



Interoffice Memorandum

June 2, 2021

AGENDA ITEM

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

THRU: Lonnie C. Bell, Jr., Director *Lonnie C. Bell*
Community and Family Services Department

FROM: Sonya L. Hill, Manager *Sonya L. Hill*
Head Start Division
Contact: Sonya L. Hill (407) 836-7409
Sandra Moore (407) 836-8913

SUBJECT: **Consent Agenda Item – June 22, 2021**
Filing of Head Start Policy Council Program Information and Updates for the
Official County Record

The Head Start Division requests filing of the program information and updates and meeting minutes for the official county record:

Head Start Policy Council Meeting Minutes	April 15, 2021
Head Start Policy Council Program Information and Updates	May 2021

ACTION REQUESTED: Receipt and filing of Head Start Policy Council Meeting Minutes April 15, 2021, and Head Start Policy Council Program Information and Updates May 2021.

SLH/smm:jamh

Attachment



ORANGE COUNTY GOVERNMENT
 HEAD START
POLICY COUNCIL
MEETING MINUTES



Holden Heights Community Center
 1201 20th Street
 Orlando, FL 32805
 April 15, 2021

Call to Order by: Aquila Drayton, Chairperson
 Roll Call by: Sandra Moore, Admin Asst.

Attended By:

Jessica Vasquez	Aloma	Representative
Charlene Marsh	Callahan	Alternate
Nadia Ramsis	Dillard	Representative
Brittney Nicole Perra	Dover Shores	Representative
Natasha McPhee	Frontline	Representative
Ashley Garcia	Frontline	Alternate
Shaney Watkins	Hungerford	Representative
Alyssa St.Hilaire	John Bridges	Alternate
Aquila Drayton	Pine Hills	Chairperson
Salomey Calixte	South Orlando YMCA	Representative
Paul Charles	Southwood	Parliamentarian
Mitchel Etienne	Southwood	Alternate
Ruby Collier	W/S ELC	Treasurer
Permelia Gibson	W/S Elementary	Representative
Vanessa Lewis	BCC	BCC Alternate
AnnMarie Alvarado	CHS	Community Rep
Pamela Clark	OCPS	Community Rep
Krystle Young	4C	Community Rep

Quorum Established

Staff:

Sonya Hill	Main Office
Sandra Moore	Main Office
Yvette Meade	Main Office
Pedro Berrios	Warehouse
Yolanda Soto	Hal Marston
Juan Anaya	Engelwood
Shana Powell	Lila Mitchell
Jessica Parker	Dillard/Frontline
Isis Alameda	Taft

Virtual

Avis McWhite	Main Office
Sandra Ruff	Main Office

Bernadette Dimitriadis	Main Office
Colette Thomas	Main Office
Dwayne Horne	Main Office
Limarys Rivera	Main Office
Gladys Arzon	Main Office

Chairperson called for a motion to adopt the agenda with a change to add under New Business: Community Representative Presentation and Vote, also, #7 a. change to read “Supplemental Funds to Continue to Respond to COVID-19”

Motion: Permelia Gibson, Vice Chairperson

Second: Shaney Watkins, Hungerford Representative

Motion carried with no objections

Secretary’s Report by Sandra Moore, Admin Asst.- Ms. Moore highlighted Ms Ruff’s presentation for the approval of the COLA application, Ms. Hill stressed the importance of attendance and participation in the meetings, Ms. Lewis informed the group of several COVID vaccine locations.

Chairperson called for a motion to accept the minutes from March 25, 2021

Motion: Alyssa St.Hilaire, John Bridges Alternate

Second: Natasha McPhee, Frontline Representative

Motion carried with no objections

HR Report by Avis McWhite, Sr. Program Manager – Ms. McWhite listed candidates with their credentials for the various positions and was seeking approval from the council to move forward.

Chairperson called for a motion to approve the HR report

Motion: Vanessa Percival, Lila Mitchell Alternate

Second: Alyssa St.Hilaire, John Bridges Alternate

Motion carried with no objections

Budget Report by Sandra Ruff, Fiscal Program Manager

The COLA application was submitted

Manager’s Report by Sonya Hill

- **Supplemental Funds to Continue to Respond to COVID-19 –** Ms. Hill spoke about the \$1.6 million that will be allocated for Head Start from the American Rescue Plan signed by President Biden in March. Once allocated we will have 2 years to spend the funds. Some of the possible areas of spending could be; purchasing property for new centers, PPE especially for the children’s masks, advanced cleaning products, improve HVAC systems for better air quality, mobile units for an easier registration process. The program is not at full enrollment at this time and this would aid in getting up to full enrollment for the new school year.
- **Homeless Report –** This is a monthly report sent to Ms. Hill. She will be reporting to the Policy Council from now on. Right now, there are 161 homeless families enrolled. The goal is to provide resources to get these families into a home.

Officer’s Report by Aquila Drayton, Chairperson

Ms. Drayton introduced and welcomed Permelia Gibson as the new Vice-Chairperson.

Commissioner's Liaison Report by Vanessa Lewis

The Orange County Convention Center is continuing COVID vaccines for ages 16 & up. Registration is necessary and minors must be accompanied by a parent. For more information call 311 or 407-836-5860.

Unit Reports:

Education – Limarys Rivera, Family Service Worker
Medical & Dental – Miguierline Elibert, Admin Specialist
PFCE – Dwayne Horne, Sr. Family Service Worker
ERSEA – Colette Thomas, Program Manager

New Business:

- Community Representative Presentation and Vote

Ms. Hill presented Jacqueline Francois Donaldson from OCPS. Ms Donaldson spoke briefly about her background and her desire to serve on the Policy Council

Chairperson called for a motion to accept the nomination for Community Rep

Motion: Alyssa St.Hilaire, John Bridges Representative

Second: Pamela Clark, Community Rep

Motion carried with no objections

Chairperson called for a motion to adjourn the meeting

Motion: Alyssa St.Hilaire, John Bridges Representative

Second: Shaney Watkins, Hungerford Representative

Motion carried with no objections

Meeting Adjourned at 8:14 p.m.

Next Policy Council Meeting May 20, 2021



Lonnie C. Bell Jr.
Director, Community & Family
Services

Orange County Government

HEAD START POLICY COUNCIL

PROGRAM INFORMATION & UPDATES



Sonya L. Hill
Head Start Division Manager



MAY 2021



Orange County
Community & Family Services Department
Head Start Division



POLICY COUNCIL MONTHLY MEETING

Who: POLICY COUNCIL MEMBERS

Date: THURSDAY – MAY 20, 2021

Time: 6:30 PM

Location: HOLDEN HEIGHTS
COMMUNITY CENTER
1201 20TH Street
Orlando, FL 32805

Childcare Provided & Snacks for Kids

Sandra Moore:
407-836-8913 or Email Sandra.Moore2@ocfl.net

Yvette Meade:
407-836-8921 or Email Yvette.Meade@ocfl.net

PLEASE STAY SAFE!!!!



AGENDA



Orange County Government ● Head Start Policy Council ● Holden Heights Community Center
1201 20th Street, Orlando, FL 32805
May 20, 2021 ● 6:30 p.m.

1. *Call to Order – Chairperson*
2. *Roll Call – Secretary*
3. *Adoption of Agenda*
4. *Secretary Report*
 - a. *Review of Minutes from April 15, 2021*
5. *HR Report*
6. *Officer’s Report*
7. *Budget Report*
8. *Commissioner / Commissioner Liaison’s Report*
9. *Orange County Head Start 2021 Self-Assessment Report*
10. *OHS Information Memorandum and Program Instructions*
 - a. *ACF-IM-HS-21-01 Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities*
 - b. *ACF-PI-HS-21-01 FY 2021 Head Start Funding Increase*
 - c. *ACF-PI-HS-21-02 Head Start Center Based Duration Requirement for 45 Percent Slots*
 - d. *ACF-PI-HS-21-03 FY 2021 American Rescue Plan Funding Increase for Head Start Programs*
11. *Head Start Division Manager’s Report*
12. *Officer’s Report*
13. *New Business*
 - a. *Grant Application Submission Requirements*
14. *Unit Updates:*
PFCE, ERSEA, Education, Mental Health & Disabilities, Medical & Dental
15. *Adjourn*

**Head Start Policy Council
Human Resources Committee
April 2021 Actions**

I. Pending Approval for hire

Job Title	Candidate's Name

II. Termination from employment (Involuntarily)

Job Title	Reason	Employee's Name
Teacher	Employee Passed Away	Evanna Johnson

III. Separation from employment (Voluntarily)

Job Title	Reason	Employee's Name

IV. Current Head Start Openings – As of 5/10/2021

Job Title	Number of Positions	Potential Candidates in process for hire
Center Supervisor	3	
Licensed Practical Nurse	1	
Sr. Family Services Worker	1	
Family Services Worker	3	
Teacher Assistant	16	
Teacher	5	
Assistant Nutrition Coordinator	1	
Contract Administrator	1	
Quality Assurance Coordinator	1	
Behavioral Intervention Specialist	1	

Head Start Budget Summary April 2021

Head Start Budget Summary

Below is a statement of financial activity (or an expense sheet). This summarizes all the financial spending over a period of time. In the example below, we are looking at spending on a monthly basis. This report gives the council an understanding of Orange County Head Start's financial health. The accompanying reports are the details in which the summary is created.

Unit Name	Current Budget 2020 - 2021	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENC	TOTAL Budget YTD	BALANCE	TOTAL YTD
7521 - ADMINISTRATION	\$1,421,045	\$42,479	\$99,789	\$120,738	\$86,346	\$207,594	\$77,529	\$87,930	\$12,713						\$722,406	\$685,926	51.73%
7522 - EDUCATION	\$11,009,056	\$559,088	\$1,114,194	\$1,392,882	\$887,263	\$878,830	\$806,383	\$961,086	\$176,582						\$6,599,725	\$4,232,749	61.55%
7523 - USDA ADMINISTRATION	\$189,735	\$8,138	\$14,032	\$19,849	\$12,941	\$19,494	\$13,791	\$10,494	\$0.00						\$99,739	\$95,781	50.76%
7524 - USDA OPERATIONS	\$1,380,829	\$12,138	\$35,619	\$102,311	\$83,642	\$74,928	\$76,737	\$84,660	\$304,287						\$470,035	\$853,672	47.55%
7525 - TRAINING	\$156,870	\$0.00	\$0.00	\$6,595	\$6,434	\$10,601	\$2,495	\$19,772	\$0.00						\$45,897	\$119,973	29.26%
7526 - DISABILITIES	\$393,707	\$18,625	\$30,474	\$40,984	\$28,626	\$25,816	\$27,529	\$30,354	\$54,345						\$202,408	\$136,954	65.21%
7527 - HEALTH AND DENTAL	\$355,930	\$12,442	\$27,896	\$32,959	\$20,536	\$19,588	\$20,572	\$20,926	\$0.00						\$154,917	\$201,013	43.52%
7528 - PCFE	\$2,010,555	\$81,196	\$157,358	\$211,664	\$139,404	\$135,322	\$119,344	\$141,317	\$0.00						\$985,607	\$1,024,948	49.02%
7534 - FACILITIES AND OPERATIONS	\$784,339	\$30,361	\$29,406	\$47,948	\$29,923	\$32,228	\$86,992	\$35,767	\$0.00						\$292,625	\$491,714	37.71%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 7001 DEPT: 062 UNIT: 7521 : ADMIN : 85% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT										PRE-ENC AMOUNT	ENC AMOUNT	TOTAL		% BUDGET USED YTD
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN			YTD	BALANCE	
1120	3FA	REGULAR SALARIES and WAGES	839,811.00	28,172.89	48,463.75	78,381.70	54,332.19	71,304.77	49,334.86	52,397.14	.00	.00	.00	.00	382,387.30	457,423.70	45.53
1130	3FA	OTHER SALARIES and WAGES	5,000.00	2,862.90	4,977.00	5,139.00	2,098.50	2,911.40	4,528.50	4,297.50	.00	.00	.00	.00	26,814.80	-21,814.80	536.30
1140	3FA	OVERTIME	2,764.00	123.88	1,836.37	602.51	8.46	57.69	222.78	299.80	.00	.00	.00	.00	3,151.49	-387.49	114.02
2110	3FA	FICA TAXES	64,246.00	2,291.10	4,056.17	6,207.59	4,069.57	5,314.57	3,895.92	4,110.85	.00	.00	.00	.00	29,945.77	34,300.23	46.61
2120	3FA	RETIREMENT CONTRIBUTION	83,981.00	2,818.80	5,019.88	7,897.74	5,434.06	5,018.52	4,949.94	5,269.25	.00	.00	.00	.00	36,408.19	47,572.81	43.35
2130	3FA	LIFE and HEALTH INSURANCE	231,600.00	6,209.03	10,456.04	16,139.95	13,122.96	12,745.87	12,368.78	13,118.62	.00	.00	.00	.00	84,161.25	147,438.75	36.34
2131	3FA	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	3FA	PAYMENTS TO OPEB TRUST	8,077.00	.00	.00	.00	.00	.00	.00	6,222.00	.00	.00	.00	.00	6,222.00	1,855.00	77.03
		TOTAL SALARIES	1,235,479.00	42,478.60	74,809.21	114,368.49	79,065.74	97,352.82	75,300.78	85,715.16	.00	.00	.00	.00	569,090.80	666,388.20	46.06
3125	3FB	INDIRECT COSTS	106,329.00	.00	.00	.00	.00	106,329.00	.00	.00	.00	.00	.00	.00	106,329.00	.00	100.00
3179	3FC	CONTRACT SVC EMPLOY AGENT	20,600.00	.00	443.04	2,808.21	4,526.20	2,113.65	.00	.00	.00	.00	.00	11,966.55	9,891.10	-1,257.65	106.11
3410	3FC	LOCAL TRAVEL	3,500.00	.00	419.68	.00	135.47	111.48	80.07	.00	.00	.00	.00	.00	746.70	2,753.30	21.33
3510	3FC	POSTAGE and MESSENGER SVCS	100.00	.00	.00	.00	.00	31.35	.00	89.85	.00	.00	.00	.00	121.20	-21.20	121.20
3530	3FC	TOLL CHARGES	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00
3610	3FC	RENTAL OF EQUIPMENT	8,000.00	.00	.00	345.50	471.14	235.57	235.57	235.57	.00	.00	.00	125.64	1,523.35	6,351.01	20.61
3720	3FC	COMMUNICATIONS	2,000.00	.00	.00	1,006.04	.00	543.40	604.20	1,209.30	.00	.00	.00	.00	3,362.94	-1,362.94	168.15
3820	3FC	MAINTENANCE OF EQUIPMENT	3,500.00	.00	.00	145.47	548.55	253.00	284.17	257.07	.00	.00	.00	621.24	1,488.26	1,390.50	60.27
3910	3FC	GRAPHIC REPROD SVCS	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4010	3FC	DUES and MEMBERSHIPS	8,000.00	.00	.00	.00	750.00	.00	.00	.00	.00	.00	.00	.00	750.00	7,250.00	9.38
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4110	3FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	4,000.00	.00	.00	1,357.05	277.37	599.80	420.70	299.90	.00	.00	.00	.00	2,954.82	1,045.18	73.87
4115	3FC	MISCELLANEOUS OPERATING SUPPLIES COMPUTER EQUIPMENT LESS THAN \$500	2,000.00	.00	.00	250.47	286.48	.00	77.82	.00	.00	.00	.00	.00	614.77	1,385.23	30.74
4121	3FC	EQUIPMENT LESS THAN \$1000	50.00	.00	.00	.00	27.84	.00	266.84	31.90	.00	.00	.00	.00	326.58	-276.58	653.16
4123	3FC	PROMOTIONAL EXPENSES	50.00	.00	.00	36.94	33.00	.00	.00	.00	.00	.00	.00	.00	410.37	-360.37	820.74
4412	3FC		50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	69.94	-19.94	139.88	
4418	3FC	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4422	3FC	SCHOLARSHIPS, AWARDS, BENEF	1,500.00	.00	.00	.00	.00	.00	177.00	12.00	.00	.00	.00	.00	189.00	1,311.00	12.60
4482	3FG	SELF INS-PROP CASUALTY	24,537.00	.00	24,537.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	24,537.00	.00	100.00
		TOTAL OPERATIONS	185,566.00	.00	24,980.04	6,369.36	7,280.56	110,241.24	2,228.17	2,215.66	.00	.00	.00	12,713.43	153,315.03	19,537.54	89.47
		TOTAL UNIT 7521	1,421,045.00	42,478.60	99,789.25	120,737.85	86,346.30	207,594.06	77,528.95	87,930.82	.00	.00	.00	12,713.43	722,405.83	685,925.74	51.73

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 7001 DEPT: 062 UNIT: 7522 : SERVICES : 85% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	3FE	REGULAR SALARIES and WAGES	6,706,000.00	366,596.68	618,528.52	904,342.49	577,971.70	578,667.06	517,197.56	541,697.09	.00	.00	.00	.00	4,105,001.10	2,600,998.90	61.21
1130	3FE	OTHER SALARIES and WAGES	10,000.00	795.91	899.95	223.83	1,663.17	2,294.04	1,571.41	2,470.07	.00	.00	.00	.00	9,918.38	81.62	99.18
1140	3FE	OVERTIME	5,000.00	87.86	35,998.34	29,494.91	-35,901.98	-9,909.52	2,043.77	7,772.31	.00	.00	.00	.00	29,585.69	-24,585.69	591.71
1155	3FE	COVID - SICK LEAVE	.00	.00	.00	1,866.24	.00	.00	.00	1,074.72	.00	.00	.00	.00	2,940.96	-2,940.96	.00
2110	3FE	FICA TAXES	513,009.00	26,995.95	48,489.94	69,980.48	40,420.03	41,524.32	37,511.02	39,887.19	.00	.00	.00	.00	304,808.93	208,200.07	59.42
2120	3FE	RETIREMENT CONTRIBUTION	670,600.00	36,944.10	66,270.78	94,777.08	54,589.70	57,273.60	52,134.69	55,194.00	.00	.00	.00	.00	417,183.95	253,416.05	62.21
2130	3FE	LIFE and HEALTH INSURANCE	2,289,657.00	93,124.61	157,602.35	234,314.39	196,454.40	176,238.53	168,479.71	165,175.05	.00	.00	.00	.00	1,191,389.04	1,098,267.96	52.03
2131	3FE	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	3FE	PAYMENTS TO OPEB TRUST	100,512.00	.00	.00	.00	.00	.00	.00	85,466.00	.00	.00	.00	.00	85,466.00	15,046.00	85.03
		TOTAL SALARIES	10,294,778.00	524,545.11	927,789.88	1,334,999.42	835,197.02	846,088.03	778,938.16	898,736.43	.00	.00	.00	.00	6,146,294.05	4,148,483.95	59.70
		PAYMENTS TO OTHER GOVERNMENTAL															
3167	3FF	AGENCIES	21,000.00	.00	.00	189.88	145.25	1,255.90	690.70	2,006.21	.00	.00	.00	7,873.50	4,287.94	8,838.56	57.91
3170	3FF	JANITORIAL SVC and SUPPLY	100.00	647.73	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	647.73	-547.73	647.73
3192	3FF	SOFTWARE LICENSING SUPPORT FEE	45,000.00	.00	.00	.00	20,037.21	.00	396.48	3,134.67	.00	.00	.00	23,562.00	23,568.36	-6.36	104.73
		CONTRACTUAL SERVICES NOT															
3197	3FF	OTHERWISE SPECIFIED	1,000.00	.00	.00	.00	.00	150.00	.00	.00	.00	.00	.00	.00	150.00	850.00	15.00
3350	3FF	OTHER INSURANCE and BONDS	100.00	.00	.00	8,568.00	.00	.00	.00	.00	.00	.00	.00	.00	8,568.00	-8,468.00	8,568.00
3410	3FF	LOCAL TRAVEL	10,000.00	.00	1,090.29	1,022.02	.00	780.87	732.04	814.58	.00	.00	.00	.00	4,439.80	5,560.20	44.40
3520	3FF	MOVING EXPENSE-CO ASSETS	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
3530	3FF	TOLL CHARGES	1,000.00	.00	166.88	2,225.43	135.33	166.99	155.55	84.66	.00	.00	.00	.00	2,934.84	-1,934.84	293.48
3610	3FF	RENTAL OF EQUIPMENT	33,000.00	.00	.00	9,165.13	8,812.65	3,680.33	1,413.42	4,622.61	.00	.00	.00	24,092.18	27,694.14	-18,786.32	156.93
3620	3FF	LEASES-BUILDINGS/STRUCTURES	100.00	32,716.70	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	32,716.70	-32,616.70	32,716.70
3710	3FF	UTILITIES	100.00	839.37	.00	3,064.63	682.27	2,614.24	966.30	1,232.19	.00	.00	.00	.00	9,399.00	-9,299.00	9,399.00
3720	3FF	COMMUNICATIONS	18,000.00	.00	1,618.69	5,057.84	712.86	3,592.84	4,873.68	5,200.30	.00	.00	.00	.00	21,056.21	-3,056.21	116.98
		MAINTENANCE OF BUILDINGS,															
3810	3FF	IMPROVEMENTS, AND GROUNDS	100.00	338.75	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	338.75	-238.75	338.75
3820	3FF	MAINTENANCE OF EQUIPMENT	28,100.00	.00	.00	3,341.50	4,407.62	1,574.12	1,098.19	2,713.51	.00	.00	.00	12,631.58	13,134.94	2,333.48	91.70
3910	3FF	GRAPHIC REPROD SVCS	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
		BOOKS, COMPACT DISKS, VIDEOS, AND															
4020	3FF	SUBSCRIPTIONS	3,000.00	.00	.00	5,186.25	.00	1,188.00	8,022.15	.00	.00	.00	.00	.00	14,396.40	-11,396.40	479.88
4040	3FF	LICENSE AND CERTIFICATION FEES	100.00	.00	.00	125.00	.00	.00	.00	2,529.57	.00	.00	.00	.00	2,654.57	-2,554.57	2,654.57
		OFFICE SUPPLIES (NOT INCLUDING															
4110	3FF	PRINTING)	22,000.00	.00	.00	3,809.31	45.98	5,297.76	297.37	258.98	.00	.00	.00	.00	9,709.40	12,290.60	44.13
4115	3FF	MISCELLANEOUS OPERATING SUPPLIES	71,850.00	.00	.00	1,237.21	323.20	1,055.83	9,089.55	1,432.17	.00	.00	.00	.00	13,137.96	58,712.04	18.29
4116	3FF	EVENT/MEAL REIMBURSEMENTS	5,500.00	.00	.00	.00	.00	.00	48.64	.00	.00	.00	.00	.00	48.64	5,451.36	.88
		COMPUTER EQUIPMENT LESS THAN															
4121	3FF	\$500	100.00	.00	.00	.00	.00	380.20	1,092.90	17.99	.00	.00	.00	.00	1,491.09	-1,391.09	1,491.09
4123	3FF	EQUIPMENT LESS THAN \$1000	11,150.00	.00	.00	745.00	2,350.95	376.70	964.13	53.45	.00	.00	.00	.00	4,490.23	6,659.77	40.27
4135	3FF	FOOD and DIETARY	234,188.00	.00	.00	12,894.92	14,412.84	9,851.13	-2,396.55	36,998.81	.00	.00	.00	108,422.55	71,761.15	54,004.30	76.94
4175	3FF	CLOTHING AND WEARING APPAREL	200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	200.00	.00
4195	3FF	MISC SUPPLIES OR EXPENSES	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
4412	3FF	PROMOTIONAL EXPENSES	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
4418	3FF	EDUCATIONAL ASSISTANCE PROGRAM	4,000.00	.00	.00	1,250.00	.00	777.42	.00	1,250.00	.00	.00	.00	.00	3,277.42	722.58	81.94
4440	3FF	IMPROVEMTS TO NON-COUNTY ASSETS	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
4450	3FF	PARENT ACTIVITY FUND	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4452	3FN	FIELD TRIPS-HEAD START	15,360.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	15,360.00	.00
4482	3FG	SELF INS-PROP CASUALTY	183,530.00	.00	183,528.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	183,528.00	2.00	100.00
6410	3FJ	EQUIPMENT	3,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,250.00	.00
8120	3FF	AID TO OTHER GOVT AGENCIES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
		TOTAL OPERATIONS	714,278.00	34,542.55	186,403.86	57,882.12	52,066.16	32,742.33	27,444.55	62,349.70	.00	.00	.00	176,581.81	453,431.27	84,264.92	88.20
		TOTAL UNIT 7522	11,009,056.00	559,087.66	1,114,193.74	1,392,881.54	887,263.18	878,830.36	806,382.71	961,086.13	.00	.00	.00	176,581.81	6,599,725.32	4,232,748.87	61.55

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 7401 DEPT: 062 UNIT: 7523 : USDA - ADMIN: 58% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	3FQ	REGULAR SALARIES and WAGES	113,112.00	5,818.56	9,697.60	14,546.41	9,697.60	9,697.60	10,153.96	6,843.21	.00	.00	.00	.00	66,454.94	46,657.06	58.75
1140	3FQ	OVERTIME	1,500.00	169.80	246.32	2.80	.00	8.28	265.42	2.80	.00	.00	.00	.00	695.42	804.58	46.36
2110	3FQ	FICA TAXES	10,030.00	439.37	729.48	1,088.31	726.63	727.24	781.83	516.00	.00	.00	.00	.00	5,008.86	5,021.14	49.94
2120	3FQ	RETIREMENT CONTRIBUTION	13,111.00	598.84	994.39	1,454.92	969.76	970.59	1,041.94	684.60	.00	.00	.00	.00	6,715.04	6,395.96	51.22
2130	3FQ	LIFE and HEALTH INSURANCE	42,000.00	1,111.44	1,852.40	2,527.10	1,547.16	1,547.16	1,547.62	798.24	.00	.00	.00	.00	10,931.12	31,068.88	26.03
2200	3FQ	PAYMENTS TO OPEB TRUST	1,889.00	.00	.00	.00	.00	.00	1,649.00	.00	.00	.00	.00	.00	1,649.00	240.00	87.29
		TOTAL SALARIES	181,642.00	8,138.01	13,520.19	19,619.54	12,941.15	12,950.87	13,790.77	10,493.85	.00	.00	.00	.00	91,454.38	90,187.62	50.35
3125	3FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	6,543.00	.00	.00	.00	.00	.00	.00	6,543.00	.00	100.00
3410	3FR	LOCAL TRAVEL	1,000.00	.00	212.29	229.37	.00	.00	.00	.00	.00	.00	.00	.00	441.66	558.34	44.17
3530	3FR	TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3820	3FR	MAINTENANCE OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4110	3FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	4,100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,100.00	.00
4418	3FR	EDUCATIONAL ASSISTANCE PROGRAM	835.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	835.00	.00
4482	3FS	SELF INS-PROP CASUALTY	300.00	.00	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00	100.00
		TOTAL OPERATIONS	12,878.00	.00	512.29	229.37	.00	6,543.00	.00	.00	.00	.00	.00	.00	7,284.66	5,593.34	56.57
		TOTAL UNIT 7523	194,520.00	8,138.01	14,032.48	19,848.91	12,941.15	19,493.87	13,790.77	10,493.85	.00	.00	.00	.00	98,739.04	95,780.96	50.76

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 7401 DEPT: 062 UNIT: 7524 : USDA - SERVICES: 58% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
120	3FT	REGULAR SALARIES and WAGES	133,635.00	7,899.32	13,719.60	20,403.90	12,920.79	13,112.47	13,253.11	12,394.90	.00	.00	.00	.00	93,704.09	39,930.91	70.12
140	3FT	OVERTIME	500.00	.00	596.43	630.00	-749.25	-472.50	.00	.00	.00	.00	.00	.00	4.68	495.32	.94
110	3FT	FICA TAXES	10,223.00	564.39	1,028.68	1,534.83	859.17	895.00	941.93	876.27	.00	.00	.00	.00	6,700.27	3,522.73	65.54
120	3FT	RETIREMENT CONTRIBUTION	13,363.00	789.93	1,431.60	2,103.39	1,217.15	1,264.00	1,325.31	1,239.49	.00	.00	.00	.00	9,370.87	3,992.13	70.13
130	3FT	LIFE and HEALTH INSURANCE	84,000.00	2,884.78	4,808.88	7,196.46	5,566.38	5,566.38	5,566.38	5,566.38	.00	.00	.00	.00	37,155.64	46,844.36	44.23
131	3FT	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
200	3FT	PAYMENTS TO OPEB TRUST	3,778.00	.00	.00	.00	.00	.00	.00	3,297.00	.00	.00	.00	.00	3,297.00	481.00	87.27
		TOTAL SALARIES	245,499.00	12,138.42	21,585.19	31,868.58	19,814.24	20,365.35	21,086.73	23,374.04	.00	.00	.00	.00	150,232.55	95,266.45	61.19
170	3FU	JANITORIAL SVC and SUPPLY	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
110	3FU	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
115	3FU	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
123	3FU	EQUIPMENT LESS THAN \$1000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
130	3FU	HOUSEHOLD AND KITCHEN SUPPLIES	3,300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,300.00	.00
135	3FU	FOODandDIETARY	1,362,111.00	.00	.00	70,442.17	63,828.14	54,562.33	55,649.78	61,285.95	.00	.00	.00	304,287.26	305,768.37	752,055.37	44.79
482	3FS	SELF INS-PROP CASUALTY	14,034.00	.00	14,034.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	14,034.00	.00	100.00
		TOTAL OPERATIONS	1,382,495.00	.00	14,034.00	70,442.17	63,828.14	54,562.33	55,649.78	61,285.95	.00	.00	.00	304,287.26	319,802.37	758,405.37	45.14
		TOTAL UNIT 7524	1,627,994.00	12,138.42	35,619.19	102,310.75	83,642.38	74,927.68	76,736.51	84,659.99	.00	.00	.00	304,287.26	470,034.92	853,671.82	47.56

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 7001 DEPT: 062 UNIT: 7526 : DISABILITY : 85% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT												PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD			
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG						SEP		
1120	3FI	REGULAR SALARIES and WAGES	223,978.00	13,602.88	18,164.80	27,272.12	18,546.43	17,941.30	18,164.80	18,164.80	.00	.00	.00	.00	.00	.00	.00	131,857.13	92,120.87	58.87		
1140	3FI	OVERTIME	500.00	4.47	3.31	1,124.44	553.49	-769.72	.00	.00	.00	.00	.00	.00	.00	.00	.00	915.99	-415.99	183.20		
2110	3FI	FICA TAXES	17,134.00	956.89	1,249.73	1,995.24	1,307.49	1,159.97	1,235.95	1,235.95	.00	.00	.00	.00	.00	.00	.00	9,141.22	7,992.78	53.35		
2120	3FI	RETIREMENT CONTRIBUTION	22,398.00	1,360.74	1,816.81	2,839.66	1,909.99	1,717.16	1,816.48	1,816.48	.00	.00	.00	.00	.00	.00	.00	13,277.32	9,120.68	59.28		
2130	3FI	LIFE and HEALTH INSURANCE	56,000.00	2,700.42	4,500.70	6,729.72	5,146.52	5,146.52	5,146.52	5,146.52	.00	.00	.00	.00	.00	.00	.00	34,516.92	21,483.08	61.64		
2131	3FI	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00		
2200	3FI	PAYMENTS TO OPEB TRUST	1,795.00	.00	.00	.00	.00	.00	.00	1,660.00	.00	.00	.00	.00	.00	.00	.00	1,660.00	135.00	92.48		
		TOTAL SALARIES	321,805.00	18,625.40	25,735.35	39,961.18	27,463.92	25,195.23	26,363.75	28,023.75	.00	.00	.00	.00	.00	.00	.00	191,368.58	130,436.42	59.47		
3195	3FK	CONTRACT SERVICES MEDICAL	45,000.00	.00	.00	482.20	1,162.50	500.00	912.50	1,839.48	.00	.00	.00	.00	.00	.00	.00	54,344.56	4,896.68	-14,241.24	131.65	
3410	3FK	LOCAL TRAVEL	2,200.00	.00	251.16	263.22	.00	.00	131.74	243.34	.00	.00	.00	.00	.00	.00	.00	.00	889.46	1,310.54	40.43	
3530	3FK	TOLL CHARGES	300.00	.00	.00	.00	.00	.00	.00	5.19	.00	.00	.00	.00	.00	.00	.00	.00	5.19	294.81	1.73	
3720	3FK	COMMUNICATIONS	2,400.00	.00	35.70	277.20	.00	120.75	120.84	241.86	.00	.00	.00	.00	.00	.00	.00	.00	796.35	1,603.65	33.18	
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
4020	3FK	LICENSE AND CERTIFICATION FEES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00	
		OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000.00	.00	
4110	3FK	MISCELLANEOUS OPERATING SUPPLIES	12,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	12,000.00	.00	
		COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	
4418	3FK	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00	
4482	3FG	SELF INS-PROP CASUALTY	4,452.00	.00	4,452.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,452.00	.00	100.00	
		TOTAL OPERATIONS	71,902.00	.00	4,738.86	1,022.62	1,162.50	620.75	1,165.08	2,329.87	.00	.00	.00	.00	.00	.00	.00	54,344.56	11,039.68	6,517.76	90.94	
		TOTAL UNIT 7526	393,707.00	18,625.40	30,474.21	40,983.80	28,626.42	25,815.98	27,528.83	30,353.62	.00	.00	.00	.00	.00	.00	.00	54,344.56	202,408.26	136,954.18	65.21	

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 7001 DEPT: 062 UNIT: 7525 : TRAINING : 85% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT										PRE-ENC AMOUNT	ENCUMBERED AMOUNT	TOTAL		% BUDGET USED YTD	
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN			YTD	BALANCE		
3185	3FH	CONTRACT SVC-TRAINING CONTRACTUAL SERVICES NOT	50,000.00	.00	.00	.00	.00	10,000.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	40,000.00	20.00
3197	3FH	OTHERWISE SPECIFIED	2,000.00	.00	.00	.00	1,250.00	.00	.00	.00	.00	.00	.00	.00	.00	1,250.00	750.00	62.50
3420	3FH	OUT OF COUNTY TRAVEL	38,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	38,000.00	.00
3610	3FH	RENTAL OF EQUIPMENT	2,000.00	.00	.00	.00	613.60	.00	.00	.00	.00	.00	.00	.00	.00	613.60	1,386.40	30.68
3620	3FH	LEASES-BUILDINGS/STRUCTURES	3,370.00	.00	.00	.00	1,280.00	.00	.00	.00	.00	.00	.00	.00	.00	1,280.00	2,090.00	37.98
3910	3FH	GRAPHIC REPROD SVCS BOOKS, COMPACT DISKS, VIDEOS, AND	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4020	3FH	SUBSCRIPTIONS	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4030	3FH	TRAINING AND EDUCATIONAL COST	38,000.00	.00	.00	6,594.94	1,500.00	375.00	2,495.00	19,772.00	.00	.00	.00	.00	.00	30,736.94	7,263.06	80.89
4040	3FH	LICENSE AND CERTIFICATION FEES OFFICE SUPPLIES (NOT INCLUDING	3,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,500.00	.00
4110	3FH	PRINTING)	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4115	3FH	MISCELLANEOUS OPERATING SUPPLIES	4,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,000.00	.00
4116	3FH	EVENT/MEAL REIMBURSEMENTS	3,500.00	.00	.00	.00	1,790.43	226.13	.00	.00	.00	.00	.00	.00	.00	2,016.56	1,483.44	57.62
4418	3FH	EDUCATIONAL ASSISTANCE PROGRAM	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	.00
		OPERATIONS ONLY	156,870.00	.00	.00	6,594.94	6,434.03	10,601.13	2,495.00	19,772.00	.00	.00	.00	.00	.00	45,897.10	110,972.90	29.26
		TOTAL UNIT 7525	156,870.00	.00	.00	6,594.94	6,434.03	10,601.13	2,495.00	19,772.00	.00	.00	.00	.00	.00	45,897.10	110,972.90	29.26

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 7001 DEPT: 062 UNIT: 7534 : HEAD START FACILITIES : 58% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT												PRE-ENC AMOUNT	ENC AMOUNT	TOTAL		% BUDGET USED YTD	
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG			SEP	YTD		BALANCE
1120	3FL	REGULAR SALARIES and WAGES	136,032.00	6,572.00	10,996.86	16,555.67	11,099.89	10,995.89	10,956.10	10,998.16	.00	.00	.00	.00	.00	.00	.00	78,174.57	57,857.43	57.47
1130	3FL	OTHER SALARIES and WAGES	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	.00
1140	3FL	OVERTIME	5,000.00	21.99	491.77	215.24	28.98	106.09	63.34	252.15	.00	.00	.00	.00	.00	.00	.00	1,179.56	3,820.44	23.59
2110	3FL	FICA TAXES	10,408.00	463.76	811.05	1,196.63	770.20	768.01	761.49	779.19	.00	.00	.00	.00	.00	.00	.00	5,550.33	4,857.67	53.33
2120	3FL	RETIREMENT CONTRIBUTION	13,603.00	659.40	1,148.86	1,677.10	1,112.90	1,110.20	1,101.95	1,125.04	.00	.00	.00	.00	.00	.00	.00	7,935.45	5,667.55	58.34
2130	3FL	LIFE and HEALTH INSURANCE	54,340.00	2,313.06	3,855.20	5,769.86	4,358.12	4,358.12	4,358.12	4,358.12	.00	.00	.00	.00	.00	.00	.00	29,370.60	24,969.40	54.05
2200	3FL	PAYMENTS TO OPEB TRUST	1,660.00	.00	.00	.00	.00	.00	.00	1,660.00	.00	.00	.00	.00	.00	.00	.00	1,660.00	.00	100.00
		TOTAL SALARIES	231,043.00	10,030.21	17,303.74	25,414.50	17,370.09	17,338.31	17,241.00	19,172.66	.00	.00	.00	.00	.00	.00	.00	123,870.51	107,172.49	53.61
		PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	2,000.00	.00	.00	.00	.00	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	1,900.00	5.00
3167	3FM	AGENCIES	2,000.00	.00	.00	.00	.00	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	1,900.00	5.00
3170	3FM	JANITORIAL SVC and SUPPLY	10,000.00	647.73	647.73	647.73	647.73	647.73	647.73	797.73	.00	.00	.00	.00	.00	.00	.00	4,684.11	5,315.89	46.84
3179	3FM	CONTRACT SVC EMPLOY AGENT CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	7,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	7,000.00
3197	3FM	OTHERWISE SPECIFIED	5,000.00	.00	.00	.00	.00	.00	21,371.79	.00	.00	.00	.00	.00	.00	.00	.00	21,371.79	-16,371.79	427.44
3350	3FM	OTHER INSURANCE and BONDS	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	.00
3410	3FM	LOCAL TRAVEL	4,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,000.00	.00
3520	3FM	MOVING EXPENSE-CO ASSETS	7,000.00	.00	.00	.00	.00	1,515.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,515.00	5,485.00	21.64
3530	3FM	TOLL CHARGES	700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	700.00	.00
3610	3FM	RENTAL OF EQUIPMENT	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
3620	3FM	LEASES-BUILDINGS/STRUCTURES	390,000.00	18,504.70	10,276.70	10,276.70	10,276.70	10,276.70	10,276.70	10,276.70	.00	.00	.00	.00	.00	.00	.00	80,164.90	309,835.10	20.56
3710	3FM	UTILITIES	30,000.00	839.37	839.37	839.37	839.37	1,068.07	839.37	1,438.46	.00	.00	.00	.00	.00	.00	.00	6,703.38	23,296.62	22.34
3720	3FM	COMMUNICATIONS MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	2,700.00	.00	.00	451.44	.00	226.71	225.81	451.80	.00	.00	.00	.00	.00	.00	.00	1,355.76	1,344.24	50.21
3810	3FM	IMPROVEMENTS, AND GROUNDS	33,000.00	338.75	338.75	6,780.36	338.75	393.89	4,602.61	878.76	.00	.00	.00	.00	.00	.00	.00	13,671.87	19,328.13	41.43
3820	3FM	MAINTENANCE OF EQUIPMENT INTERNAL FLEET MANAGEMENT CHARGES	2,000.00	.00	.00	.00	.00	.00	674.00	.00	.00	.00	.00	.00	.00	.00	.00	674.00	1,326.00	33.70
3825	3FD	CHARGES	21,196.00	.00	.00	3,257.94	450.05	532.91	1,752.46	747.17	.00	.00	.00	.00	.00	.00	.00	6,740.53	14,455.47	31.80
3910	3FM	GRAPHIC REPROD SVCS OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4110	3FM	MISCELLANEOUS OPERATING SUPPLIES	1,500.00	.00	.00	.00	.00	.00	641.45	49.57	.00	.00	.00	.00	.00	.00	.00	691.02	808.98	46.07
4115	3FM	MISCELLANEOUS OPERATING SUPPLIES	5,000.00	.00	.00	.00	.00	.00	20,404.03	381.89	.00	.00	.00	.00	.00	.00	.00	20,785.92	-15,785.92	415.72
4121	3FM	COMPUTER EQUIPMENT LESS THAN \$500	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
4123	3FM	EQUIPMENT LESS THAN \$1000	10,000.00	.00	.00	279.96	.00	129.00	1,350.86	1,389.25	.00	.00	.00	.00	.00	.00	.00	3,149.07	6,850.93	31.49
4126	3FM	TOOLS and SMALL IMPLEMENTS	4,400.00	.00	.00	.00	.00	.00	4,011.94	183.72	.00	.00	.00	.00	.00	.00	.00	4,195.66	204.34	95.36
4175	3FM	CLOTHING AND WEARING APPAREL	200.00	.00	.00	.00	.00	.00	355.63	.00	.00	.00	.00	.00	.00	.00	.00	355.63	-155.63	177.81
4195	3FM	MISC SUPPLIES OR EXPENSES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
6410	3FO	EQUIPMENT	2,600.00	.00	.00	.00	.00	.00	2,596.28	.00	.00	.00	.00	.00	.00	.00	.00	2,596.28	3.72	99.86
		TOTAL OPERATIONS	553,296.00	20,330.55	12,102.55	22,533.50	12,552.60	14,890.01	69,750.66	16,595.05	.00	.00	.00	.00	.00	.00	.00	168,754.92	384,541.08	30.50
		TOTAL UNIT 7534	784,339.00	30,360.76	29,406.29	47,948.00	29,922.69	32,228.32	86,991.66	35,767.71	.00	.00	.00	.00	.00	.00	.00	292,625.43	491,713.57	37.31

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 7001 DEPT: 062 UNIT: 7528 : PARENT, FAMILY & COMMUNITY: 85% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT												PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUN	JUN					
1120	3FX	REGULAR SALARIES and WAGES	1,139,894.00	56,545.83	95,989.78	142,002.34	91,903.00	88,523.42	77,278.19	80,735.42	.00	.00	.00	.00	632,977.98	506,916.02	55.53		
1130	3FX	OTHER SALARIES and WAGES	10,000.00	.00	.00	486.00	2,586.60	2,880.00	2,880.00	2,878.20	.00	.00	.00	.00	11,710.80	-1,710.80	117.11		
1140	3FX	OVERTIME	5,000.00	86.58	1,380.36	107.42	-843.24	121.77	87.46	352.62	.00	.00	.00	.00	1,292.97	3,707.03	25.86		
1155	3FG	COVID - SICK LEAVE	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00		
2110	3FX	FICA TAXES	87,202.00	4,130.22	7,140.46	10,599.53	6,705.52	6,578.53	5,755.00	6,007.94	.00	.00	.00	.00	46,917.20	40,284.80	53.80		
2120	3FX	RETIREMENT CONTRIBUTION	350,000.00	6,135.25	10,525.60	15,531.82	9,892.15	9,618.67	8,462.83	8,898.23	.00	.00	.00	.00	69,064.55	280,935.45	19.73		
2130	3FX	LIFE and HEALTH INSURANCE	350,000.00	14,298.11	24,216.82	36,738.22	26,711.27	25,135.40	23,666.84	23,681.84	.00	.00	.00	.00	174,448.50	175,551.50	49.84		
2131	3FX	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00		
2200	3FX	PAYMENTS TO OPEB TRUST	13,910.00	.00	.00	.00	.00	.00	.00	12,031.00	.00	.00	.00	.00	12,031.00	1,879.00	86.49		
		TOTAL SALARIES	1,956,006.00	81,195.99	139,253.02	205,465.33	136,955.30	132,857.79	118,130.32	134,585.25	.00	.00	.00	.00	948,443.00	1,007,563.00	48.49		
3410	3FY	LOCAL TRAVEL	3,000.00	.00	72.33	195.51	.00	69.06	84.01	62.11	.00	.00	.00	.00	483.02	2,516.98	16.10		
3530	3FY	TOLL CHARGES	200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	200.00	.00		
3720	3FY	COMMUNICATIONS BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	5,000.00	.00	.00	1,698.13	.00	865.61	846.87	1,691.82	.00	.00	.00	.00	5,102.43	-102.43	102.05		
4020	3FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00		
4110	3FY	MISCELLANEOUS OPERATING SUPPLIES COMPUTER EQUIPMENT LESS THAN \$500	7,000.00	.00	.00	2,955.80	2,388.46	90.00	248.05	4,978.34	.00	.00	.00	.00	10,660.65	-3,660.65	152.30		
4115	3FY	EQUIPMENT LESS THAN \$1000	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00		
4121	3FY	PROMOTIONAL EXPENSES	50.00	.00	.00	.00	59.99	.00	34.99	.00	.00	.00	.00	.00	94.98	-44.98	189.96		
4123	3FY	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	1,349.70	.00	1,439.93	.00	.00	.00	.00	.00	.00	2,789.63	-2,289.63	557.93		
4412	3FY	PARENT ACTIVITY FUND	7,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	7,000.00	.00		
4418	3FY	SELF INS-PROP CASUALTY	4,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,000.00	.00		
4450	3FY	TOTAL OPERATIONS	9,216.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	9,216.00	.00		
4482	3FG		18,033.00	.00	18,033.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	18,033.00	.00	100.00		
		TOTAL UNIT 7528	2,010,555.00	81,195.99	157,358.35	211,664.47	139,403.75	135,322.39	119,344.24	141,317.52	.00	.00	.00	.00	985,606.71	1,024,948.29	49.02		

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 7001 DEPT: 062 UNIT: 7527 : CHILDHOOD HEALTH & DEVELOPMENT: 85% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET												PRE-ENC AMOUNT	ENCUMBERED AMOUNT	TOTAL		% BUDGET USED YTD		
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG			SEP	YTD		BALANCE	
1120	3FV	REGULAR SALARIES and WAGES	220,912.00	9,014.41	15,024.01	22,047.46	14,043.70	14,520.07	14,551.05	13,267.65	.00	.00	.00	.00	.00	.00	.00	102,468.35	118,443.65	46.38	
1140	3FV	OVERTIME	500.00	98.66	383.94	1,702.25	-384.77	-1,238.29	13.31	3.35	.00	.00	.00	.00	.00	.00	.00	578.45	-78.45	115.69	
1155	3FV	COVID - SICK LEAVE	.00	.00	.00	.00	922.88	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	922.88	-922.88	.00	
2110	3FV	FICA TAXES	16,899.00	655.76	1,109.68	1,800.72	1,039.69	940.23	1,038.36	939.42	.00	.00	.00	.00	.00	.00	.00	7,523.86	9,375.14	44.52	
2120	3FV	RETIREMENT CONTRIBUTION	22,091.00	911.31	1,540.80	2,444.20	1,458.19	1,328.18	1,456.43	1,327.11	.00	.00	.00	.00	.00	.00	.00	10,466.22	11,624.78	47.38	
2130	3FV	LIFE and HEALTH INSURANCE	70,000.00	1,761.74	2,936.24	4,312.07	3,301.40	3,301.40	3,301.40	3,301.40	.00	.00	.00	.00	.00	.00	.00	22,215.65	47,784.35	31.74	
2131	3FV	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
2200	3FV	PAYMENTS TO OPEB TRUST	897.00	.00	.00	.00	.00	.00	.00	1,660.00	.00	.00	.00	.00	.00	.00	.00	1,660.00	-763.00	185.06	
		TOTAL SALARIES	331,299.00	12,441.88	20,994.67	32,306.70	20,381.09	18,851.59	20,360.55	20,498.93	.00	.00	.00	.00	.00	.00	.00	145,835.41	185,463.59	44.02	
3179	3FW	CONTRACT SVC EMPLOY AGENT	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00	
3195	3FW	CONTRACT SERVICES MEDICAL	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00	
3410	3FW	LOCAL TRAVEL	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00	
3530	3FW	TOLL CHARGES	200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	200.00	.00	
3720	3FW	COMMUNICATIONS	2,280.00	.00	.00	322.00	.00	161.00	161.12	322.48	.00	.00	.00	.00	.00	.00	.00	966.60	1,313.40	42.39	
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
4020	3FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00	.00	.00	154.77	.00	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	204.77	1,295.23	13.65
4110	3FW	MISCELLANEOUS OPERATING SUPPLIES	3,000.00	.00	.00	329.80	.00	575.00	.00	104.15	.00	.00	.00	.00	.00	.00	.00	.00	1,008.95	1,991.05	33.63
		COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4121	3FW	EQUIPMENT LESS THAN \$1000	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000.00	.00
4143	3FW	MEDandSURG SUPPLIES	4,100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,100.00	.00
4418	3FW	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4482	3FG	SELF INS-PROP CASUALTY	6,901.00	.00	6,901.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,901.00	.00	100.00
		TOTAL OPERATIONS	24,631.00	.00	6,901.00	651.80	154.77	736.00	211.12	426.63	.00	.00	.00	.00	.00	.00	.00	.00	9,081.32	15,549.68	36.87
		TOTAL UNIT 7527	355,930.00	12,441.88	27,895.67	32,958.50	20,535.86	19,587.59	20,571.67	20,925.56	.00	.00	.00	.00	.00	.00	.00	154,916.73	201,013.27	43.52	

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 0001 DEPT: 062 UNIT: 7529 : GENERAL FUND : 58% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT										PRE-ENC AMOUNT	ENC AMOUNT	TOTAL		% BUDGET USED YTD
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN			YTD	BALANCE	
1120	HZE	REGULAR SALARIES and WAGES	270,620.00	4,675.20	7,792.00	10,051.87	7,792.00	9,428.13	7,792.00	9,424.81	.00	.00	.00	.00	56,956.01	213,663.99	21.05
2110	HZE	FICA TAXES	20,708.00	353.49	589.12	762.77	588.73	713.89	588.71	713.64	.00	.00	.00	.00	4,316.35	16,397.65	20.81
2120	HZE	RETIREMENT CONTRIBUTION	27,122.00	467.52	779.20	1,005.19	779.20	942.81	779.20	942.48	.00	.00	.00	.00	5,695.60	21,426.40	21.00
2130	HZE	LIFE and HEALTH INSURANCE	84,016.00	798.32	1,330.54	1,986.67	1,541.76	1,541.76	1,541.76	1,545.60	.00	.00	.00	.00	10,286.41	73,729.59	12.24
2131	HZE	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2150	HZE	UNEMPLOYMENT COMPENSATION	500.00	.00	.00	.00	.00	.00	.00	13,752.39	.00	.00	.00	.00	13,752.39	-13,252.39	2,750.48
		TOTAL SALARIES	402,966.00	6,294.53	10,490.86	13,806.50	10,701.69	12,626.59	10,701.67	26,378.92	.00	.00	.00	.00	91,000.76	311,965.24	22.58
3197	HZE	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	22,800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	22,280.00	.00	520.00	97.72
3810	HZE	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	110,753.00	.00	.00	.00	41,368.00	58,274.97	.00	.00	.00	.00	.00	22,792.69	99,642.97	-11,682.66	110.55
4110	HZE	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4115	HZE	MISCELLANEOUS OPERATING SUPPLIES	500.00	-10.52	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	-10.52	510.52	-2.10
4123	HZE	EQUIPMENT LESS THAN \$1000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4135	HZE	FOOD and DIETARY	705.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	965.00	.00	-260.00	136.88
4482	HZE	SELF INS-PROP CASUALTY	256.00	256.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	256.00	.00	100.00
3310	HZE	STRUCT and FAC OTH TH BLDGS	2,026.00	.00	.00	.00	2,026.00	.00	.00	.00	.00	.00	.00	.00	2,026.00	.00	100.00
3438	HZE	COMPUTER EQUIPMENT > \$500	5,705.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,705.00	.00
		TOTAL OPERATIONS	143,295.00	245.48	.00	.00	43,394.00	58,274.97	.00	.00	.00	.00	.00	46,037.69	101,914.45	-4,657.14	103.25
		TOTAL UNIT 7529	546,261.00	6,540.01	10,490.86	13,806.50	54,095.69	70,901.56	10,701.67	26,378.92	.00	.00	.00	46,037.69	192,915.21	307,308.10	43.74

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 7046 DEPT: 062 UNIT: 7535 : RECOVERY AND DISASTER GRANT: 58% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3125	2GA	INDIRECT COSTS	333,100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	333,100.00	.00
3170	2GB	JANITORIAL SVC and SUPPLY	10,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,500.00	.00
3197	2GB	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	15,770.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	15,770.00	.00
3420	2GB	OUT OF COUNTY TRAVEL	35,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	35,500.00	.00
3810	2GB	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	1,022,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,022,000.00	.00
4020	2GB	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	6,437.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,437.00	.00
4030	2GB	TRAINING AND EDUCATIONAL COST	123,032.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	123,032.00	.00
4040	2GB	LICENSE AND CERTIFICATION FEES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
4110	2GB	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	24,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	24,000.00	.00
4115	2GB	MISCELLANEOUS OPERATING SUPPLIES	53,902.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	140.00	.00	53,762.00	.26
4120	2GB	SOFTWARE < \$1000	16,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	16,000.00	.00
4123	2GB	EQUIPMENT LESS THAN \$1000	52,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	52,000.00	.00
4143	2GB	MEDandSURG SUPPLIES	12,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	12,500.00	.00
6310	2GC	STRUCT and FAC OTH TH BLDGS	400,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	400,000.00	.00
6410	2GC	EQUIPMENT	46,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	46,000.00	.00
6420	2GC	ROLLING STOCK	80,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	72,642.00	.00	7,358.00	90.80
		OPERATIONS ONLY	2,232,741.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	72,782.00	.00	2,159,959.00	3.26
		TOTAL UNIT 7535	2,232,741.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	72,782.00	.00	2,159,959.00	3.26

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2021: FUND: 8291 DEPT: 062 UNIT: 7536 : VPK : 83% OF FY ELAPSED. THE GRANT COMMENCED ON JULY 1, 2020, AND ENDS ON JUNE 30, 2021.

OBJECT	APPR	OBJECT NAME	CURRENT										PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN					
1120	2EA	REGULAR SALARIES and WAGES	766,476.00	.00	1,200.00	6,000.00	2,400.00	26,865.59	52,787.79	60,890.38	.00	.00	.00	.00	150,143.76	616,332.24	19.59
2110	2EA	FICA TAXES	58,667.00	.00	87.29	443.82	174.37	1,971.14	4,068.81	4,778.88	.00	.00	.00	.00	11,524.31	47,142.69	19.64
2120	2EA	RETIREMENT CONTRIBUTION	76,648.00	.00	120.00	600.00	240.00	2,736.09	5,655.99	6,666.29	.00	.00	.00	.00	16,018.37	60,629.63	20.90
2130	2EA	LIFE and HEALTH INSURANCE	292,216.00	.00	340.18	1,698.07	787.82	6,952.52	13,203.96	15,698.57	.00	.00	.00	.00	38,681.12	253,534.88	13.24
2200	2EA	PAYMENTS TO OPEB TRUST	639.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	639.00	.00
		TOTAL SALARIES	1,194,646.00	.00	1,747.47	8,741.89	3,602.19	38,525.34	75,716.55	88,034.12	.00	.00	.00	.00	216,367.56	978,278.44	18.11
3125	2EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	2,588.47	.00	.00	.00	.00	.00	.00	2,588.47	39,909.53	6.09
3410	2EC	LOCAL TRAVEL	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4020	2EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
4110	2EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,600.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,600.00	.00
4115	2EC	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4123	2EC	EQUIPMENT LESS THAN \$1000	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4482	2EC	SELF INS-PROP CASUALTY	198.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	198.00	.00
		TOTAL OPERATIONS	46,396.00	.00	.00	.00	.00	2,588.47	.00	.00	.00	.00	.00	.00	2,588.47	43,807.53	5.58
		TOTAL UNIT 7536	1,241,042.00	.00	1,747.47	8,741.89	3,602.19	41,113.81	75,716.55	88,034.12	.00	.00	.00	.00	218,956.03	1,022,085.97	17.64

P-CARD EXPS REPORT

DEPT. 062- CFS

GH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL FUND	GL DEPT	GL UNIT	SUBUNIT	GL OBJ	Program	Card Name
DUCK, CORTINA	YOUNG SPECIALTIES	3/31/2021	4/1/2021	\$9,999.92	7001	062	7534		4115		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	Intrado Interactive Ser	3/31/2021	4/1/2021	\$5,376.00	7001	062	7534		4020		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	POSITIVE PROMOTIONS	4/6/2021	4/7/2021	\$318.04	7001	062	7522		4412		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	WATER - COFFEE DELIVERY	4/7/2021	4/8/2021	\$1,062.42	7001	062	7522		3710		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	4/7/2021	4/9/2021	\$35.99	7001	062	7526		4110		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	4/7/2021	4/12/2021	\$29.99	7001	062	7526		4110		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	4/7/2021	4/12/2021	\$315.97	7001	062	7522		4110		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	4/7/2021	4/12/2021	\$109.14	7001	062	7522		4110		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	4/7/2021	4/12/2021	\$308.64	7001	062	7526		4110		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	USPS PO 1169260806	4/8/2021	4/9/2021	\$31.35	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AHCA SERVICE FEE	4/9/2021	4/12/2021	\$0.43	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	4/9/2021	4/12/2021	\$13.25	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OC FIRE RESCUE FEES	4/13/2021	4/14/2021	(\$105.08)	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OC FIRE RESCUE FEES	4/13/2021	4/14/2021	(\$66.00)	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OC FIRE RESCUE FEES	4/13/2021	4/14/2021	(\$146.96)	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OC FIRE RESCUE FEES	4/13/2021	4/14/2021	(\$178.64)	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OC FIRE RESCUE FEES	4/13/2021	4/14/2021	(\$125.40)	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OC FIRE RESCUE FEES	4/13/2021	4/14/2021	(\$66.00)	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OC FIRE RESCUE FEES	4/13/2021	4/14/2021	(\$66.00)	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OC FIRE RESCUE FEES	4/13/2021	4/14/2021	(\$79.40)	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	POSITIVE PROMOTIONS	4/16/2021	4/19/2021	\$3,637.94	0001	062	2405		4412		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	PSA WORLDWIDE LLC	4/16/2021	4/19/2021	\$1,399.00	7001	062	7526		4412		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	POSITIVE PROMOTIONS	4/16/2021	4/19/2021	\$180.95	7001	062	7522		4412		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	4/19/2021	4/20/2021	\$13.25	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AHCA SERVICE FEE	4/19/2021	4/20/2021	\$0.43	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AHCA SERVICE FEE	4/21/2021	4/22/2021	\$1.41	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	4/21/2021	4/22/2021	\$13.25	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AHCA SERVICE FEE	4/21/2021	4/22/2021	\$0.43	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	4/21/2021	4/22/2021	\$43.25	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AHCA SERVICE FEE	4/21/2021	4/22/2021	\$0.43	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	4/21/2021	4/22/2021	\$13.25	7001	062	7522		3167		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	HALO BRANDED SOLUTIONS	4/22/2021	4/26/2021	\$337.88	7001	062	7526		4412		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	4/26/2021	4/29/2021	\$375.60	7001	062	7522				ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	4/26/2021	4/29/2021	\$49.46	7001	062	7522				ORANGE COUNTY BOCC- PCard
FLORES, DAISY	MERA BAZAR	3/30/2021	4/1/2021	\$32.96	7001	062	7522		4135		ORANGE COUNTY BOCC- PCard
FLORES, DAISY	WINN-DIXIE	4/2/2021	4/5/2021	\$47.96	7001	062	7522		4135		ORANGE COUNTY BOCC- PCard
FLORES, DAISY	DADE PAPER -	4/6/2021	4/7/2021	\$1,990.00	7001	062	7522		4135		ORANGE COUNTY BOCC- PCard
FLORES, DAISY	WINN-DIXIE	4/6/2021	4/7/2021	\$15.00	7001	062	7522		4115		ORANGE COUNTY BOCC- PCard
FLORES, DAISY	WINN-DIXIE	4/8/2021	4/9/2021	\$17.97	7001	062	7522		4135		ORANGE COUNTY BOCC- PCard
FLORES, DAISY	PUBLIX #436	4/12/2021	4/13/2021	\$57.51	7001	062	7522		4135		ORANGE COUNTY BOCC- PCard
FLORES, DAISY	MERA BAZAR	4/19/2021	4/21/2021	\$51.94	7001	062	7522		4135		ORANGE COUNTY BOCC- PCard
FLORES, DAISY	WINN-DIXIE	4/20/2021	4/21/2021	\$28.26							ORANGE COUNTY BOCC- PCard
FLORES, DAISY	The Webstaurant Store Inc	4/29/2021	4/30/2021	\$439.98							ORANGE COUNTY BOCC- PCard
RIVERA, LIMARYS	ORLANDO TECH	4/8/2021	4/9/2021	\$4,026.00	7001	062	7522				ORANGE COUNTY BOCC- PCard
RUFF, SANDRA D	PAYPAL FAIMH	3/31/2021	4/1/2021	\$400.00	7001	062	7525		4030		ORANGE COUNTY BOCC- TCard
RUFF, SANDRA D	NATIONAL CACFP SPONSORS	4/2/2021	4/2/2021	\$1,196.00	7007	062	7521				ORANGE COUNTY BOCC- TCard

P-CARD EXPS REPORT

DEPT. 062- CFS

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL FUND	GL DEPT	GL UNIT	SUBUNIT	GL OBJ	Program Card Name
RUFF, SANDRA D	TTAS WEB	4/2/2021	4/5/2021	\$435.00	7007	062	7521			ORANGE COUNTY BOCC- TCard
RUFF, SANDRA D	TTAS WEB	4/2/2021	4/5/2021	\$4,350.00	7007	062	7521			ORANGE COUNTY BOCC- TCard
RUFF, SANDRA D	HS UNIVERSI	4/5/2021	4/6/2021	\$3,795.00	7007	062	7521			ORANGE COUNTY BOCC- TCard
RUFF, SANDRA D	TTAS WEB	4/7/2021	4/9/2021	\$100.00	7007	062	7521			ORANGE COUNTY BOCC- TCard
RUFF, SANDRA D	EB LIFESCAPING SERIES	4/13/2021	4/14/2021	\$180.00	7007	062	7521			ORANGE COUNTY BOCC- TCard
RUFF, SANDRA D	HS UNIVERSI	4/22/2021	4/23/2021	\$695.00	7007	062	7521			ORANGE COUNTY BOCC- TCard
SANDERS, NICK A	LOWES #01598	3/31/2021	4/1/2021	\$423.91	7001	062	7534		3810	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	LOWES #01598	3/31/2021	4/1/2021	\$423.91	7001	062	7534		4115	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	GRAINGER	3/31/2021	4/6/2021	\$117.07	7001	062	7534		4126	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	GRAINGER	3/31/2021	4/6/2021	\$224.35	7001	062	7534		4126	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	GRAINGER	4/1/2021	4/6/2021	\$24.01	7001	062	7534		4126	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	GRAINGER	4/2/2021	4/6/2021	\$208.10	7001	062	7534		4126	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	IN AL-LEN LOCK	4/12/2021	4/14/2021	\$23.70	7001	062	7534		4115	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	GRAINGER	4/12/2021	4/15/2021	\$57.33	7001	062	7534		4126	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	SQ SUNDANCE ARCHITECTURA	4/13/2021	4/14/2021	\$1,000.00	7001	062	7534		3820	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	GRAINGER	4/13/2021	4/15/2021	\$57.33	7001	062	7534		4126	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	IN AL-LEN LOCK	4/15/2021	4/19/2021	\$11.85	7001	062	7534		4115	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	LOWES #01598	4/22/2021	4/23/2021	(\$27.73)	7001	062	7534		3810	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	LOWES #01598	4/22/2021	4/23/2021	\$1,661.08	7001	062	7534		4126	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	LOWES #01598	4/22/2021	4/23/2021	\$454.33	7001	062	7534		3810	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	LOWES #01598	4/23/2021	4/26/2021	\$2,095.70	7001	062	7534		4115	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	LOWES #01598	4/23/2021	4/26/2021	\$1,403.80	7001	062	7534		4115	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	INTERIOR CONTRACT SRVCS	4/27/2021	4/28/2021	\$663.24	7001	062	7534		3820	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	INTERIOR CONTRACT SRVCS	4/27/2021	4/28/2021	\$748.98	7001	062	7534		3820	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	IN TITAN MECHANICAL	4/27/2021	4/28/2021	\$462.16	7001	062	7534		3820	ORANGE COUNTY BOCC- PCard
SANDERS, NICK A	ULINE SHIP SUPPLIES	4/28/2021	4/29/2021	\$570.62	7001	062	7534		4126	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4425	4/1/2021	4/2/2021	\$9.97	7001	062	7522		4115	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4425	4/2/2021	4/5/2021	\$66.32	7001	062	7522		4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	CARIBBEAN SUPERCENT	4/7/2021	4/8/2021	\$27.87	7001	062	7522		4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4425	4/8/2021	4/9/2021	\$21.84	7001	062	7522		4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	4/18/2021	4/19/2021	\$27.98	7001	062	7522		4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4425	4/23/2021	4/26/2021	\$27.98	7001	062	7522		4135	ORANGE COUNTY BOCC- PCard

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-21-01	2. Issuance Date: 04/14/2021
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid; COVID-19; Fiscal Flexibilities; Fiscal Year (FY) 2021	

INFORMATION MEMORANDUM

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

SUBJECT: Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities

INFORMATION:

On May 21, 2020, the Office of Head Start (OHS) issued Information Memorandum (IM) **ACF-IM-HS-20-03 Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities**. It described how OHS would implement each provision in the Administration for Children and Families' (ACF) IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19. IM-ACF-OA-2020-01 has been rescinded.

On March 19, 2021, the Office of Management and Budget issued administrative relief guidance, **M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance**. It outlines flexibilities and waivers affecting grant applications, no-cost extensions, extension of certain deadlines, procurement, prior approvals, and single audit submissions. The following is an updated list of current flexibilities and information on how OHS is implementing each provision. This IM supersedes ACF-IM-HS-20-03.

Flexibility with System for Award Management (SAM) registration/recertification. 45 CFR §75.205; 2 CFR §200.206

OHS will accept applications from entities not having a SAM number. However, within 60 days of the date of application or by the date of award issuance, whichever is sooner, the awardee must have obtained a SAM number. This flexibility will apply to applications submitted and awards made through September 30, 2021, subject to adjustment at the discretion of OHS.

No-cost extensions on expiring awards. 45 CFR §75.308; 2 CFR §200.308

Head Start grantees may request no-cost extensions on expiring awards if the requests do not exceed 11 months from the project period end date, inclusive of any previous extensions. Grantees should submit no-cost extension requests to their regional grants management officer as soon as possible to allow time for processing and issuance of a revised Notice of Award.

Approvals of no-cost extensions will also be considered for expiring awards when additional time is necessary to transition program services and assets, including real property, to a replacement grantee designated as a

successor to some or all of a grantee's service area resulting from Designation Renewal System (DRS) competition, OHS defunding, or grantee relinquishment of an award.

Allowability of costs not normally chargeable to awards. 45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR §200.405, 2 CFR Part 200 Subpart E – Cost Principles

OHS recognizes delivery of Head Start and Early Head Start services, including family supports, during the COVID-19 pandemic is both challenging and complex, especially when many families are isolated and may have experienced job loss, eviction, and food insecurity. OHS understands costs that are necessary and reasonable for the performance of Head Start awards during this unprecedented time may be very different from allowable costs during normal operations. Conditions in local communities may also vary within a state and from state to state. Grantees are expected to exercise prudent judgment, knowledge of service populations, and community data to determine what expenses are necessary and reasonable to maintain comprehensive services and, as soon as feasible, to return to in-person, comprehensive services through reopening centers. Grantees should document the rationale that costs incurred are necessary, reasonable, and allocable to the program's COVID-19 response for enrolled children and their families.

Abbreviated non-competitive continuation requests. 45 CFR §75.309; 2 CFR §200.309

OHS is accepting abbreviated narrative information in support of continuation applications due between April 1 and December 31, 2021. A grantee applying for a non-competitive continuation award during the noted period must complete the budget and schedule tables in the Head Start Enterprise System (HSES) and submit only a budget justification (Section II) for the Application and Budget Justification Narrative document. Applicants must also complete any other applicable tabs in HSES, with supporting documents. Guidance around non-federal match waiver requests, governing body, and Policy Council approvals is covered in the **Waivers and other flexibilities** section of this IM. Submission of the noted information indicates the applicant's intent to resume or restore their project activities and accept the continuation award once issued.

Prior approval waiver requirements. 45 CFR §75.407; 2 CFR §200.407

Grantees may use funds from their current operating awards to respond to and recover from the impacts of COVID-19. All costs charged to federal awards must be consistent with federal cost policy guidelines and the terms of the award, except where specified in this IM. For expenses necessary to respond to COVID-19, OHS grantees may utilize the following waivers of prior approval requirements.

- *Prior approval for the purchase of equipment (45 CFR §75.308(c)(1)(xi)).* Grantees may purchase equipment needed to respond to COVID-19 with a value of up to \$25,000 without prior ACF approval. This waiver applies to purchases made between January 1, 2021, and December 31, 2021.
- *Budget modifications (45 CFR §75.308(e)).* To allow grantees more flexibility to spend funds as needed to respond to COVID-19 and, when possible, quickly move to reopen closed centers, prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed \$1 million between January 1, 2021, and December 31, 2021.
- *Procurement by noncompetitive proposals (45 CFR §75.329(f)(2)).* OHS recognizes that COVID-19 has created a public emergency for all grantees. Competitive solicitations may result in delays that impair a grantee's ability to respond to or recover from COVID-19. OHS is authorizing grantees to engage in sole-source purchasing between January 1, 2021, and December 31, 2021, to obtain goods and services needed for COVID-19 response and recovery.

Exemption of certain procurement requirements. 45 CFR §75.328; 2 CFR §200.319(b)

As appropriate, OHS will waive the procurement requirements related to geographical preferences. Grantees must maintain appropriate records and documentation to support any charges against a federal award.

Extension of financial and other reporting. 45 CFR §75.328, 45 CFR §75.342, 45 CFR §75.342(d)(1); 2 CFR §200.328, 2 CFR §200.329, 2 CFR §200.329(e)(1)

OHS grantees may request to delay submission of financial, performance, and other reports up to three months beyond the normal due date. Grantees may continue to draw down federal funds without the timely submission of these reports. However, these reports must be submitted at the end of the extension period. In addition, grantees must continue to submit open/closed center status reports and enrollment information without postponement.

Extension of closeout. 45 CFR §75.381; 2 CFR §200.344

OHS grantees with project periods ending between April 1 and December 31, 2021, may request a delay of up to one year for submission of any pending financial, performance, or other reports required by the terms of their award. To request an extension, a grantee must submit a written request to its regional grants management officer indicating the financial, performance, or other reports for which an extension is requested and the length of the requested extension. Extensions will generally be given in three-month increments and are effective only when approved in writing by ACF.

OHS will not entertain requests for extension of any closeout reports or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a DRS competition, OHS defunding, or grantee relinquishment of an award.

Extension of single audit submission.

According to the **2020 Compliance Supplement Addendum**, federal awarding agencies must allow recipients and sub-recipients who received COVID-19 funding with original due dates from October 1, 2020, through June 30, 2021, an extension of their single audit submissions up to three months beyond the normal due date. The extension of single audit submission information applies as stated to Head Start grantees.

Flexibility related to Physical Inventories. 45 CFR §75.320(d)(2); 2 CFR §200.313(d)(2)

OHS grantees may request a delay of up to 12 months for the performance of a biennial physical inventory of equipment purchased under its federal award, slated to be completed between January 1, 2021, and December 31, 2021.

OHS will not entertain requests for extension of the completion of physical inventory or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a DRS competition, OHS defunding, or grantee relinquishment of an award.

Waivers and other flexibilities. 45 CFR §1303.4; 45 CFR §1303.5

OHS will continue to ease administrative requirements for waiver requests and governing body approvals. The following provisions are applicable:

- **Governing body approvals** – At a minimum, a statement must be submitted confirming that governing body and Policy Council members available for contact have given their approval of continuation and post-award amendment applications.
- The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined the widespread impact of the coronavirus adversely impacts Head Start grantees. Until further guidance is issued, OHS will continue to approve requests for waivers of non-federal match in applications, including, but not limited to, continuation, COVID-19, and cost-of-living adjustment applications. To request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A. No separate waiver request is required. The issuance of a Notice of Award constitutes approval of the requested waiver. If a waiver of match is needed on a previously issued grant award, grantees must go through the formal waiver process.

- If at any time within a given project period, a grantee estimates development and administration costs will exceed 15% of total approved costs, the grantee may submit a waiver request of the requirement. Requests must be submitted via budget revision in the corresponding budget period, explain why costs exceed the limit, and describe what the grantee will do to reduce its development and administrative costs to comply with the 15% limit after the waiver period.

Unless a finite expiration date is noted, these fiscal flexibilities are applicable throughout the duration of the **public health emergency declaration**.

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

/Dr. Bernadine Futrell/

Dr. Bernadine Futrell
Director
Office of Head Start

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	1. Log No. ACF-PI-HS-21-01	2. Issuance Date: 02/19/2021
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	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2021; Funding Increase; Cost of Living Adjustment (COLA); Quality Improvement; Supplemental COVID-19 Funds	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2021 Head Start Funding Increase

INSTRUCTION:

The Consolidated Appropriations Act, 2021 (P.L. 116-260), was signed into law on Dec. 27, 2020. The funding level for programs under the Head Start Act, including Early Head Start-Child Care Partnerships, is \$10,748,095,000, an increase of \$135 million over fiscal year (FY) 2020. This increase includes funding to provide a 1.22% cost-of-living adjustment (COLA) for all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees and \$10 million for Migrant and Seasonal grantee quality improvement funding. COLA and quality improvement funding announced in this instruction does not apply to new competitive expansion awards issued during FY 2021.

The Consolidated Appropriations Act also includes \$250 million in supplemental funds for Head Start programs to continue their response to COVID-19. This is in addition to the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020. Funds are made available for the same purpose of preventing, preparing for, and responding to COVID-19. The Office of Head Start (OHS) will again distribute this funding proportionally to all grantees based on funded enrollment levels.

This Program Instruction (PI) provides information about the FY 2021 COLA, quality improvement funding for Migrant and Seasonal grantees, and the supplemental funds available to support grantees' continued response to COVID-19. It makes brief mention of the application requirements, but more details will be forthcoming.

FY 2021 COLA

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive a COLA increase. Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA funds through the end of their current award.

Each grantee may apply for a COLA increase of 1.22% of the FY 2020 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2020. Grantees must use COLA funds to permanently increase the Head Start pay scale by no less than 1.22%. This includes salaries of current staff and the pay range of unfilled vacancies. Grantees must provide an equivalent increase to delegate agencies and other partners to adjust their salaries and scales. Any grantee concerned that they cannot increase

salaries for education staff (e.g., classroom teachers, home visitors, and family child care providers) due to wage comparability issues should ensure public school salaries for kindergarten teachers are included in their considerations.

Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of COLA funds. Sec. 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. It also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees paid through indirect costs. Sec. 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing a COLA percentage less than 1.22% across its pay scale, or differential increases between delegates or partners, must justify its rationale in its budget narrative.

As specified in **Personnel policies, 45 CFR §1302.90**, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee. They must be available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Any remaining funds may be applied to fringe benefits costs or used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, and supplies.

FY 2021 Quality Improvement Funds for Migrant and Seasonal Grantees

Each Migrant and Seasonal grantee will receive a proportionate amount of quality improvement funding based on the number of slots the grantee is funded to serve (approximately \$370 per slot).

There is flexibility in the use of quality improvement funds to meet Migrant and Seasonal grantees' most pressing needs. Therefore, a program may apply to use quality improvement funds for activities consistent with Sec. 640(a) (5) of the Act, except that any amount of these funds may be used on any of the activities specified in such section. Programs are not bound by the requirements that at least 50% of the funds be used for staff compensation or that no more than 10% of funds be used on transportation. See **Attachment A** for the list of activities.

The Administration for Children and Families reserves the right to delay decisions on quality improvement funding until the outcomes have been finalized for those Migrant and Seasonal grantees subject to competition for continued funding through the DRS.

Supplemental Funds to Continue Responding to COVID-19

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive additional funds to continue responding to COVID-19. Each grantee may apply for a proportionate amount of the \$250 million based on their total funded enrollment.

The purpose of these supplemental funds is the same as that of the CARES Act funds: to prevent, prepare for, and respond to COVID-19. Within these parameters, grantees have flexibility to determine which investments best support the needs of children and families while adhering to state and local guidance. Examples of the types of activities include, but are not limited to, the following:

- Mental health services, supports, crisis response, and intervention services
- Additional classroom staff to meet social distancing requirements, employees or contracted staff to address anticipated health, mental health, and social service needs, or staff to serve as substitutes
- Other personnel costs, including fringe benefits and expanded sick leave
- Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments, and other relevant agencies

- Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA), as well as refrigerators or supplies to support the delivery of meals to children served in a remote/virtual program model
- Training and professional development for staff on infectious disease management, delivery of remote/virtual services, etc.
- Transportation, including the hiring of bus drivers and the purchase of buses and other vehicles that could support the delivery of educational materials, supplies, and meals
- Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles
- Renovations or other space modifications, such as room dividers
- Additional weeks of Head Start or Early Head Start programming at the end of the 2020–2021 program year or during the summer to increase the time period children and families can receive services
- Other actions that are necessary to maintain and resume the operation of programs, such as investing in technology infrastructure and upgrades, ventilation systems, or other emergency assistance

The application process for these supplemental funds will be forthcoming.

Waiver of Non-Federal Match

The COVID-19 pandemic, a national emergency, is seriously affecting economic conditions in communities throughout the U.S. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve all requests for waivers of non-federal match associated with the following funds for FY 2021: COLA, quality improvement, and funding associated with COVID-19. To request a waiver of non-federal match, enter \$0 in Section C of your SF-424A in your application. No additional justification of the waiver is required. The issuance of a notice of award constitutes approval of the requested waiver.

Application Requirements

Grantees are required to request COLA funds, and quality improvement funds for Migrant and Seasonal grantees, through a grant application. OHS will soon issue a funding guidance letter to each grantee specifying its funding level and additional instructions on how to apply for these funds. OHS will also provide guidance on how to apply for COVID-19 supplemental funds. All applications must be submitted through the Head Start Enterprise System (HSES). Note that grantees will also be asked to report on the supplemental COVID funds in HSES when they report on their CARES Act spending plans, similar to the fall 2020 data collection.

Additional Information

Additional information and materials related to the pandemic are available on the **COVID-19 and the Head Start Community** page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

Please direct any questions regarding this PI to your Regional Office.

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

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start
Office of Early Childhood Development

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	1. Log No. ACF-PI-HS-21-02	2. Issuance Date: 03/19/2021
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	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

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	4. Key Words: American Rescue Plan (ARP); Appropriations; Fiscal Year (FY) 2021; COVID-19	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2021 American Rescue Plan Funding Increase for Head Start Programs

President Biden signed Public Law 117-2, the American Rescue Plan Act, 2021 (ARP), into law on March 11, 2021. The \$1.9 trillion American Rescue Plan includes \$1 billion for Head Start programs. All Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees are eligible to receive additional funds proportionally based on funded enrollment levels.

When combined with the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the \$250 million in supplemental funds in the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the Head Start program has received a total of \$2 billion in additional funding to support staff, children, and families during this unprecedented time.

This Program Instruction (PI) provides examples of activities grantees can consider as they continue supporting children and families and investing in safe and high-quality early childhood learning opportunities for children. This PI also describes the application requirements for these funds.

Use of Funding

The Office of Head Start (OHS) strongly encourages grantees to prioritize additional weeks of Head Start and Early Head Start programming with this funding, through summer programs or as extensions of the program year. At this time, Head Start programs are serving one-third fewer children than before the pandemic began. With ARP funding, programs have an opportunity to reach eligible children and families who did not enroll last year, or who did not engage in a full program year, due to the many uncertainties caused by the pandemic. Grantees are encouraged to prioritize programs for rising kindergartners, children with disabilities, children experiencing food or housing insecurity, children that were not able to receive any in-person services this year, or other areas determined by community needs.

Grantees do have flexibility to determine which one-time investments best support the needs of staff, children, and families, while adhering to federal, state, and local guidance. In making these determinations, grantees should consider how the use of the one-time funds could meet both short- and long-term needs and determine whether purchasing, leasing, or contracting for services is more prudent.

Other uses of funding include, but are not limited to, the following:

Reach More Families

- **Enrollment and recruitment.** Now is the time to focus on re-enrollment and enrolling new families. Programs can use funds to purchase services, materials, and technology to ramp up recruitment and enrollment efforts so that as a program you are able to enroll the eligible children and families in your community.
- **Additional weeks of Head Start or Early Head Start programming.** Extending the program year or offering summer programming to increase the time children and families receive services.
- **Family supports.** Addressing families' economic security by partnering with them on employment, education, and career goals. Investing in the development of partnerships with local community colleges, apprenticeship programs, and local employers committed to helping Head Start and Early Head Start families find meaningful employment and career tracks. Assessing families' nutritional, health, and wellness needs more frequently. Ensuring materials and resources are available in languages families understand.
- **Mental health support for children and families.** Employing additional family service workers and mental health consultants to assist families with adverse circumstances, including families who may be experiencing homelessness.
- **Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture,** including purchasing kitchen equipment and supplies to support in-person meal service.
- **Transportation.** Hiring bus drivers and monitors to allow more trips with fewer children per bus. Purchasing buses and other vehicles that support continuity of program service and reaching families most in need of services, including families experiencing homelessness.
- **Partnerships to increase the inclusion of children with disabilities.** Providing more training for teachers and families and more support for families. Remodeling classrooms and playgrounds to be accessible.
- **Partnerships to increase the enrollment of children experiencing homelessness.** Partnering with local shelters and public schools to identify and serve children and families experiencing homelessness.
- **Addressing unique needs within their communities,** such as providing internet access to support extended learning.

Get Facilities Ready for In-person Comprehensive Services

- **Ventilation to reduce risk of indoor transmission and make facilities safer.** Installing new heating, ventilation, and air conditioning (HVAC) systems or other improvements, such as windows that can open with safety measures to prevent falls.
- **Outdoor learning and play.** Purchasing or enhancing outdoor learning spaces, including nature-based learning and outdoor classrooms. Creating play areas and landscape features that promote exploration and discovery in a natural environment, such as plantings, gardens, and "loose parts" (i.e., materials for construction and pretend play), rather than traditional play structures or playgrounds.
- **Cleaning supplies and services.** Purchasing necessary supplies or contracting services to clean and disinfect facilities and vehicles.
- **Renovations or other space modification.** Converting available space into classrooms, modifying current classroom designs with room dividers, or adding well-ventilated modular classrooms.
- **Additional space.** Renting additional classroom space, due to physical distancing, to increase opportunities for more children to return to in-person services. Contracting for slots with child care providers in center-based or family child care settings to deliver comprehensive services.
- **Other locally determined facility, staff, and equipment or partnership actions** that are necessary to safely resume and maintain full in-person program operations.

Support Head Start Employees

- **Planning sessions for staff.** Preparing for a return to in-person comprehensive services starts to ensure everyone has the knowledge, skills, and resources necessary to operate effectively. This funding can be used to invest in planning sessions to prepare for providing services now and in the summer and fall.

- **Staff wellness and mental health support.** Conducting employee wellness surveys or engaging in other data collection to better understand the needs of team members. Increasing access to mental health consultation and therapy services for staff, contracting with an Employee Assistance Program (EAP), and instituting a staff wellness program that includes activities such as mindfulness breaks and opportunity for self reflection.
- **Additional staff.** Hiring additional classroom staff to meet physical distancing requirements or reduce group size. Bringing in full-time floaters to reduce the need to bring in outside substitutes.
- **Professional learning and development for staff.** Providing professional learning experiences on key topics such as equity, diversity, inclusion, bias, economic mobility, trauma-skilled practices, and other topics.
- **Other personnel costs.** Offering fringe benefits and expanding sick leave.
- **Vaccine support.** Providing transportation assistance to vaccination sites and temporary coverage to allow absence from the workplace for vaccination. Offering paid time off, sick leave, or other paid leave for the time spent receiving vaccination and if staff members experience side effects post-vaccination.

Grantees should carefully plan to engage in activities that are one-time or temporary in nature but have a long-term impact. Additional funding cannot be made available to sustain ongoing, long-term, or permanent expenses. For any ongoing activities, grantees would be responsible for sustaining additional costs either within their existing operations budget or securing outside support to continue activities beyond what is allocated through this opportunity.

Application Requirements

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive additional funds. Each grantee may apply for a proportionate amount of the \$1 billion based on their total funded enrollment. Funds will be made available through a supplemental application in the Head Start Enterprise System (HSES). The funds will be awarded as supplements to the HE, HA, and HN grants currently used for the \$250 million in CRSSA funds. Additional instructions will be forthcoming. Note that grantees will also be asked to report on the ARP funds in HSES, similar to the fall prior data collection.

Waiver of Non-Federal Match

The COVID-19 pandemic is a national emergency seriously affecting economic conditions in communities throughout the U.S. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve requests for waivers of non-federal match for the funds awarded from the ARP. To request a waiver of non-federal match, enter \$0 in SF-424A Section C of your application. No additional justification of the waiver is required. The issuance of a notice of award constitutes approval of the requested waiver.

Additional Information

Additional information and materials related to the pandemic are available on the **COVID-19 and the Head Start Community** webpage on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

Please direct any questions regarding this PI to your Regional Office.

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

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start

**Orange County Head Start
Policy Council
Meeting: May 20, 2021
Director's Program Information Update**

Orange County Head Start Division Administration Updates

National

- The Office of Head Start issued Program Instruction (PI) **Funding Increase (ACF-PI-HS-21-01)** February 2021. The PI provides information about the FY 2021 COLA, quality improvement funding for Migrant and Seasonal grantees, and the supplemental funds available to support grantees continued response to COVID-19. It makes brief mention of the application requirements. The Consolidated Appropriations Act, 2021 (P.L. 116-260), was signed into law on Dec. 27, 2020. The funding level for programs under the Head Start Act, including Early Head Start-Child Care Partnerships, is \$10,748,095,000, an increase of \$135 million over fiscal year (FY) 2020. This increase includes funding to provide a 1.22% cost-of-living adjustment (COLA) for all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees and \$10 million for Migrant and Seasonal grantee quality improvement funding. COLA and quality improvement funding announced in this instruction does not apply to new competitive expansion awards issued during FY 2021. The Consolidated Appropriations Act also includes \$250 million in supplemental funds for Head Start programs to continue their response to COVID-19. This is in addition to the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020. Funds are made available for the same purpose of preventing, preparing for, and responding to COVID-19. The Office of Head Start (OHS) will again distribute this funding proportionally to all grantees based on funded enrollment levels. **(The PI is attached to the report for additional information.)**
- The Biden Administration announced the New Director of the Office of Head Start, **Dr. Bernadine Futrell**, a Head Start alumna. She started her career as a Head Start assistant teacher, and she has spent the last year working closely with the Head Start community as NHSA's senior director of effective practice. This means Dr. Futrell knows the Head Start community well, cares about the mission deeply, and could not be better equipped to lead Head Start in this new era.
- The Office of Head Start provided information and resources for Head Start grantees to use to strategize and implement programs that will address the growing food insecurity issue across the nation. Food insecurity has worsened during the pandemic. The number of children in households struggling with food insecurity has more than tripled. In January 2021, the Office of Head Start (OHS) hosted Providing Meal and Nutrition Services during COVID-19 to share best practices to combat food insecurity. As the pandemic continues, we encourage programs to take advantage of available flexibilities and resources to ensure children's nutritional needs are being met. Head Start grantees can use their CARES Act and supplemental COVID 19 response funds to provide enrolled children with meal and supplemental COVID19 response funds to provide enrolled children meals and snacks not reimbursed by USDA. Grantees can also use these funds for equipment and supplies necessary to support the delivery of nutrition services,

regardless of whether children are served in person, remotely/virtually or in a hybrid model. Programs can also use the funds to purchase vans to deliver meals for children.

- President Biden directed state, territorial, local, and tribal officials to prioritize teachers, early educators, and child care staff for COVID-19 vaccinations. Vaccinating teachers and staff are considered one layer of mitigation and protection for staff, children, and families. On March 2, 2021, the U.S. Department of Health & Human Services directed states to get all Head Start employees, school educators and staff and child care workers their first COVID-19 vaccination by the end of the month. Head Start teachers and staff are critical to the continued functioning of their communities. They are also at potential occupational risk of exposure to COVID-19.

Regional

- The Region IV T/TA offered a region-wide event, **The Family Service Institute**. The training was free to members of the Region IV community. The training was a three-day comprehensive in-depth program to support staff's exploration of Head Start Program Performance Standards, the Parent, Family, and Community Engagement (PFCE) Framework, Relationship-Based Competencies, and Professional Development and Coaching. During the 3-day event, sessions included; Using Social Media to Promote Family Engagement, Engaging with Families in Conversations about Sensitive Topics During Stressful Times, and the importance of Staff Wellness.
- Orange County Head Start celebrated the Region IV Ron Herndon Scholarship award winner that was received by a Head Start Teacher Assistant.

State

- **The State Head Start State Collaboration Director held information and resource calls for Directors across the state of Florida.**

Early Childhood Development & Education

- Supporting Children Who Are Dual Language Learners (DLLs) with Disabilities or Suspected Delays February was DLL Celebration Month. The Office of Head Start is encouraging programs to ensure the full and effective participation of children who are DLLs with disabilities or suspected delays as a critical component of inclusion. Children who are DLLs are learning two or more languages at the same time or learning a second language while continuing to develop their first. This includes all children who have a home language other than English. Children who are DLLs can benefit from a range of strategies and activities to support their development and learning. These strategies promote meaningful, relevant, and active participation in early learning experiences alongside their peers. They are particularly important for children who are DLLs with disabilities or suspected delays.
- To celebrate Mental Health Awareness Month, each Monday in May The Office of Head Start will share resources on Early Childhood Learning and Knowledge Center (ECLKC) to support the mental health and well-being of Head Start children, families, and staff. Discover favorites from experts at the National Center on Health, Behavioral Health, and Safety (NCHBHS). Head Start staff can use these resources in addressing children's and families' mental health needs, as well as their own.

Childhood Health and Parental Services Medical, Dental & Nutrition

- February 2021, was National Children Dental Health Month. Developing good **oral health** habits at an early age and visiting the dentist regularly help children get a great start for a lifetime of healthy teeth and gums. The Orange County Head Start medical and dental unit provided dental educational packs for every child a toothbrush. The Head Start nurses provided activities to each classroom to reinforce the activities that were sent home for learning with the families.

Parent, Family & Community Engagement (PFCE)

- March 2021 was National Social Workers Month. The Office of Head Start recognized the work of family services staff and all professionals who partner with families. Orange County Head Start hosted an appreciation event for the Family Service Workers. The work of the Family Service Workers is especially important during these challenging times. Programs and families rely on their family services staff. The Family Services Workers provide information, support and services when it is needed the most. Social workers have a profound, positive impact on the lives of millions of children and families every day. They dedicate their lives to community well-being.

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)

- Monitoring of attendance and weekly reports provided to all staff.
- Screening eligibility applications
- Family Service workers are actively and consistently attending ERSEA trainings to deal with the issues surrounding under enrollment

Fiscal Management

- The fiscal team submitted the application for COLA and established the budget in the county system
- The fiscal team submitted the application for the COVID relief and response supplemental appropriations Act, the budget was set up in the system. OCHS can now start spending funds.

Meetings and Events for February – February – April 2021

- Board of Directors Meeting with Early Learning Coalition of Orange County
- Board of Directors Meeting with Florida Head Start Association
- Community & Family Services Division Manager meeting

Upcoming Events

- Tuesday, May 18: **Making the Most of MyPeers**
 - Tuesday, May 18: **MyPeers Orientation**
- May 5-6: 2021 Family Economic Mobility Institute
- Tuesday, May 11: The Latest Live from the ACF Office of Early Childhood Development
- Thursday, May 13: Supporting the Health and Wellness of Children Experiencing Homelessness in the Time of COVID-19
- May 25-27: Virtual Institute for Health and Mental Health Leaders



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

May 08, 2021

Grant No. 04CH011834

Dear Head Start Grantee:

An application for funding for the upcoming budget period must be submitted by July 1, 2021.

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

Funding Type	Head Start
Program Operations	\$14,145,123
Training and Technical Assistance	\$156,870
Total Funding	\$14,301,993

Program	Head Start
Federal Funded Enrollment	1,536

Period of Funding: 10/01/2021 - 09/30/2022

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation 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.

Please contact Sherice Horton, Head Start Program Specialist, at 404-562-2822 or sherice.horton@acf.hhs.gov or James Youngs, Grants Management Specialist, at 404-562-2921 or james.youngs@acf.hhs.gov with questions regarding the *Application Instructions*.

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

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

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

Sincerely,

/Heather Wanderski/

Heather Wanderski
Regional Program Manager
Office of Head Start



ORANGE COUNTY HEAD START
Parent Family and Community Engagement



Monthly Homeless Report

Apr-21

Chld plus ID#:	76318	78163	75165	TOTAL
Family Last Name:	Batalha	Azuaje	Ferreira Encarnacion	
Follow Ups	3	1	8	12
Referrals visible and documented in system	0	1	0	1
Referrals family received	1	1	0	2
Resources family received from FSW	3	3	8	14
TOTAL	7	6	16	6

Progress Gains			
Site	Taft	Three Points	Ventura
DATE↓	Batalha	Azuaje	Ferreira Encarnacion
4/30/2021	Completed 1st and 2nd assessment is 64 days past due	Completed both assessment with an increase 11% in gains.	Both assessments have been completed in a timely manner.

Child Plus Dashboard Homeless Reporting April 2020-2021



	Centers	Making Gains	Goal Progress	Goal Completed	Homeless
1	Aloma	3	11	0	8
2	Bithlo	6	19	3	3
3	Callahan	26	14	0	10
4	Dillard	6	8	0	2
5	Dover Shores	22	8	0	1
6	East Orange	60	58	4	14
7	Engelwood	34	38	2	17
8	Evans	7	9	0	0
9	Frontline	38	32	7	1
10	Hal Marston	8	26	1	4
11	Hungerford Elm	0	4	0	4
12	John Bridges	79	40	3	16
13	McCoy	25	32	0	7
14	Lila Mitchell	21	44	0	3
15	Pine Hills	16	65	0	18
16	S.O. YMCA	23	34	5	5
17	Southwood	60	38	14	32
18	Taft	8	40	4	3
19	Three Points	44	34	1	8
20	Ventura	31	6	2	2
21	W.S. ELC	51	42	2	7
22	W.S. ELM	0	12	0	1
	Total:	568	614	48	166

Total # of homeless families' 165

Total # Active Family Partnerships Agreements 9

Total # of Referrals 11 Total # Homeless families receiving services 4

Total # of families acquired housing 1

Homeless ADA 85.64%



ORANGE COUNTY HEAD START 2020-2021

ERSEA REPORT

MONTH: April

YEAR: 2021

Sites	Funded Enrollment	Monthly Actual Enrollment	10% IEP Actual Enrollment	Drops YTD	Monthly Waiting List	Monthly New Applications 2020-2021	Monthly New Applications 2021-2022
Aloma	37	37	11%	11	2	1	6
Bithlo	34	23	4%	6	0	0	3
Callahan	49	48	12%	18	3	4	9
Hungerford	36	34	12%	9	0	2	5
Dillard	38	34	18%	6	1	6	11
Dover Shores	35	35	0%	4	0	0	8
East Orange	120	103	11%	34	2	2	10
Engelwood	60	60	34%	8	1	1	5
Evans	13	13	15%	3	0	0	1
Frontline	65	53	13%	9	2	2	3
Hal P Marston	85	71	6%	24	1	1	4
John Bridges	140	120	11%	48	3	3	21
Lila Mitchell	70	66	9%	6	0	4	2
McCoy	40	37	22%	6	3	1	12
Pine Hills	200	178	7%	51	0	6	20
SO YMCA	60	53	0%	23	5	0	5
Southwood	120	119	5%	33	4	4	18
Taft	120	97	12%	22	0	3	9
Three Points	60	55	7%	17	2	2	2
Ventura	40	33	30%	6	4	1	1
WS ELC	75	74	23%	12	1	2	20
WS Elementary	34	33	3%	11	0	4	3
Total	1536	1393	154(11.2%)	377	36	49	177
Goal	1536	1536	+ 154 (10%)	-191	+ 154 (10%)	48	
Previous Month		1350	147 (10.8%)	364	32	45	23

Monthly Chronic Absenteeism	Current Month	Monthly Goal	Previous Month	Reasons w/ Highest Percentages	
Severe Chronic Absences (20% Over)	21%	10%(154)	21%	Unexcused/No Show	27%
Moderate Chronic Absences (10-20% Over)	19%	20%(307)	24%	Sick or Dr's Appointment	26%
Not Chronically Absent (Less than 10%)	60%	70% (1075)	54%	Transportation	10%

ORANGE COUNTY HEAD START 2020-2021
ERSEA REPORT

Site	Funded Enrollment	Returning Children	New Applications Needed by Site for Selections	Total Applications Selectio ns	Recruitment Efforts
Aloma	37	15	0		
Bithlo	34	11	11		Village Inn Motel, Walgreens, McDonalds
Callahan	49	28	1		Orlando Day, flyers to parents, Center for Women and Families of Central Fla, Kara West A Amelia Court Apts, St John Baptist Missionary Church, Family Dollar, Family food Market,
Hungerford	36	23	1		West Kennedy Apartments, Forest Hill Apartments, Community Health Center Forest City, Bravo Supermarket, Star Nails and Spa.
Dillard	38	18	4		West Orange NCF, Water Springs Elem, Thornebrook Elem, Maxey community center, Additions Financial, Dillard Elementary, Ocoee Elementary.
Dover Shores	35	15	1		The Grove apts, The cornerstone complex, Park at Sclero complex. Dover Shores Elementa Carmen Salon, Grove Park Complex, pediatric and family, Pizza hut, subway, Publix, Pet supplies, Venus nail and spa, Conway laundry, café Madrid, The helpful place.
East Orange	125	49	30		Holiday Inn Orlando East, River Reach apts, Bonneville Elementary, Camelot Elementary, C Creek Elementary, Orlando Health Physician associates, Aspen Dental, Lawton Chiles Elementary, Pine Harbour Apartments office, Union Park Elementary, Union Park Neighborhood Center, Bravo Supermarkets, Knightshade Student, CODA Apartments, Ikids Pediatrics, Lechonera Latina, Days Inn & suites, Monaco at Waterford Lakes, Kidsville pediatrics, Main street children's dentistry & orthodontics.
Engelwood	60	27	1		Fisherman's Village, Commander place, La Zucce, Paradiso Pizzeria, Viadmir Munert, Valisa Bakery, Don Julio
Evans	13	8	0		
Frontline	65	25	12		Metro Place Apartments, Timber Sound Apartments, Timberleaf Apartments, Boca Club
Hal Marston	85	37	18		City of Orlando, Community Action LIheap, Marbella Apts, Aventura Apt: Village Springs, Cypress Point, Hair Cares, Nails, Seafood place, Soneys a
John Bridges	140	55	25		Marden Meadows apts, Community Health center, Hope community center.
Lila Mitchell	70	29	5		Timberleaf, Timbersound, Orlo vista, Oak Hill, Narla,
McCoy	40	18	4		Catholic Charities, Via al exito, Market Garden Floral, First Choice Pediatrics, Lazucre, Brav Supermarket, Adult & Community Education Center, Houseware Mart.
Pine Hills	200	78	20		Seminole Ridge, Fusion Apartments, Southern oaks apts, Hibiscus place, Citi trends,
SO YMCA	60	27	8		Lardes Diaz Extended Stay, Marquita Prop Ext Stay, Holden Heights Community Center.
Southwood	120	59	6		Sadler Elementary, Millenia Elementary, Millenia Gardens
Taft	120	45	23		

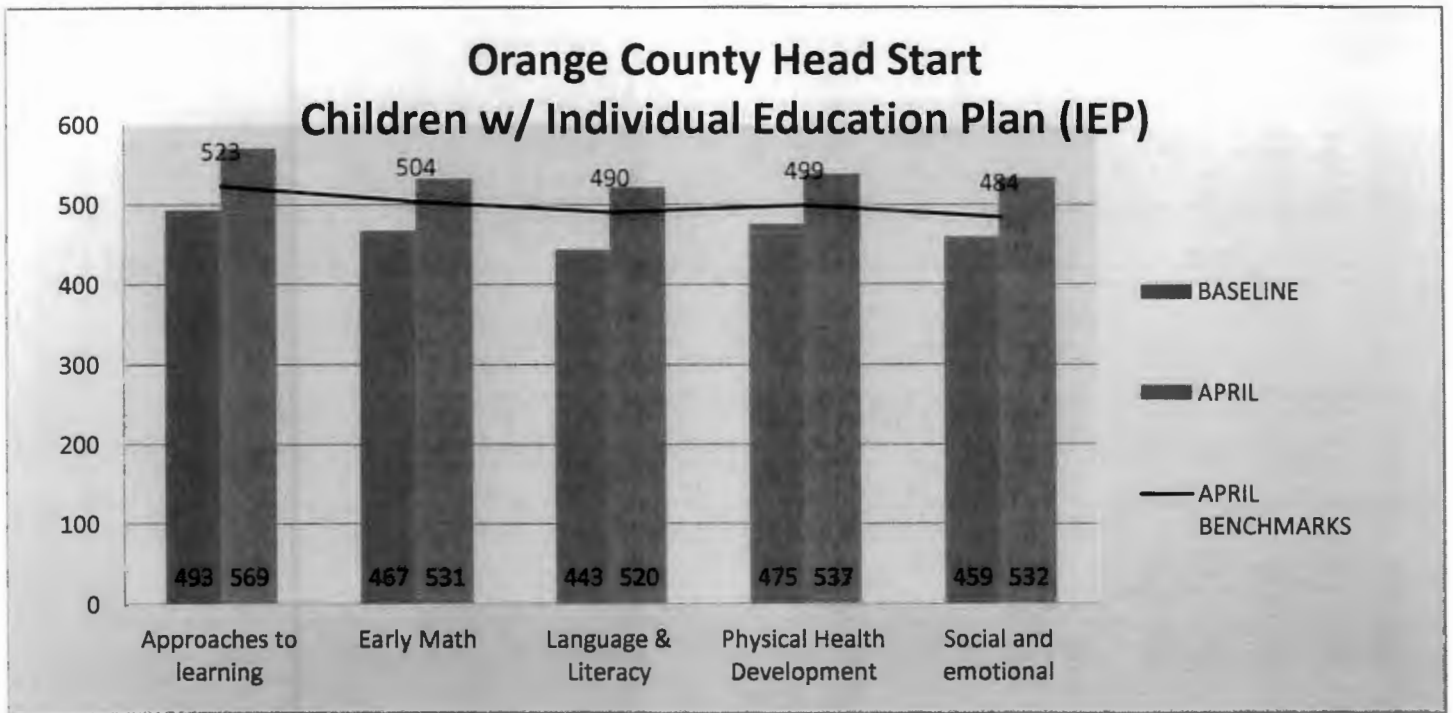
ORANGE COUNTY HEAD START 2020-2021
ERSEA REPORT

Site	Funded Enrollment	Returning Children	New Applications Needed by Site for Selections	Total Applications Selections	Recruitment Efforts
Three Points	60	25	6		Vista Lakes Elementary, Pinar Elementary, Orlando Science Center. Goodwill Goldenrod/curry ford, OC Library Southeast.
Ventura	40	18	5		True Health, Compassion Pediatrics, Colonial Source Center, Carmano Pediatrics, Floric Health.
WS ELC	75	33	0		Crossroad Apartments, Orange Blossom Health, Avalyn West Orlando.
Washington Shores	34	13	4		Walmart – passed out flyers to families with small children, Washington Shor
Total	15 36	655	18 5		

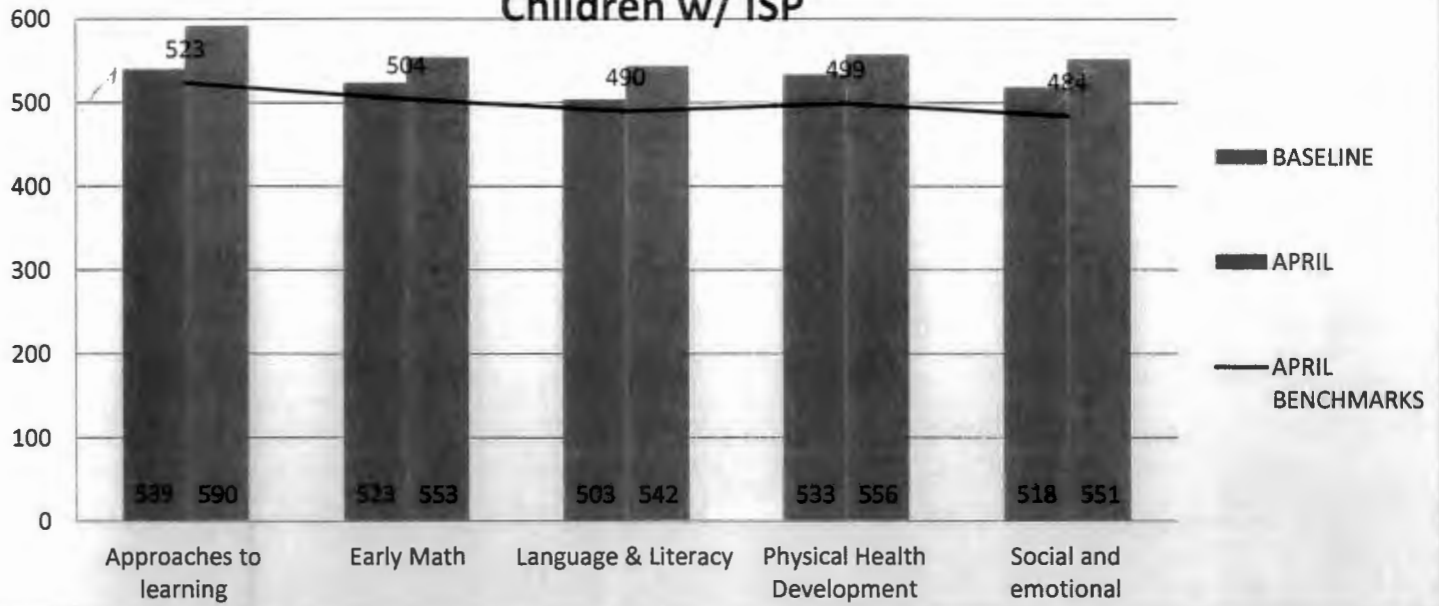
Mental Health & Disability April 2021 Children Outcomes

Benchmarks April

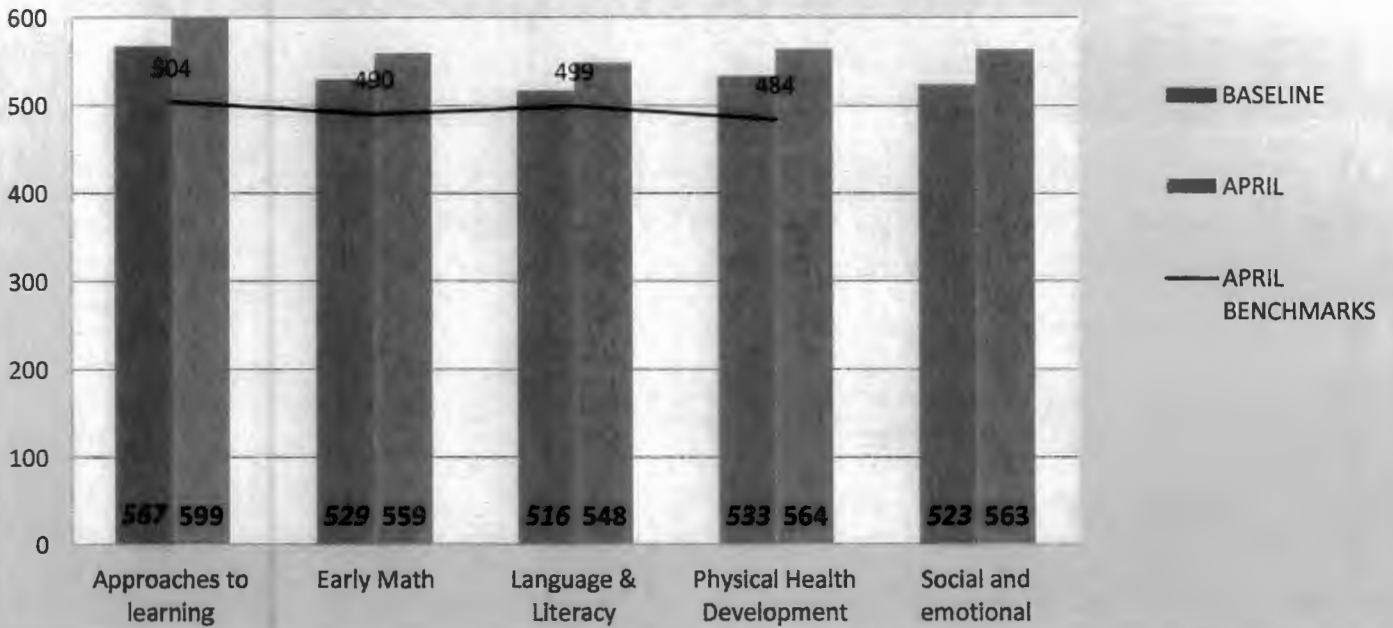
Domains	Developmental Level
APL	523
EM	504
LL	490
PHD	499
SED	484



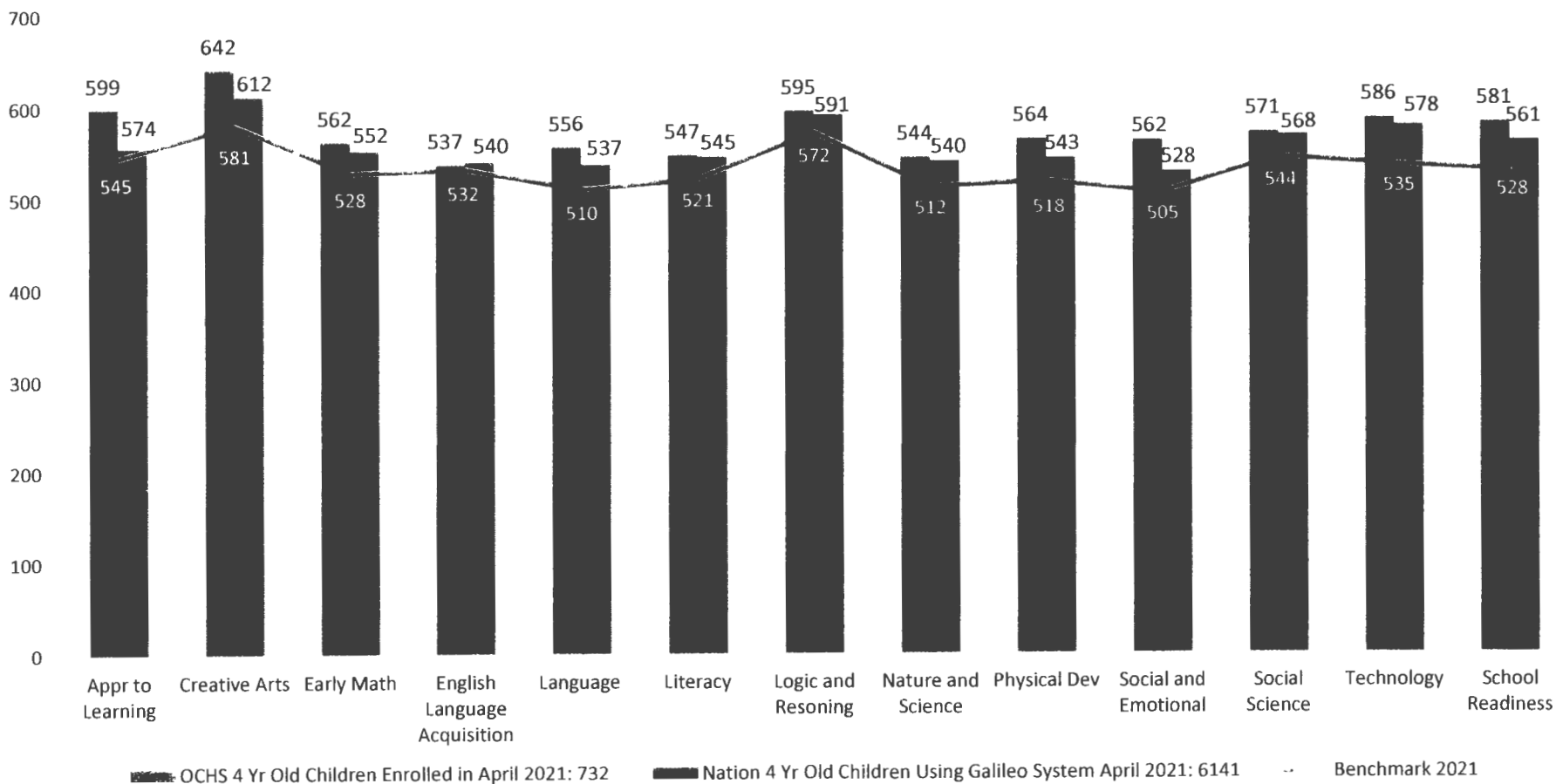
Orange County Head Start Children w/ ISP



Orange County Head Start Children w/ Behavior Plan



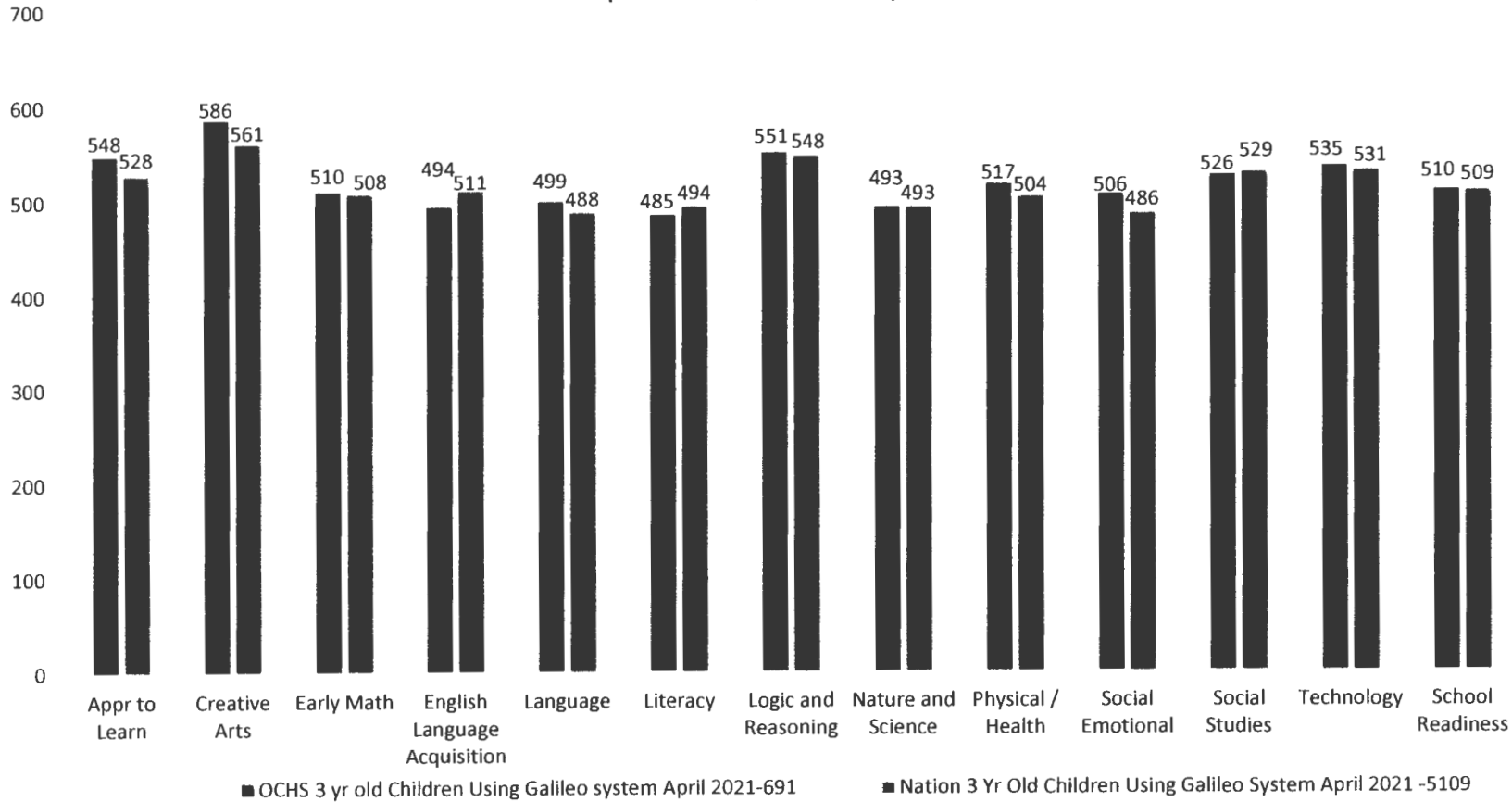
Orange County Head Start
 Early Childhood Assessment Scores
 Four Year Old (4 Yrs)
 September 8, 2020 - April 30, 2021



APL
CA
EM
ELA
LAN
LIT
LR
NS
PDH
SED
SS
TECH
SR

*The Developmental Scores (DL) indicates the Orange County Head Start first and second year enrolled children's position in the Galileo Developmental Progression Validated System in comparison with the Nation.

**Orange County Head Start
Early Childhood Assessment Scores
Three Year Old (3 Yrs)
September 8, 2020 - April 30, 2021**



APL
CA
EM
ELA
LAN
LIT
LR
NS
PDH
SED
SS
TECH
School Read

*The Developmental Scores (DL) indicates the Orange County Head Start first and second year enrolled children’s position in the Galileo Developmental Progression Validated System in comparison with the Nation.

Orange County Head Start Medical and Dental Unit Monthly Report

Program Description	2020 - 2021 Program Year				
	December 2020	January 2021	February 2021	March 2021	April 2021
Total Number of HS children served (report source: CP2001)	903	1335	1354	1362	1379
Number of children meeting requirement of health physicals CP3035	790	1102	1328	1345	1368
Number of HS families referred to the FQHC for medical and/or dental services. (report source: CP4120)	78	62	18	10	14
Number of HS children meeting medical home requirement (report source: CP3021D)	615	1097	1329	1345	1374
Number of HS children meeting immunization requirement (report source: CP3320)	872	1311	1348	1358	1373
Number of HS children with an dental exam (report source: CP3035)	412	448	518	685	836
Number of children needing dental treatment (CP 2110)	101	100	106	143	189
Number of Health Action Plan (report source CP2110)	170	176	181	184	185
Number of Site Visit for LPN monthly	22	12	19	20	17
Number of pregnant mothers receiving dental care (report source: CP9740 - PIR C.21)	N/A	N/A	N/A	N/A	N/A

1536 Funded

Head Start 2020-2021

Health Up -to-Date Requirements	Health Up -to-Date Requirements	Health Up -to-Date Requirements	Health Up -to-Date Requirements	Health Up -to-Date Requirements
45%	60%	66%	70%	78%



Orange County Head Start 2021 Self-Assessment Report

Table of Contents

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Introduction

The Orange County Head Start (OCHS) Program is a long-standing program, operating since Head Start's inception in 1965. The Program offers center-based program services to 1,536 pre-school age children in twenty-two Head Start centers. These centers are geographically dispersed throughout Orange County in county and city owned facilities, local public-school campuses, and faith-based organizations. Through a formal partnership agreement with the Early Learning Coalition of Orange County, the Program provides Voluntary Pre-Kindergarten (VPK) services to eligible children and families.

Program Goals

OCHS has identified the following program and school readiness goals over the next five years; 2020-2025:

Program Goals	School Readiness Goals
<ol style="list-style-type: none">1. Professional Development: Become a learning organization in which staff engages in continuous improvement to reach their potential and improve children and family outcomes.2. English Language Acquisition: Enhance learning experiences for children who are dual language learners and their families by ensuring multicultural programming that promotes cultural awareness and supports diversity is integrated within all program systems and services.3. Physical Health & Mental Wellness: Enhance the physical health and mental wellness of staff, children and families by developing a comprehensive wellness approach.	<ol style="list-style-type: none">1. Approaches to Learning: Children will show interest in and curiosity about the world around them. Child will use imagination in play & interactions with others.2. Social & Emotional Development: Children will engage in and maintain positive relationships and interactions. Children will use basic problem-solving skills to resolve conflicts.3. Perceptual, Motor & Physical Development: Children will demonstrate personal safety practice routines. Children will demonstrate increasing control, strength & coordination of small & large muscles.

Program Goals	School Readiness Goals
<p>4. Technology: Design and build a technology infrastructure that will provide students, families and staff with access to resources and education to increase children's achievement of the skills needed to thrive in a globally connected world.</p>	<p>4. Language & Literacy: Children will be able to identify basic concepts of literacy, including phonological awareness, print concepts, alphabet knowledge, and build early reading and writing skills.</p> <p>5. Mathematic Development: Children recognizes number of objects in a small set. Child understands addition as adding to and understands subtraction as taken away from.</p>

Context for Self-Assessment

The management team held an initial meeting to discuss this year's self-assessment process. Each manager was tasked with reviewing program data for their assigned areas to determine an area(s) of focus for the self-assessment. In addition, we reviewed last year's self-assessment report and lessons learned to determine if there were any significant recommendations to consider for this year's process.

With the necessary shift of the program's focus from ongoing monitoring to maintaining program operations during the Pandemic, the management team decided to use program data collected about pandemic preparedness, monthly reports for program operations and progress toward goals and objectives to determine focus area topics for this year's self-assessment. This information was tracked regularly, on a monthly and quarterly basis.

After the review of program data, the management team decided on the following focus areas:

- Much time was spent reflecting on the experiences and challenges faced with the onset of the COVID-19 Pandemic and the program's ability to respond efficiently and timely. The management team decided to evaluate how well the program was able to put the appropriate safety measures in place, such as purchasing Personal Protective Equipment and ensuring our facilities were clean and safe.

- Improvements to the injury prevention system have been underway for the past few years and remain an area of focus for this year's Self-Assessment as well. The team will assess whether improvements made thus far are being implemented and what additional improvements are needed, if any.
- Another area of reflection due to the COVID-19 pandemic was professional development. The increased use of virtual platforms for training purposes presented new challenges with tracking the trainings provided and training needs of staff. The management team decided to focus on this area since it is also one of the program's goals.
- The management team wants to gain more insight into how CLASS scores are impacting school readiness.
- Lastly, the management team wanted to determine the program's effectiveness in maintaining parent engagement, especially during the COVID-19 pandemic.

Last year, due to the COVID-19 pandemic, the Self-Assessment was conducted in a manner to reduce in-person contact and ensure adherence to social distancing guidelines. The orientation was completed virtually and small groups of team members met together to complete the orientation and assessment. This year, much like the previous; the Self-Assessment process took place in a virtual format. Lessons learned from last year's process were used to ensure the assessment could be conducted entirely via a virtual platform to reduce in-person contact and potential exposure.

Methodology

Design & Team Members

Based upon the program data reviewed, the management team identified the following questions for the self-assessment team to consider:

Focus Areas and Questions for the team

Focus Area	Questions for the Team
<p>Emergency Preparedness and Personal Protective Equipment</p>	<ol style="list-style-type: none"> 1. To whom should we provide PPE? Should we provide PPE for the families we serve? 2. Do the families we serve have adequate access to PPE for use in their communities? 3. Are our children coming to school with PPE, or are we providing the children with PPE at the Centers? 4. We will be receiving another pandemic grant. How could we most effectively use those funds, and did we use the funds from the first pandemic grant wisely and effectively? 5. Should we consider providing our centers with additional equipment to enhance safety such as air purifiers or additional ZONO machines, and how would we pay for this equipment?
<p>Health and Safety: Incident Reporting</p>	<ol style="list-style-type: none"> 1. Is the tracking system developed in 2019 being used to help track incidents? 2. Based on the incident report data provided, what are the main areas of concern in regard to injuries? 3. Is the tracking system providing the right information to help management identify and address safety concerns? 4. What improvement strategies should the Program focus on for next year? Are there any other strategies that the program should consider adding to the improvement plan? 5. What types of injury/incident data should the program share with staff, parents and governing bodies? 6. What else can the program do to reduce injuries/incidents? 7. What are the training needs of staff?
<p>Professional Development</p>	<ol style="list-style-type: none"> 1. How will the professional development data help us ensure that we are meeting our program needs? 2. What professional learning should we consider to help us promote school readiness?

	<p>3. After reviewing the professional development systems:</p> <ul style="list-style-type: none"> • What did we learn, how can we improve, and how effective is the system? • What can we do to ensure we can accurately measure professional development outcomes?
<p>School Readiness and CLASS Scores</p>	<ol style="list-style-type: none"> 1. Based on how our program completes the CLASS observations, should we implement dual coding? 2. How do we ensure the reliability of the observations? Should we have a dedicated team (strongest coders) to complete the observations? 3. How are the outcomes of specific subgroups of children (i.e. ELL, 1st year versus 2nd year in Head Start) affected by CLASS scores? 4. Is the data that is gathered in Galileo for children's outcomes accurate? How is this monitored? 5. How are we effectively addressing the needs of our teaching teams identified by the CLASS observation? Things to consider: <ul style="list-style-type: none"> • Curriculum change • Trainings, • Instructions, • Technical Assistance
<p>Parent Engagement and School Readiness</p>	<ol style="list-style-type: none"> 1. How has attendance & health affected the children's school readiness? 2. Has parents' engagement increased their child's learning? 3. Have parents who committed to completing the weekly Galileo and enrichment activities, achieved their weekly goal? 4. Has the family engagement and enrichment activities been successful in building positive child

	<p>relationships and child development?</p> <p>5. Are there signs that parents have been offered the opportunity to participate in the child's educational services?</p> <p>6. According to the Galileo outcomes did the child's levels increase due to the engagement with teachers and parent's interaction.</p>
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Timeframe

January 2021

- Self-Assessment Kick-Off meeting – January 4, 2021
- Program data review – January 27, 2021

February 2021

- Finalize focus areas and Self-Assessment Plan – February 10, 2021
- Self-Assessment Plan presented for Approval by Policy Council and members recruited to participate on the Self-Assessment team – February 18, 2021
- Submit for Approval to Governing Body – February 2021
- Stakeholders invited to participate on the team – February 19, 2021 – February 28, 2021

March 2021

- Team Lead Orientation – March 5, 2021
- Self-Assessment Team Orientation – March 8, 2021
- Self-Assessment sub-groups analyze program data and make recommendations – March 8, 2021 to March 10, 2021
- Sub-group recommendations submitted to Facilitator – March 12, 2021
- Prepare final Self-Assessment Report – March 15, 2021 to March 31, 2021

April 2021

- Final Self-Assessment Report submitted to Self-Assessment Leadership team – April 1, 2021
- Report submitted for Approval to Policy Council – April 15, 2021

May 2021

- Report submitted for Approval to BCC – May 2021
- Develop Program Improvement Plan – TBD

June 2021

- Self-Assessment Report and Program Improvement Plan submitted to Regional Office – TBD

Data Collection Tools

The following data collection tools were used during the self-assessment process:

- Staff and parent surveys
- Fiscal spending reports and invoices
- CLASS reports
- Staff Professional Development training records
- Child incident reports
- Galileo reports

Key Insights

Program Strengths

Personal Protective Equipment needs for staff and children were fully met throughout the COVID-19 pandemic. The Self-Assessment team noted that the Fiscal and Facilities teams ability to develop a plan of action in advance and the use of Maximo, an inventory system recently integrated by the program, were key factors in the program's success to ensure safety supplies were readily available.

Professional development hours provided by the program was another area identified as a strength. The number of training hours that staff received far exceeded regulation. In addition to staff, professional development opportunities were also offered to parents and community partners.

Systemic Issues

Technology and Information Systems –

This system is of special importance in relation to four other systems; Fiscal Management, Facilities and learning environments, Training and professional development and Human resources. To better ensure the effectiveness of these four systems, improvements are needed to the program's approach in using technology. The Self-Assessment team discovered the following concerns with regard to technology and information systems:

- The current software used by the program for professional development has limited capacity for tracking trainings provided, addressing the professional development needs of staff and evaluating the effectiveness of the trainings provided. The team has recommended that the program improve the software currently used or explore other software options.
- Newly purchased equipment for cleaning and sanitizing is not consistently being used by all staff. The Self-Assessment team discovered that the equipment was not being used due to staff's lack of confidence in their ability to use the equipment. The team recommends assessing all staff's level of skill in using technology, equipment and software in order to provide the appropriate training needed for staff to be able to use technology for job-related tasks.

Recordkeeping & Reporting System –

- Recordkeeping activities vary amongst service areas; particularly as it relates to professional development. The Self-Assessment team discovered that the method used to document and address professional development needs or requirements across service areas was inconsistent. Improvements are needed to standard operating procedures so that recordkeeping activities are more effective in informing management of professional development outcomes.

Progress

Goal 1: Professional Development –

Currently the program is able to determine whether compliance is met with regard to professional development requirements. The program will continue to work toward

ensuring that all staff training needs are addressed through the implementation of an effective professional development program.

Goal 2: English Language Acquisition –

Progress toward the achievement of this goal is still in the process of being implemented. The program expects to see more progress achieved with the upcoming program year.

Goal 3: Physical Health and Mental Wellness –

With the onset of the COVID-19 pandemic, the program recognized the importance of ensuring strategies were implemented to provide resources for mental health and wellness. The program established a staff wellness committee whose members have consistently ensure staff are knowledgeable about resources offered through the County and have dispersed insightful information and resources to staff throughout the program year.

To meet the second objective, which is to increase the program's capacity as a trauma informed workforce, steps have been toward getting staff the necessary training. A Behavior Specialist will also be hired to assist teaching staff with effective classroom management techniques.

Goal 4: Technology –

Technology improvements were at the top of list of priorities for this program year to ensure the program was able to successfully implement distance learning instruction. The program purchased devices for the classrooms and is currently working staff to ensure the devices and equipment purchased are being used efficiently and effectively.

Innovations

Much of the innovative recommendations from the group centered on the use of technology and collaborating with community agencies to make program improvements. Below are some of the ways in which technology and community partners can assist the program with continuous quality improvement:

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- Provide webinars for parents on important topics.
- Explore other data management systems for tracking professional development.
- Establish partnerships with agencies to provide Head Start families with the needed Personal Protective Equipment to keep their family safe throughout the COVID-19 pandemic.

Self-Assessment Results

The following are the discoveries made during the Self-Assessment and the recommendations, which encompass the categories of progress on goals and objectives, systemic issues and innovations, that were made by the Self-Assessment team.

FOCUS AREA: INCIDENT REPORTING

Discovery	Data Source
The Incident Report form is available in hard copy and electronic formats to ensure staff are able to document the details of an incident as soon as possible after an incident occurs. Incident types are not clearly defined on the report or in the Standard Operating Procedure	Incident Report form Standard Operating Procedure
A process for notifying the nurse or Disabilities/Mental Health staff when an incident that needs their attention has occurred is documented in the standard operating procedure, but there is no way to confirm whether the center staff have notified the nurse or D/MH staff in a timely manner.	Standard Operating Procedure
Lack of sufficient staff coverage in the classroom to supervise the children while the teacher who witnessed the incident enters the information in the system presents a barrier	Standard Operating Procedure/Discussion with Center Managers and Teacher

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<p>A tracking system has been implemented that captures various information about incidents occurring in the program; however, it is not being used by management or service area staff to analyze incident data.</p>	<p>ChildPlus Incident Reports/Standard Operating Procedure/Discussion about the reporting process</p>
<p>Field Operations supervisors are monitoring the number of incidents occurring at their assigned centers on a monthly basis and addressing concerns with Center Supervisors as needed.</p>	<p>Field Operations Monthly Report and ChildPlus Report 2001 - Field Operations Center Operations Monthly Report and ChildPlus Report 2000 – Center Monthly Activity</p>
<p>Teaching staff are expected to make a referral to Disabilities/Mental Health staff for behavioral concerns; however, it is not clearly defined when or how the teacher knows it is time to make a referral.</p>	<p>Standard Operating Procedure/Discussion with Disabilities/Mental Health staff</p>
<p>Center Supervisors are reviewing Incident Reports and signing off on them; however, documented evidence is not available to determine if corrective feedback has been needed or provided. Also, Corrective Action Plans have not been implemented as described in the Program Improvement Plan.</p>	<p>Program Improvement Plan/Discussion with Field Operations Supervisor/Center Supervisors</p>
<p>Strategies/actions from the Program Improvement Plan such as: reviewing incident/injury data to identify trends and address concerns, sharing data with staff and governing bodies and hazard mapping are pending implementation.</p>	<p>Program Improvement Plan</p>

<p style="text-align: center;">Recommendation</p>	<p style="text-align: center;">Category (i.e. Progress, Issue, Innovation)</p>
<p>Additional revisions are needed to the Standard Operating Procedure:</p> <ul style="list-style-type: none"> • Further define in SOP when teaching staff should make a referral to D/MH regarding behavioral concerns. • Further define in SOP when to call the nurse and what is a major vs a minor injury. • Outline the process for calling in emergencies. For instance, who is the person responsible for making the call to the nurse. • Add procedures for pulling and analyzing incident report data. For instance: • RN should pull ChildPlus Reports about incidents on a monthly basis to determine if interventions and actions taken were appropriate for serious injuries. • Field Operations should pull tracking reports developed with the new module to analyze incident report data and ensure follow up/corrective action has taken place. 	<p style="text-align: center;">Progress/Issue</p>
<p>Additional improvements are needed in ChildPlus:</p> <ul style="list-style-type: none"> • Develop an alert system in ChildPlus that notifies the nurse or D/MH staff when an incident occurs that needs their follow up. • Develop a weekly follow up process that requires staff to pull a ChildPlus report to see if any incidents need their attention/follow up. 	<p style="text-align: center;">Progress</p>

<ul style="list-style-type: none"> • Update the “Action Taken” section of the Incident Report module to include a checkbox that the nurse was notified or D/MH staff was notified • Revise the “Comfort (No First Aid Needed) action in the “Action Taken” section of the Incident Report to either “Comfort” only or “Comfort/Calming Strategies”. Allow staff to select as many options for action taken as needed. • Implement a digital signature for signing the Incident Report in ChildPlus. 	
<p>Review and analyze incident report data on a regular basis to develop strategies to reduce injuries/incidents:</p> <ul style="list-style-type: none"> • Center Supervisors and Field Operations Supervisors review reports about the incidents occurring at each center on a <u>monthly</u> basis • Management and Quality Assurance review trends and analyze whether corrective action is working on a <u>quarterly</u> basis. • Use data to determine classrooms/centers that need additional staff support due to behavioral concerns and/or high number of injuries. Also, to determine priorities for maintenance issues and repair. 	<p>Progress</p>
<p>Provide additional support to teaching staff when an incident occurs:</p> <ul style="list-style-type: none"> • Require Center Supervisors to step in to provide class coverage while teaching staff enter the incident report information in ChildPlus to ensure data is entered in a timely manner. 	<p>Issue/Innovation</p>

<ul style="list-style-type: none"> • Ensure all staff have a tablet/iPad so they can document incident report information without having to leave the classroom or step away from the children. • Implement having one tablet/iPad per site that is used for incident reporting only. Center Supervisor must bring to the classroom for reporting and will provide coverage at that time while the teacher enters the incident information. 	
<p>Staff need to be trained and monitored on the incident reporting process:</p> <ul style="list-style-type: none"> • Train staff on the expected procedures during pre-service; ensure new staff receive training during the service area trainings. • Monitor staff for conformance to the procedure and provide refresher trainings on common non-compliances • Train staff on what is an incident, what are the different incident types, when an injury is major or minor, when to call the nurse and who is responsible for calling, when to make a referral to D/MH, how to document incidents involving behavior 	<p>Progress/Issue</p>
<p>Share data about incidents program wide as stated in the Program Improvement Plan:</p> <ul style="list-style-type: none"> • Incidents and injuries by center throughout the year • Incidents and/or injuries that occurred due to lack of supervision • Incidents and/or injuries that occurred due to behavioral concerns 	<p>Progress</p>

<p>Improve how incidents are documented when they occur in the classroom:</p> <p>Further breakdown the areas of the classroom and include those options on the incident report so that <u>hazard mapping</u> of classrooms can take place. For example, include options such as: classroom sink, rug, wall, door, etc. This will also help the management team compare areas where injuries occur and the types of injuries occurring.</p>	<p>Progress</p>
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FOCUS AREA: EMERGENCY PREPAREDNESS AND PPE

Discovery	Data Source
<p>1. Head Start Orange County has a responsibility to provide PPE to children and staff based on CDC, OSHA, and Head Start recommendations for safe operation of facilities during the Pandemic. Cloth masks are a good solution for some children and their families, but not all. Providing cloth masks with the Head Start logo could help increase community awareness and be effective in working towards full enrollment.</p>	<p>OSHA Guidance for Preparing Workplaces, Head Start Health and Safety Procedures, and input from FSW, Teacher, and Community Partner.</p>

<p>2. In a survey, 40% of our families reported incurring financial hardship procuring PPE such as masks. As an organization whose mission it is to serve not just our children, but also their families, we have an obligation to help meet our families need for PPE. This would include PPE for use outside of our Centers.</p>	<p>Our mission as an Organization, Survey Monkey Parent Survey.</p>
<p>3. After receiving input from the FSW and the teacher, we have determined that some of our children come to school without masks. A further issue is that one mask per day is not realistic for children of ages 3 to 5. Masks become dirty, damaged, or get lost, and require replacement. The results of the survey and input from the Nurse and FSW also indicate that providing masks to take home for use the next day would increase the safety of our children and staff.</p>	<p>Survey Monkey Survey, conversation with Staff working in the Centers.</p>
<p>4. Our group has recognized the following areas for future CARES grant spending:</p> <ul style="list-style-type: none"> A. Continued supply of PPE. B. Spending on community awareness that our Centers are safe and ready for children, in order to reach the goal of full enrollment. C. Ensuring our Centers are in optimal condition. Having our Centers in the best possible condition would be another step towards reaching full enrollment. Our Centers would like to have input into what is needed for 	<p>CARES Spending Report, Warehouse Team Data, PPE Consumables Tracking, Air Card Invoice, and input from the FSW, Teacher, Fiscal Team, Nursing Team, and our Community Partner.</p>

<p>their success.</p> <p>D. Technology training and support for staff that may not be comfortable with new technology and equipment.</p> <p>E. Additional infrastructure, such as Wi Fi, to support the technology equipment purchased with the last CARES grant. An assessment could be undertaken to assess the condition of existing equipment and determine which Centers require upgrades.</p> <p>F. The creation of a new position within Head Start to provide IT support and training. This position would be dedicated to the needs of Head Start staff.</p> <p>G. Availability of iPad or laptops for use by our families if they have been quarantined and are learning remotely.</p>	
<p>5. We do not have enough information at this time to determine if our Centers could benefit from additional equipment such as air purifiers or additional Zono machines. More training and coaching regarding how and when to use the Zono machines may be required. Recommendation</p>	<p>CARES Spending Report, Input from the FSW, Teacher, and Nurse, CDC and OSHA guidelines</p>

<p style="text-align: center;">Recommendation</p>	<p style="text-align: center;">Category (i.e. Progress, Issue, Innovation)</p>
<p>1. Our group has the following recommendations for providing PPE:</p> <ul style="list-style-type: none"> A. For the Staff: After discussion with our group, we recommend providing the following 5 items of PPE to the Centers- disposable masks, hand sanitizer, sanitizing wipes, hand soap, and cleaning supplies. B. For the Children: The availability of cloth masks to take home (quantity of 5), as well as disposable masks for use in our centers. If financially feasible cloth masks with the Head Start logo to increase community awareness of our Program. <p>The Head Start Fiscal Group will continue to Procure the 5 items of PPE for use in our Centers. We will work with Center Managers and Field Service Workers to develop a system to determine need and distribution of cloth masks. We should investigate the procurement of cloth masks with the Head Start logo. We should also reach out to our community partners to provide funding for cloth logo masks.</p>	<p>Progress, Implementation, Issue, and Innovation</p>
<p>2. For the Families we serve: We should provide information to our Families about existing no-cost sources of PPE within their community. We should review current Community Partnerships and inquire about organizations available to provide PPE. We should also work to develop new Community Partnerships to better serve the needs of our Families.</p>	<p>Issue and Innovation</p>

<p>3. Continue to provide disposable masks to our Children for use in the Centers. Provide additional disposable masks to the classrooms to ensure our teachers have them available for students. Provide masks to be taken home for use the next day, so that our children come to school with a mask in the morning. Repeated</p>	<p>Issue and Progress</p>
<p>4. The formation of a group or committee, including staff from all of our Head Start departments, to determine the most effective use of our next CARES Gant. Objectives should include the following:</p> <ul style="list-style-type: none">A. Identifying areas in our program where additional funding could be most effectiveB. A focus on areas that can help achieve and maintain full enrolmentC. Maintaining a sustainable supply of PPED. Ensuring that our newly acquired technology is being used to its full potentialE. Working to ensure staff success with recently purchased technology and equipment.	<p>Progress, Research, and Innovation</p>
<p>5. Further research could be done with regards to the cost and effectiveness of air purifiers. Research should be done regarding the utilization of the Zono machines. Zono machines may not be a good solution for all of our Centers.</p>	<p>Issue and Research</p>

FOCUS AREA: PROFESSIONAL DEVELOPMENT

Discovery	Data Source
MyOCLearn and ChildPlus cannot interact with each other and most likely no other data systems.	Interview with Leslie King & Maria Del Valle w/ ChildPlus and MyOCLearn Targeted Solutions
MyOCLearn will phase out at the end of the year but will be transitioning to a better system.	Interview w/ Leslie King
MyOCLearn is able to provide links to trainings/evaluations outside of their own system (FEMA, Child Plus, etc.)	Interview w/ Leslie King
MyOCLearn can do everything that ChildPlus can do except evaluations, however, MyOCLearn can redirect employee to complete CP evaluation before they are marked complete in MyOCLearn system. <i>“For example, have you completed the evaluation for if not, the staff person receives a message YOU HAVE NOT COMPLETED THE COURSE</i>	Interview, MyOCLearn
The majority of the service area uses different methods which may cause a lot of confusion when trying to compile evidence for OCHS grants.	Interviews, ChildPlus
Each area had different processes for professional development which was not consistent with program goals.	Interview from each position supervisor
There is no uniformity with language/verbiage, trainings, topics, content, new hires,	Interview from each position

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training and technical assistance plan.	supervisor
No systematic approach with required Professional development trainings.	Interview from each position supervisor

Recommendation	Category (i.e. Progress, Issue, Innovation)
Utilize one platform for tracking trainings and professional developments: MyOCLearn	Issue
MyOCLearn will be replaced by ORACLE which will be able to completed evaluations	Progress
Assign a Learning Information Management Systems (LIMS) Admin that will be trained on MyOCLearn specifically to make sure trainings and professional developments are assigned correctly based on job title, area, etc.	Innovation
OCHS should create its own credentials based on the specific job position/title requirements and track training based on units/hours in MyOCLearn. <i>For example: Field Operation Supervisor- In MyOCLearn, you click on FOS and every training is pushed out to the new employee that FOS must take annually and as a new employee. This will help keep track of trainings and professional developments by sampling pulling a transcript from the system. Recommended timeline to start process June 2021.</i>	Innovation
During the credentialing stage, a committee to make sure everything is inputted correctly based on	Innovation

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job title/position and area	
LIMS & Professional Admin will make sure all new hires, new pdp's, r trainings are pushed out in MyOCLearn to the right employee regardless of OCHS service area. Recommended timeline to select person 2021-2022 school year	Innovation
Provide Training & Technical Assistance Plan to the center managers during Quarterly Leadership Institute to help build staff PDP each year	Progress
Modify Training and Technical Assistance Plan to align with (OC GOV, Office of Head Start, DCF)	Progress
Create a uniform OCHS Professional Development Guide that will ensure team members have clear training expectations to enhances knowledge and skills needed to provide high-quality comprehensive services. Recommended timeline to complete guide June 1, 2021	Innovation
Complete Professional Development Calendar for the entire year for OCHS. Recommended timeline June 2021.	Progress
Center Manger/Teacher work session to help create Professional Development Plan. Recommended timeline Post planning May 26 th or 27 th	Progress
Present PD Calendar in Preservice for 2021-2022 school year	Progress
Create electronic PDP with Training log embedded.	Innovation

FOCUS AREA: SCHOOL READINESS - CLASS

Discovery	Data Source
<p>CLASS scores do not appear to have a direct correlation with child outcomes. This is most likely due to several variables that influence the Galileo child outcomes such as child demographics: age, disabilities, 1st or 2nd year in Head Start, attendance, and initial baseline. In addition, review of CLASS quantitative scores vs. accompanying notes and feedback do not consistently match. For example: notes and feedback forms show a strength in a domain and indicator but score show a deficit. Further analysis of data may help to show general trends rather than direct correlations.</p>	<p>Charts comparing 3 years of CLASS scores in the 3 domains versus Galileo School Readiness Outcomes</p>
<p>Galileo school readiness outcomes from 18/19 and 19/20 show a range from an average of 14 Developmental Level points above the expected benchmarks to an average of 131 Developmental Level points above the expected benchmarks. The wide range of outcomes and gains and the impact of demographics in each classroom needs further analysis to determine the validity of the entries in Galileo with regard to ongoing assessment of the children.</p>	<p>Charts comparing 3 years of CLASS scores in the 3 domains versus Galileo School Readiness Outcomes</p>
<p>Teachers who fall below the DRS (Designated Renewal System) thresholds and CLASS quality thresholds are overwhelmingly tenured staff with more than 3 years in the teacher position.</p>	<p>Charts comparing DRS and CLASS quality thresholds vs. Tenure</p>

<p>Below DRS:</p> <p>EMOTIONAL SUPPORT: 73% of those below the threshold have a tenure of greater than 3 years.</p> <p>CLASSROOM ORGANIZATION: 58% of those below the threshold have a tenure of greater than 3 years.</p> <p>INSTRUCTIONAL SUPPORT: 75% of those below the threshold have a tenure of greater than 3 years.</p> <p>Below CLASS Quality Threshold:</p> <p>EMOTIONAL SUPPORT: 60% of those below the threshold have a tenure of greater than 3 years.</p> <p>CLASSROOM ORGANIZATION: 54% of those below the threshold have a tenure of greater than 3 years.</p> <p>INSTRUCTIONAL SUPPORT: 50% of those below the threshold have a tenure of greater than 3 years.</p>	
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Recommendation	Category (i.e. Progress, Issue, Innovation)
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<p>CLASS OBSERVERS:</p> <ol style="list-style-type: none"> 1. Ongoing refresher training for all reliable observers 2. Annual Individual CLASS Calibration training from Teachstone for all reliable observers 3. Dual coding observations 4. Utilize swivel camera to conduct observations 	<p>Progress</p>
<p>GALILEO:</p> <ol style="list-style-type: none"> 1. Training for teaching teams regarding: <ol style="list-style-type: none"> A. Accurately assessing a child’s mastery of each Galileo skill and how to determine whether a child has mastered a skill B. Proper observation and documentation practices C. Partnerships within teaching teams to accurately and effectively observe and assess children’s skills 	<p>Issue</p>
<p>MONITORING:</p> <ol style="list-style-type: none"> 1. Weekly Center Supervisor and Teaching team meetings regarding Galileo outcomes and documentation 2. Implement monitoring practices at all management levels and through Quality Assurance to ensure the validity and reliability of data entered in Galileo 	<p>Issue</p>
<p>CLASS:</p> <ol style="list-style-type: none"> 1. Introduction to CLASS training for all staff 2. CLASS GROUP COACHING (MMCI) for all new staff and teaching staff who do not meet established (DRS and/or Quality thresholds) thresholds <ol style="list-style-type: none"> a. Train a group of selected staff to offer this training on an ongoing basis to ensure new staff 	<p>Progress</p>

<p>and identified as low performing are trained in a timely manner</p>	
<p>CLASS OBSERVATION SCHEDULE AND TEAM:</p> <ol style="list-style-type: none">1. Create a CLASS Observation and DATA team2. Provide additional reliability and observation training to this team to enhance reliability of data3. Provide training on effective observational note taking and how to give feedback professionally4. Schedule CLASS Observations on an ongoing schedule - September through May. With a team of 15, each member conducting 5-6 observations every two months, each classroom could potentially be observed 4 times per year.5. Establish observation schedule based on CLASS scores. High performing classrooms observed twice per year, middle performing classroom observed 3 times per year and low performing classrooms observed 4 times per year with feedback provided after each observation.	<p>Innovation</p>

FOCUS AREA: PARENT ENGAGEMENT

Discovery	Data Source
<p>1. How has attendance & health affected the children's school readiness?</p> <ul style="list-style-type: none">• School readiness assessment scores for OCHS compared to national data do not seem to be impacted by attendance and health.• However, dental health continues to be a challenge with parent engagement with follow-up care needed for children who were recommended for treatment.	<p>Report on Health and attendance</p>
<p>2. Has parents' engagement increased their child's learning?</p> <ul style="list-style-type: none">• Parent engagement has an impact on child's interest and engagement with class.• The parents that are not engaged have the students who have attendance issues according to Center Supervisors. Poor attendance reflects gaps and setbacks to be at same readiness level with peers. According to the Galileo outcomes we've noticed the child's levels increase due to the engagement with teachers and parent's interaction. The teacher put work on Galileo so the parents and go over with the child at home. The more engage the parents are with the child the better the outcomes.	<p>Report on Galileo, Volunteering, Parent engagement.</p>

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<ul style="list-style-type: none"> • A report was done by site to see if the parents were committed in completing their weekly. 	
<p>3. Have parents who committed to completing the weekly Galileo and enrichment activities, achieved their weekly goal?</p> <ul style="list-style-type: none"> • Poor utilization of Galileo by parents. The majority of parents are not even logging in once/month. • Galileo and enrichment weekly goal. We noticed that it was very low. • Report was inconclusive, it should have been done on an individual basis. 	Galileo Reports
<p>4. Has the family engagement and enrichment activities been successful in building positive child relationships and child development?</p> <ul style="list-style-type: none"> • Yes, this has been demonstrated. After comparing family engagement and enrichment activities, we've noticed it's been very successful in building positive child relationships and child development. 	Report from Parent engagement Enrichment Activities
<p>5. Are there signs that parents have been offered the opportunity to participate in the child's educational services?</p> <ul style="list-style-type: none"> • Yes, parents have been offered the opportunity to participate in the child's educational services. The teachers send home packets for the parents to do with their kids. 	Work is sent home to parents- Galileo

<p>6. According to the Galileo outcomes did the child's levels increase due to the engagement with teachers and parent's interaction?</p> <ul style="list-style-type: none"> • How do you tailor Galileo to be more user-friendly – do you at time of enrollment help family download website or app (is there an app for it?) to their phone and get them set up and show them how to navigate it? • No phone or computer then where do they access Galileo to achieve login goals? If access is an issue and parents cannot login at drop off/pick up (especially with COVID restrictions) then this will impact the Galileo outcomes OCHS has set forth to achieve. 	<p>Galileo Reports</p>
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<p>Recommendation</p>	<p>Category (i.e. Progress, Issue, Innovation)</p>
<p>However, dental health continues to be a challenge with parent engagement with follow-up care needed for children who were recommended for treatment.</p> <ul style="list-style-type: none"> • Could a local dentist (one part of HSAC?) do a webinar (live and recorded to share with parents that cannot attend live online) on oral health and impact it can have on school readiness? This may be a nice recording to share with all families at time of enrollment as something to complete/watch each year. Maybe have a list of mandatory recordings families need to watch at enrollment and each start of school year (i.e. importance of health screenings/dental and impact on school 	<ul style="list-style-type: none"> • Innovation

<p>readiness; Galileo tutorial; Ways to achieve in-kind hours; demonstrating how to read and engage a child with a book, etc.). Keep videos to no more than 30 mins and completing these also get in-kind hours?</p> <ul style="list-style-type: none"> • FSW, Teaching Staff and Center supervisors must continue send reminders one month in advance to parents about Health Records • Chronic Absent letters must be followed up to discuss %. Make it parent friendly and explain impact of attendance and School Readiness. Go back to temperature form used before. Stress the importance of attendance and parent engagement. FACE TO FACE and Virtual • Make a Video Presentation on Attendance Works at Orientation 	<ul style="list-style-type: none"> • Progress • Issue
<p>Parent Trainings needed</p> <ul style="list-style-type: none"> • Invite parents to trainings base of their needs instead of center offerings to a specific HS site related to Schools Readiness/Galileo Child Outcomes. • Provide a Galileo Training class from the parent's point of view at the center level to increase engagement and understanding of their own child data. (Parent Center) • Building a more effective Parent and FSW relationship/Parent and Teacher 	<p style="text-align: center;">Innovation</p>

We can encourage parents by doing one of the below examples:

Innovation

- When driving in in the car, parents can play red light, green light with their child and let them know it was an African-American who invented the traffic light.
- Have the child be empowered to remind their parents to log in and do activities in Galileo. We know how children can be persistent when they want something. Have a tracking in the classroom so child can see where they are in reaching goal and maybe they can help nudge the parent because the child wants to meet their goal.
- Another gentle nudge idea is to place a sticker on a child just before pick up that says “Don’t forget to check out Galileo today” or some other statement; or utilize school messenger, emails, and text messages.
- Have a class list with children’s name and number of logins each week in Galileo and then a sum for the month with those logging in less than X% of month as red, yellow if between X% and X% and green X% or more with logins.

For example:

Name	Week 1	Week 2	Week 3	Week 4	Month
(Min goal = X logins per week)					Total

2021 Self-Assessment Report

Child A	1	0	0	0
Child B	3	2	3	0
Child C	0	2	1	0



Color code (stop light) tracking of attendance to touch base with parents each month so we can intervene before the child moves into the chronic absenteeism category. Use this tool as a touch point with each family even for those not having attendance issues. It opens up the opportunity to share how the child is doing in class learning...this may shed light on poor attendance with low learning outcomes. Don't just send the report home. Use that Red, Yellow, Green apple/stop light form that already exists and make it OCHS-wide tool to be implemented not a case-by-case or center-to-center base usage.

Need additional programs other than Galileo on tracking family engagement and enrichment activities that are fun and engaging for both children and families

Innovation

Ideas shared were wonderful, out-of-the-box thinking to engage families especially with COVID restrictions on campus.

Innovation

- Dance parties outside and parents getting hours for decorating the outside hall;
- Sending family activity kits home and have send back to show in class or upload

<p>picture to Galileo.</p> <ul style="list-style-type: none">Galileo Skills Fun Night- skills attached for parents understanding	
<p>Tracking of other engagement activities needed outside of Galileo since it seems overwhelming for many families to navigate.</p> <ul style="list-style-type: none">Train FSW in the Galileo System engagement activities report in order to understand and facilitate communication about Galileo expectations to parentsContinue discussing transition earlier in the yearFollow up specific child/family for parent engagement such as Galileo, attendance and health records and more in one report	<ul style="list-style-type: none">IssueProgressInnovation