, to address child health and safety incidents. They are initiated when OHS needs to gather more information about significant incidents

affecting program participants' health and safety. These reviews have a specific focus on abuse, neglect, inappropriate conduct, inadequate supervision, or unauthorized releases in Head Start programs.

RAN reviews:

- Ensure prompt and accurate reporting of serious incidents
- Investigate contributing program or management factors
- Communicate necessary corrective actions
- Provide feedback to improve program management and prevent future incidents

Other Reviews

Special reviews are conducted, as needed, to explore concerns outside of the typical FA1 or FA2 schedule. OHS reserves the right to conduct unannounced reviews at any time.

Scheduling

Each year, recipients are required to submit an accurate calendar of availability, which is used to schedule monitoring reviews. The availability calendar also gives recipients a way to inform OHS as to when their program is not operational and when children are not in session. Recipients should immediately update their calendars as changes in program availability occur. Please note that OHS has very limited capacity to accommodate requests to reschedule reviews and can only do so under exceptional circumstances.

Monitoring reviews can also be conducted with or without prior notification to the recipient that it will take place.

Communications

Recipients scheduled to receive a monitoring review in FY25 will receive a notification letter 45 calendar days before the start of the event. They can also expect a planning call with their assigned coordinator to discuss their review. During the initial call, recipients should share their program's current service delivery options. OHS Review Reports are typically issued within 60 calendar days of the monitoring review.

If you have any questions regarding the FY25 monitoring season, please contact your regional office.

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

Sincerely,

/Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start

Change of Scope Plan

Due to underenrollment, full enrollment initiative has forced the program to reduce allocation from 158 students to 121 students.

By reducing on our own, we maintain our funding level.

91 students remain in full day programming, 30 students remain in part day programming.

Full day classrooms – (1) Rockford, (4) Ed Complex

Part day classrooms – (1) Ed Complex, (1) Coldwater

Program Schedule changed for Full day programming - current 5 days / week 6.5 hrs / day, future 4 days / week 7.5 hours day (model already in place at Rockford location)

Rationale for program schedule change – Feedback from staff, meet requirements in proposed new rule, all programs on same schedule



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

June 03, 2024

Grant No. 05CH011273

Dear Head Start Grant Recipient:

An application for funding for the upcoming budget period must be submitted by September 1, 2024.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start
Program Operations	\$2,189,546
Training and Technical Assistance	\$19,232
Total Funding	\$2,208,778

Program	Head Start
Federal Funded Enrollment	158

Period of Funding: 12/01/2024 - 11/30/2025

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3.01 (Application Instructions)* for a baseline application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Resources" section of the HSES.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start award. Annual funding levels are subject to change because of Congressional action or program performance and may result in additional funding guidance from the Office of Head Start.

Addressing Staffing Challenges through Grant Applications

Programs are strongly encouraged to make necessary changes to stabilize the Head Start

workforce and must consider the staffing and training needs for their proposed program design, including necessary compensation and staff supports to implement a sustainable high-quality program. Further guidance on strategies to support the Head Start workforce can be found in ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce.

Additional guidance on making program adjustments necessary to maintain a high-quality program with qualified staff can be found in ACF-IM-HS-22-09 Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots.

Program Improvement (One-Time) Requests & Request Related to Health and Safety

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the *Supplement or Supplement—Facilities 1303* amendment type in HSES. Please select the appropriate amendment based on the description in HSES. Requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications, including costs necessary to determine eligibility to submit a 1303 application, and/or costs necessary to prepare and submit a 1303 application); minor repairs and enhancements; playground installations or upgrades; funding to support transportation needs with making investments in buses or other vehicles necessary to operate the program; or security and surveillance investments to assure maximum safety of children. Requests are prioritized and funded based on funding availability and may require additional time before a final decision.

For questions regarding *Application Instructions* or program improvement needs and requests, please contact Thelma Jackson Thompson, Head Start Program Specialist, at 312-702-3600 or Thelma.Jacksonthompson@acf.hhs.gov or Doug Branson, Grants Management Specialist, at 816-426-2272 or charles.branson@acf.hhs.gov.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Karen McNamara/

Karen McNamara
Regional Program Manager
Office of Head Start

