



Venerria L. Thomas, Director
Community & Family Services

Orange County Government

HEAD START

POLICY COUNCIL

PROGRAM

INFORMATION & UPDATES



Sonya L. Hill, Manager
Head Start Division



AUGUST 2025



**Orange County
Family Services Department
Head Start Division**



PROGRAM MONTHLY MEETING

Who: Policy Council Members

Date: THURSDAY, AUGUST 21, 2025

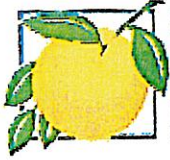
Time: 6:30 P.M. – 8:30 P.M.

**Location: Holden Heights Comm. Center
1201 20th Street
Orlando, FL 32805**

Childcare will be Provided

*Sandra Moore: 407-836-8913 Email: Sandra.Moore2@ocfl.net
Yvette Meade: 407-836-6590 Email: Yvette.meade@ocfl.net*

SEE YOU THERE!!!!



AGENDA

Orange County Government • Head Start Policy Council • Holden Heights
Community Center • 1201 20th St., Orlando, FL 32805
August 21, 2025 6:30pm

1. *Call to Order – Chairperson*
2. *Roll Call – Secretary*
3. *Adoption of Agenda*
4. *Secretary's Report*
5. *Director's Report*
6. *Budget Report*
7. *HR Report*
8. *National Updates:*
 - a. *ACF-OHS-IM-25-03 Promoting Healthy Eating and Nutrition for Head Start Children & Families*
 - b. *ACF-OHS-PI-25-02 One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children & Families*
9. *OCHS Narrative to Apply for One-time Supplemental Funds for Nutrition*
 - a. *Action Item Vote: Supplemental Funds Nutrition*
10. **New Business:**
 - a. **Changing of the Guard**
 - b. **Recruitment of Community Representatives/By-Laws**
11. **Unit Updates: ERSEA, Facilities /Maintenance**
12. **Announcements**
13. **Public Comment**
14. **Adjournment**

Monthly Director's Report to Policy Council

Date August 2025

To: Octavia Gibson, Policy Council Chair
Policy Council Members

From: Sonya L. Hill, Head Start Division Manager

Subject: **Director's Monthly Summary**

The Monthly Division Managers Report provides an overview of essential information from Orange County Head Start. This report includes actions from the month of September 2025.

Staff Training

- The division held its annual Professional Development Days on August 4–5. All staff participated in unit update training covering Mental Health and Disabilities, Strategies for Managing Challenging Behaviors, Medication Authorization, and Health and Nutrition updates. The Nutrition Coordinator led the nutrition session, while the Fiscal Unit provided updates on completing and monitoring In-Kind submissions, identifying common errors, and reviewing program goals. Quality Assurance reviewed classroom monitoring tools and clarified what to expect during onsite monitoring visits.
 - Staff also completed compliance training distributed by the Orange County Human Resources Office and began the County's Gold Standard of Customer Service training. Once it was confirmed that this training applied to all staff, main office employees and staff not assigned to centers registered through the MyOCLearn system. Training for center-based staff will be scheduled later.
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Collaborations and Partnerships

- During the Professional Development Days, VyStar Credit Union participated as a community partner, offering information on financial literacy, savings, and professional development opportunities.
 - The division also continued its collaboration with the Florida Head Start Association (FHSA) to prepare for the upcoming Fall Conference in October, ensuring Orange County's staff are represented and informed about statewide initiatives.
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Highlights and Accomplishments

- The program focused on completing enrollments and obtaining required paperwork.

MONTHLY MANAGEMENT REPORT

- Significant progress was made on the opening of the new Rosemont Head Start Center. The site was prepared for inspection by the Department of Children and Families for the first day of school. However, due to a delay in receiving the official license, children were unable to attend for the first three days of the school year.
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Human Resources

- Hiring efforts continued across several program areas, with interviews conducted for open positions in Program Operations.
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Program Operations and Updates

- Hiring efforts continued across several program areas, with interviews conducted for open positions in Program Operations.
 - The division met with its service vendors to confirm August plans. Both vendors, Pamela Rowe and Therapy Essentials initially declined to move forward with new contracts. The division has since begun identifying replacement vendors but will also meet again with both to discuss potential continued collaboration
-

Parent Engagement and Policy Council

- All 23 schools held parent orientations. These sessions emphasized family engagement, program expectations, and uniform requirements while also providing key information from the Head Start Program Performance Standards.
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Challenges

- Key challenges included collecting and processing all necessary paperwork to transition children from “accepted” to “enrolled” status. The division continues to refine enrollment workflows and communication with families to improve timeliness and data accuracy.
- The division was not fully staffed. To maintain required adult-child ratios, several classrooms did not open. Because the program was not fully enrolled during this period, no children were displaced, and classroom assignments were scheduled as staffing allowed.
- The program continued to experience issues with parents who did not submit all required health documentation (e.g., immunizations, physical examinations, and medication authorizations). These missing items prevented some children from beginning services until records could be obtained and verified.

MONTHLY MANAGEMENT REPORT

Regional and National Updates

- Head Start programs across the United States remain under a preliminary injunction preventing the U.S. Department of Health and Human Services (HHS) from implementing immigration verification requirements. Following a federal judge's order, all states continue to be prohibited from verifying immigration status before enrolling children in Head Start. This means children may continue to be enrolled regardless of immigration status and without the need to verify parent or child status.
- Deputy Assistant Secretary for Early Childhood Development Dr. Laurie Todd Smith addressed the National Head Start Association meeting, reflecting on her career path and personal connection to Head Start. She described the program as the "gold standard" of early childhood education and emphasized its 60-year legacy of serving vulnerable children and families. Dr. Todd Smith highlighted efforts to modernize Head Start by reducing unnecessary regulations, strengthening partnerships, and expanding flexibility while maintaining high-quality standards.
- The Administration for Children and Families (ACF) released an agency-wide Values and Priorities document outlining its current vision and guiding principles. The document reaffirms commitments to early childhood investments based on evidence-based practices, promoting work and economic self-sufficiency, and empowering states with innovation and decision-making authority. It also emphasizes support for family structures, fatherhood initiatives, and research integrity. Additional priorities include limiting participation in certain programs to qualified immigrants under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) and addressing social challenges such as homelessness, substance use, and crime through alternative models. It is not yet clear how these changes may impact Head Start grantees; however, the Head Start Act continues to govern all grant conditions, including those related to competition, recapture, or termination.
- In legislative news, Senator Bernie Sanders and 15 Democratic Senators introduced a comprehensive Head Start Expansion Bill proposing to increase access to 11 million children annually, raise staff wages, expand operating hours, and enhance facilities and mental health services. While the bill is unlikely to advance in a Republican-controlled Senate, it provides a framework for future Head Start advocacy and modernization discussions.

**Head Start Policy Council
Human Resources Committee
July 2025 Actions**

I. Pending Approval for hire

Job Title	Candidate's Name

II. Termination from employment (Involuntarily)

Job Title	Reason	Employee's Name

III. Separation from employment (Voluntarily)

Job Title	Reason	Employee's Name
Teacher Assistant	Career Change	Lismarie Cruz Collazo
Teacher	Career Change	NaChanti Doby
Teacher Assistant	Eligible for Subsidy	Nancy Hoffman
Family Service Worker	Return to School	Chiquita Parker
Teacher Assistant	Dissatisfied with pay	Antonica Ricks
Teacher Assistant	Another job	Yuly Robles Arredondo

**III. Current Head Start Openings – As of 10/13/25
(numbers not available for July)**

Job Title	Number of Positions	Potential Candidates in process for hire
Admin Specialist	1	
Center Supervisor	1	
Food Service Assistant	1	
Teacher	8	
Teacher Assistant	12	



ORANGE COUNTY FAMILY SERVICES HEAD START EDUCATION

Policy Council Recommended Staff Qualifications for hire

1. Name Daja McFadden

Position: center supervisor

Location: McCOY

- **Masters Degree in Education Leadership with concentration in Social work**
- **Bachelors in Psychology**
- **Over five years experience as Administrative Dean OCPS**
- **Over nine years Human Resource Lead**

2. Name Sandra Gutierrez

Position: Teacher assistant

Location: Riverside Head Start

- **Over 15 years experience in early childhood**
- **National Child Development Associate CDA expires 6/29/27**
- **Department of Children Families State Mandated 45 hours**
- **First aid/CPR expires 10/23/26**

3. Name Veronica Sevilla

Position: teacher assistant

Location: John Bridges

- **Masters in Arts Special Education**
- **Bachelors in Arts in Elementary Education**
- **Over (26) sixteen years experience teaching**
- **Paraprofessional ESOL students at Dillard elementary**

4. Name Romala Ram

Position: Teacher

Location: Dover Shores

- **Bachelors in Arts in Early Childhood Education**
- **Over (24 yrs) experience in early childhood**
- **Child development Associate expires 10/21/2026**
- **Staff Credential Verification do not expires**
- **Dept of Children state mandate 45 hours**
- **First aid/CPR expire s 5/24/26**

5. Name Claudine Beureuse

Position: Teacher

Location: Pine Hills

- **Bachelors in Arts in Early Childhood Education**
- **Over (18 yrs) experience in early childhood**
- **Staff Credential Verification expires 08/02/2029**
- **Dept of Children state mandate 45 hours**
- **State of florida Voluntary PreKindergarten VPK courses**
- **First aid/CPR expire s 3/22/27**

6. Name: Erika Jones

Position: Education Coordinator

Location: Main Office

- **Masters of Early Childhood Education**
- **Over 7 years experience working in Early Childhood Education**
- **Department of Education Staff Credential Verification Do not expire**

7. Name: Aleshka Wolf

Position: Teacher Assistant

Location: WSEL

- **Three years experience in Early Childhood Education**
- **National Child Development Associate CDA expires 06/28/2027**
- **First aid/CPR expires 01/29/26**
- **Department of Education Staff Credential Verification 06/28/2027**
- **Department of Children State mandated 45 hours**
- **State of Florida VPK certified**

8. Name: Tiatira Iglesia

Position: Teacher Assistant

Location: Dillard

- **Seven years experience in Early Childhood Education**
- **National Child Development Associate CDA expires 06/03/2026**
- **First aid/CPR expires 01/17/27**
- **Department of Education Staff Credential Verification 06/03/2026**
- **Department of Children State mandated 45 hours**
- **State of Florida VPK certified**

9. Name: Yolimareie Vazquez

Position: Teacher

Location: WS Elementary

- **Bachelor of Science in Early Childhood Education**
- **Over 16 years experience working in Early Childhood Education**
- **Department of Education Staff Credential Verification Do not expire**
- **Dept of Fla State mandated 45 hours**
- **First aid/CPR expires 09/11/26**

10. Name: Antawnia Brooks

Position: Teacher

Location: Pine Hills

- **Bachelor of Science in Early Childhood Education**
- **Over 6 years experience working in Early Childhood Education**
- **Department of Education Staff Credential Verification Do not expire**
- **Dept of Fla State mandated 45 hours**



ORANGE COUNTY FAMILY SERVICES HEAD START EDUCATION

Policy Council Recommended Staff Qualifications for hire

Selected Candidate:	Is the Position Underslotted?	Job Title:	Reports To:	Work Location:
Erika Jones	No	Education Coordinator	Avis McWhite	2100 East Michigan Street, Orlando, FL 32806
Claudine Beureus	No	Teacher	Tiffany Brown	Pine Hills 6408 Jennings Road, Orlando, FL 32818
Romala Ram	No	Teacher	Hildamarie Camacho	Dover Shores 1200 Gaston Foster Rd, Orl, FL 32812
Sandra Gutierrez	No	Assistant	Liana Baker	Riverside 3125 Pembroke Drive, Orlando, FL 32810
Veronica Sevilla	No	Assistant	Wilna francois	John Bridges 445 W 13 th Street, Apopka, FL 32703
Daja McFadden	No	Center Supervisor	Sunitha Koorathota	McCoy, 5225 Semoran Blvd, Orlando, FL 32822
Yolimarie Vaquez	No	Teacher	Shanel Wardsworth	WS Elementary, 944 Lake Mann Drive, Orlando, FL 32805
Antawnia Brooks	No	Teacher	Tiffany Brown	Pine Hills 6408 Jennings Road, Orlando, FL 32818
Aleshka Wolf	No	Assistant (speaks spanish)	Nicole Davis	WSELC, 2500 Bruton Blvd, Orlando, FL 32811
Tiatire Iglesias	No	Assistant (speaks Spanish)	Rachel Hicks	Dillard, 311 North Dillard Street, Winter Garden, 34787

Vacancies		
Teachers	Assistants/aides	Family Service Worker
1. John Bridges	1. Callahan	1.Lovell
2. Hal Marston	2.John Bridges	
3. Lila Mitchell	3. Pine Hills	
4. Pine Hills	4. Pine Hills	
5. Englewood	5. John Bridges	
6. Pine Hills	6. East Orange	
7. West Oaks	7. McCoy	
	8. Rosemont	
	9. WSELC	

Head Start Budget Summary July 31, 2025

Head Start Budget Summary																		
Below is a statement of fiscal 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 2023-2024	October	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Pre-Encumbered	Encumbered Amount	Total YTD	Balance	% Budget Used YTD
Administration	7521	2,048,166	121,341	144,700	141,124	245,647	123,362	186,178	145,332	123,895	128,841				4,447	1,501,562	542,147	73.31%
Education	7522	13,757,960	1,154,779	1,332,529	1,097,887	795,699	949,107	1,517,531	1,103,709	1,032,968	762,432				260,799	11,038,547	2,458,514	82.13%
USDA Administration	7523	162,184	11,677	10,839	12,007	10,418	8,369	15,823	12,170	10,369	10,770				0	114,364	47,830	70.61%
USDA Services	7524	1,773,691	18,361	87,210	104,722	271,034	155,264	85,836	322,592	337,252	117,533				184,668	1,525,950	63,044	96.45%
Training	7525	156,670	0	6,149	18,085	20,722	20,275	13,484	24,123	18,901	10,038				3,000	131,677	22,193	85.85%
Disabilities	7526	652,207	10,773	11,533	10,971	19,503	27,878	36,252	40,862	44,462	39,494				21,052	251,830	379,325	41.84%
Health and Dental	7527	495,871	37,550	36,052	39,444	35,081	28,869	39,206	33,934	29,412	29,545				0	343,747	152,124	69.32%
PFCE	7528	2,533,873	199,502	199,410	191,697	191,294	176,627	269,814	198,387	181,321	181,988				0	1,982,441	753,400	77.45%
General Fund	7529	767,734	39,166	48,673	42,458	44,724	40,514	61,489	38,993	54,240	48,059				56,628	458,352	272,764	65.37%
Facilities	7534	780,216	19,193	20,430	314,732	22,423	30,767	33,445	24,217	28,542	28,338				0	547,693	232,523	70.20%
Total		23,149,662	1,602,370	1,792,772	1,889,368	1,972,303	1,648,863	1,560,883	2,259,051	1,944,318	1,861,251	0	0	0	530,595	17,875,162	4,923,853	77.22%
Expense Per Quarter					1,761,503		1,727,348				2,021,540							
Cost Per Child				1,168			1,145				1,341							

Head Start YTD Summary July 31, 2025

Head Start Budget Summary

Below is a different statement of financial activity. This summarizes all the financial spending over a period of time. In the example below we are looking at fiscal year to date spending. This spending has been separated into salary and non-salary expense. This report is also gives the council an understanding of Orange County Head Start's financial health.

	FY 2023 Current Budget	PRE Encumbered Amount	Encumbered Amount	FY 2024 Total YTD	Balance	% Percent Budget Used YTD
7521 - Admin Salary	1,889,221			1,349,916	539,303	71.45%
7522 - Education Salary	12,940,240			10,524,842	2,415,398	81.33%
7523 - USDA Admin Salary	153,970			113,132	40,838	73.48%
7524 - USDA Services Salary	246,429			199,857	46,572	81.10%
7526 - Disability Salary	578,030			208,700	369,330	36.11%
7527 - Health Salary	480,269			333,715	146,554	69.48%
7528 - PFCE Salary	2,489,157			1,918,549	550,608	77.70%
7529 - General Funds	696,262			429,676	266,586	61.71%
7534 - Facilities Salary	297,958			187,727	110,231	63.00%
Total Salary	19,751,536	0	0	15,266,116	4,485,420	77.29%
7521 - Admin	158,935		4,447	151,643	2,844	98.21%
7522 - Education	817,614		260,799	513,705	43,110	94.73%
7523 - USDA Admin	8,214			1,223	6,991	14.89%
7524 - USDA Services	1,527,262		184,668	1,326,123	16,472	98.92%
7525 - Training	156,870		3,000	131,677	22,193	85.85%
7526 - Disability	74,177		21,052	43,130	9,985	86.53%
7527 - Health	15,602			10,032	5,570	64.30%
7528 - PFCE	64,716			43,982	21,734	67.98%
7529 - General Funds	91,472		56,628	28,676	6,167	93.26%
7534 - Facilities	501,458			359,966	122,292	74.84%
Total Non-Salary	3,416,320	0	530,595	2,610,166	257,369	76.40%
Grand Total	23,167,856	0	530,595	17,876,273	4,742,789	77.16%

Community and Family Services Through July 31, 2025: Fund - 7005 Dept - 062 Unit 7521 H. S Admin 74% of FY Elapsed

JECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	7FA	REGULAR SALARIES AND WAGES	1,184,940.00	82,575.02	87,036.64	86,329.99	84,967.48	98,439.48	94,233.40	125,602.78	82,853.00	82,995.36	82,717.50	.00	.00	.00	905,760.56	289,189.45	75.9
3	7FA	RECRUITMENT & RETENTION PAY	11,588.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	11,588.00	0
3	7FA	OTHER SALARIES AND WAGES	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	0
3	7FA	OVERTIME	10,700.00	2,683.30	1,280.46	1,964.72	716.52	979.37	630.33	571.87	794.26	314.14	741.43	.00	.00	.00	10,696.18	3.82	99.96
3	7FA	SPECIAL PAY	500.00	450.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	450.00	50.00	90
3	7FA	LONGEVITY PAY	12,720.00	.00	12,700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	12,700.00	20.00	99.84
3	7FA	FICA TAXES	92,347.00	6,326.75	7,486.08	6,514.39	6,360.15	7,014.71	6,762.70	9,123.01	6,059.92	6,076.21	6,086.72	.00	.00	.00	67,809.64	24,537.36	73.43
3	7FA	RETIREMENT CONTRIBUTION	163,572.00	11,894.14	14,174.26	12,282.01	11,971.87	11,774.43	12,408.32	17,859.22	12,462.39	12,658.42	12,813.04	.00	.00	.00	130,298.10	33,273.90	79.66
3	7FA	LIFE AND HEALTH INSURANCE	379,500.00	17,411.42	17,903.06	18,123.06	22,636.58	19,655.88	19,655.88	29,684.52	19,456.58	19,656.58	19,656.58	.00	.00	.00	203,840.12	175,659.88	53.71
3	7FA	INCENTIVES	.00	.00	.00	.00	10,850.00	.00	-10,850.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
3	7FA	PAYMENTS TO OPEB TRUST	18,374.00	.00	.00	.00	.00	.00	.00	.00	18,373.91	.00	.00	.00	.00	.00	18,373.91	.09	100
		Total of Salaries	1,889,221.00	121,340.63	140,580.39	125,234.17	137,302.58	135,863.87	123,040.63	182,841.20	140,000.05	121,699.71	122,015.27	.00	.00	.00	1,349,918.50	539,302.50	71.45
5	7FB	INDIRECT COSTS	106,329.00	.00	.00	.00	.00	106,329.00	.00	.00	.00	.00	.00	.00	.00	.00	106,329.00	.00	100
9	7FC	EMPLOYMENT AGENCY	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	0
3	7FC	LOCAL TRAVEL	2,750.00	.00	28.46	.00	22.78	68.81	68.68	133.26	408.06	120.62	47.71	.00	.00	.00	886.18	1,853.82	32.59
3	7FC	SERVICES	800.00	.00	.00	.00	31.85	.00	32.00	.00	31.75	31.75	.00	.00	.00	.00	127.35	672.65	15.92
3	7FC	TOLL CHARGES	20.00	.00	2.28	.00	.00	.00	.00	.00	3.00	7.54	.00	.00	.00	.00	12.82	7.18	64.1
3	7FC	RENTAL OF EQUIPMENT	3,100.00	.00	501.80	250.90	250.90	250.90	250.90	250.90	.00	250.90	250.90	.00	.00	.00	1,350.94	-509.04	116.42
3	7FC	COMMUNICATIONS	7,000.00	.00	.00	607.59	614.31	1,228.65	30.90	.00	1,963.92	654.64	.00	.00	.00	.00	5,100.01	1,899.99	72.86
3	7FC	MAINTENANCE OF EQUIPMENT	10,000.00	.00	.00	.00	1,479.51	.00	.00	2,012.46	.00	568.53	928.02	.00	.00	.00	4,988.52	1,915.00	80.85
3	7FC	GRAPHIC REPROD SVCS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,096.48	.00	0
3	7FC	DUES AND MEMBERSHIPS	4,000.00	.00	.00	7,144.00	.00	.00	.00	.00	.00	.00	3,980.00	.00	.00	.00	11,124.00	-7,124.00	278.1
3	7FC	VIDEOS, AND SUBSCRIPTIONS	75.00	.00	.00	50.45	50.45	50.45	.00	.00	.00	.00	.00	.00	.00	.00	151.35	-76.35	201.8
3	7FC	INCLUDING PRINTING)	6,000.00	.00	.00	2,110.88	452.90	1,888.35	.00	1.52	199.03	561.75	276.37	.00	.00	.00	5,290.80	709.20	88.18
5	7FC	SUPPLIES	1,000.00	.00	.00	60.92	101.41	.00	.00	120.75	29.98	.00	26.98	.00	.00	.00	340.02	669.98	34
1	7FC	COMPUTER REL LESS THAN \$5000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0
3	7FC	EQUIPMENT LESS THAN \$5000	2,000.00	.00	.00	.00	.00	31.88	-30.90	97.08	.98	.00	.00	.00	.00	.00	99.07	1,900.93	4.95
2	7FC	PROMOTIONAL EXPENSES	100.00	.00	.00	.00	.00	135.23	.00	.00	.00	.00	.00	.00	.00	.00	135.23	-35.23	135.23
8	7FC	PROGRAM BENEFITS	1,500.00	.00	.00	.00	721.14	.00	.00	721.14	2,695.06	.00	.00	.00	.00	.00	4,137.34	-4,037.34	4137.34
2	7FC	SELF INS-PROP CASUALTY	8,061.00	.00	.00	179.85	98.30	.00	.00	.00	.00	.00	1,316.17	.00	.00	.00	1,592.32	-92.32	106.15
		Total of Operations	159,935.00	.00	530.54	19,455.59	3,821.55	109,783.08	351.58	3,337.12	5,331.79	2,195.73	6,826.13	.00	.00	.00	151,643.11	2,844.47	98.21
		Total of Unit 7521	2,048,156.00	121,340.63	141,110.93	144,699.76	141,124.13	245,648.95	123,392.21	186,176.32	145,331.84	123,885.44	128,841.40	.00	.00	.00	1,591,581.61	542,148.97	73.53

SJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
0	7FQ	REGULAR SALARIES AND WAGES	91,396.00	7,437.44	7,177.21	7,030.40	6,906.83	7,030.40	7,030.40	10,547.42	7,030.40	7,030.40	7,030.40	.00	.00	.00	74,251.31	17,143.68	81.24
5	7FQ	RECRUITMENT & RETENTION PAY	1,369.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,369.00	.00
10	7FQ	OVERTIME	500.00	758.16	.00	.00	-174.32	.00	.00	187.91	.00	.00	.00	.00	.00	.00	771.75	-271.75	154.35
10	7FQ	LONGEVITY PAY	1,200.00	.00	1,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,200.00	.00	100.00
0	7FQ	FICA TAXES	6,981.00	617.95	631.27	526.78	503.98	526.77	526.77	804.67	526.76	526.76	526.76	.00	.00	.00	5,719.85	1,271.15	81.82
0	7FQ	RETIREMENT CONTRIBUTION	11,422.00	1,117.07	1,141.83	958.26	917.64	958.26	958.26	1,463.24	958.26	958.26	958.26	.00	.00	.00	10,417.44	1,004.56	91.21
10	7FQ	LIFE AND HEALTH INSURANCE	38,000.00	1,746.87	1,761.22	1,801.22	1,853.18	1,853.18	1,853.18	2,813.77	1,813.18	1,853.18	1,853.18	.00	.00	.00	19,208.16	18,791.84	50.55
11	7FQ	HSA/FSA CONTRIBUTION/HEALTH INCENTIVES	.00	.00	.00	.00	2,000.00	.00	-2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,530.00	.00
10	7FQ	PAYMENTS TO OPEB TRUST	3,083.00	.00	.00	.00	.00	.00	.00	.00	1,563.00	.00	.00	.00	.00	.00	1,563.00	.00	50.69
		Total of Salaries	153,970.00	11,677.39	11,911.53	10,318.12	12,007.31	10,368.62	8,368.61	15,823.01	11,891.60	10,368.62	10,368.70	.00	.00	.00	113,131.51	40,838.49	73.48
25	7FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	49.80	.00	.00	278.38	.00	373.71	.00	.00	.00	701.39	5,841.71	10.73
10	7FR	LOCAL TRAVEL	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
30	7FR	TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
20	7FR	MAINTENANCE OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
10	7FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
18	7FR	EDUCATIONAL ASSISTANCE PROGRAM	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
32	7FS	SELF INS-PROP CASUALTY	521.00	.00	.00	.00	521.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	521.00	.00	100.00
		Total of Operations	8,214.00	.00	.00	.00	.00	49.80	.00	.00	278.38	.00	373.71	.00	.00	.00	1,222.89	6,981.11	14.89
		Total of Unit 7523	162,184.00	11,677.39	11,911.53	10,339.12	12,007.31	10,418.42	8,368.61	15,823.01	12,169.98	10,368.62	10,770.41	.00	.00	.00	114,354.40	47,829.60	70.51

Community and Family Services Through July 31, 2025: Fund -7005 Dept 062 Unit - 7524: USDA Services 96% of FY Elapsed

BUDGET	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
120	7FT	REGULAR SALARIES AND WAGES	133,016.00	11,062.64	11,862.40	12,060.00	10,626.53	11,862.40	11,862.40	17,604.79	17,889.94	10,679.88	4,022.82	.00	.00	.00	113,257.75	19,768.25	85.15
125	7FT	RECRUITMENT & RETENTION PAY	1,807.00	.00	.00	.00	.00	.00	.00	59.34	.00	.00	.00	.00	.00	.00	59.34	1,807.00	.00
140	7FT	OVERTIME	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	440.66	11.87
160	7FT	LONGEVITY PAY	2,700.00	.00	5,400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,400.00	-2,700.00	200.00
110	7FT	FICA TAXES	10,175.00	785.16	1,256.27	888.34	744.09	824.64	838.64	1,240.38	841.50	747.71	273.33	.00	.00	.00	8,410.26	1,764.74	82.66
120	7FT	RETIREMENT CONTRIBUTION	16,045.00	1,922.70	3,000.20	2,103.43	1,841.49	2,023.66	2,061.66	3,054.26	2,069.61	1,843.18	675.84	.00	.00	.00	20,696.04	-4,651.04	128.36
130	7FT	LIFE AND HEALTH INSURANCE	76,000.00	4,590.14	4,837.54	4,737.54	5,017.48	5,017.48	5,017.48	7,606.22	4,937.48	5,017.48	2,428.74	.00	.00	.00	49,007.66	26,992.42	64.48
		HSA/FA CONTRIBUTION/HEALTH INCENTIVES	.00	.00	.00	.00	2,550.00	.00	-2,550.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
131	7FT	PAYMENTS TO OPEB TRUST	6,186.00	.00	.00	.00	.00	.00	.00	.00	3,126.00	.00	.00	.00	.00	.00	3,126.00	3,060.00	50.53
200	7FT	Total of Salaries	246,429.00	18,360.64	26,156.41	19,759.31	20,779.59	19,548.37	17,230.20	29,464.93	22,874.53	18,282.26	7,400.73	.00	.00	.00	199,056.97	48,572.03	81.10
170	7FU	JANITORIAL SERVICE AND SUPPLY	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
110	7FU	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
115	7FU	MISCELLANEOUS OPERATING SUPPLIES	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00
123	7FU	EQUIPMENT LESS THAN \$5000	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
130	7FU	HOUSEHOLD AND KITCHEN SUPPLIES	450.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	450.00	.00
135	7FU	FOOD AND DIETARY	1,624,518.00	.00	.00	66,556.68	83,942.27	251,485.66	138,053.92	56,371.38	299,717.05	318,969.61	110,132.29	.00	.00	.00	1,325,228.66	14,621.64	98.04
482	7FS	SELF INS-PROP CASUALTY	894.00	.00	.00	894.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	894.00	.00	100.00
		Total of Operations	1,327,262.00	.00	.00	67,450.58	83,942.27	251,485.66	138,053.92	56,371.38	299,717.05	318,969.61	110,132.29	.00	.00	.00	1,326,122.66	16,471.64	98.92
		Total of Unit 7524	177,369.1	18,360.64	26,156.41	87,209.69	104,721.86	277,033.93	155,284.12	85,836.31	322,591.58	337,251.87	117,533.02	0	0	0	152,5979.63	63043.67	96.45

Community and Family Services Through July 31, 2025: Fund - 7005 Dept - 062 Unit - 7525: HS Training 86% of FY Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBE RED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3185	7FH	CONTRACTUAL SERVICES-TRAINING	50,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50,000.00	.00
3197	7FH	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
3410	7FH	LOCAL TRAVEL	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
3420	7FH	OUT OF COUNTY TRAVEL	39,000.00	.00	.00	2,868.12	9,204.72	12,112.18	12,120.28	8,779.66	3,006.04	12,921.12	.00	.00	.00	.00	61,001.00	-23,001.00	180.53
3610	7FH	RENTAL OF EQUIPMENT	3,460.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,460.00	.00
3620	7FH	LEASES-BUILDINGS/STRUCTURES	2,996.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,638.00	.00	.00	.00	1,638.00	1,357.00	54.99
3610	7FH	GRAPHIC REPROD SVCS	60.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	60.00	.00
3610	7FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	9,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	9,250.00	.00
4020	7FH	TRAINING AND EDUCATIONAL COST	38,000.00	.00	.00	3,291.00	8,880.00	8,610.00	8,230.00	4,779.00	20,768.00	5,880.00	8,400.00	.00	.00	3,000.00	68,838.00	-33,838.00	186.05
4030	7FH	LICENSE AND CERTIFICATION FEES	3,961.00	.00	.00	.00	.00	.00	-75.00	-75.00	350.00	.00	.00	.00	.00	.00	200.00	3,751.00	5.06
4040	7FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4110	7FH	MISCELLANEOUS OPERATING SUPPLIES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4115	7FH	EVENT/MEAL REIMBURSEMENTS	2,016.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,016.00	.00
4116	7FH	EDUCATIONAL ASSISTANCE PROGRAM	6,948.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,948.00	.00
4418	7FH	EDUCATIONAL ASSISTANCE PROGRAM	6,948.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,948.00	.00
		Total of Operations	156,870.00	.00	.00	6,149.12	19,084.72	20,722.18	20,275.26	13,483.56	24,123.04	18,801.12	10,038.00	.00	.00	3,000.00	131,677.00	22,193.00	85.85
		Total of Unit 7525	156,870.00	.00	.00	6,149.12	19,084.72	20,722.18	20,275.26	13,483.56	24,123.04	18,801.12	10,038.00	.00	.00	3,000.00	131,677.00	22,193.00	85.85

Community and Family Services Through July 31, Fund - 7005 Dept - 062 Unit - 7526: HS Disability 4.2% of FY Elapsed

SUBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ED AMOUNT	TOTAL YTD	BALANCE	BUDGET USED
1120	7FI	REGULAR SALARIES AND WAGES	368,264.00	7,086.28	6,211.20	6,211.20	6,211.20	11,183.70	15,768.75	23,794.16	15,768.00	23,904.02	23,904.01	.00	.00	.00	140,043.52	216,270.48	39.31
1125	7FI	RECRUITMENT & RETENTION PAY	2,446.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2446	0
1130	7FI	OTHER SALARIES AND WAGES	20,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,564.20	2,131.20	.00	.00	.00	3,695.40	163,04.6	18.48
1140	7FI	OVERTIME	2,000.00	1,102.42	.00	.00	465.84	25.95	174.75	133.74	.00	71.15	5.92	.00	.00	.00	1,980.67	19.33	99.03
1160	7FI	LONGEVITY PAY	2,000.00	.00	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	500	75
2110	7FI	FICA TAXES	27,389.00	612.37	575.15	460.38	489.98	813.53	1,159.95	1,740.73	1,148.44	1,869.72	1,908.09	.00	.00	.00	10,776.44	16592.66	39.37
2120	7FI	RETIREMENT CONTRIBUTION	50,711.00	1,116.11	1,051.03	845.58	910.08	1,528.01	2,173.24	3,241.93	2,149.18	3,267.82	3,354.55	.00	.00	.00	19,638.66	31072.41	38.73
2130	7FI	LIFE AND HEALTH INSURANCE	114,000.00	855.39	891.66	891.66	1,265.46	2,581.45	3,564.28	5,408.42	3,504.28	5,473.34	5,473.34	.00	.00	.00	29,867.28	84192.72	26.2
2131	7FI	INCENTIVES	.00	.00	.00	.00	1,000.00	.00	-1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
2200	7FI	PAYMENTS TO OFEB TRUST	3,250.00	.00	.00	.00	.00	.00	.00	.00	1,198.30	.00	.00	.00	.00	.00	1,198.30	2051.7	36.87
		Total of Salaries	578,030.00	10,772.57	10,136.04	8,395.82	10,342.56	16,133.74	21,841.97	34,317.04	23,766.20	36,150.25	36,777.01	.00	.00	.00	208,700.20	369329.8	36.11
3195	7FK	CONTRACTUAL SERVICES MEDICAL	45,000.00	.00	.00	.00	350.00	3,059.22	5,129.28	1,446.60	16,755.60	6,829.60	2,514.66	.00	.00	.00	11,272.80	36,084.96	105.24
3410	7FK	LOCAL TRAVEL	3,000.00	.00	117.79	230.34	228.81	222.64	673.55	480.19	115.77	1,209.29	192.08	.00	.00	.00	3,470.47	-470.47	115.68
3510	7FK	POSTAGE AND MESSENGER SERVICES	150.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	150	0
3530	7FK	TOLL CHARGES	50.00	.00	5.84	11.14	8.94	6.62	33.34	8.20	.00	55.15	.00	.00	.00	.00	129.21	-79.21	258.42
3720	7FK	COMMUNICATIONS	2,000.00	.00	.00	75.29	40.30	80.60	.00	.00	.00	80.60	.00	.00	.00	.00	501.12	1498.88	25.06
4020	7FK	SUBSCRIPTIONS	4,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	899.80	3100.2	22.5
4040	7FK	LICENSE AND CERTIFICATION FEES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50	0
4110	7FK	PRINTING	4,000.00	.00	.00	39.50	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	39.50	3960.5	0.99
4115	7FK	MISCELLANEOUS OPERATING SUPPLIES	13,000.00	.00	.00	.00	.00	.00	.00	.00	.00	127.60	.00	.00	.00	.00	127.60	3992.82	69.29
4121	7FK	COMPUTER RELESS THAN \$5000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50	0
4418	7FK	EDUCATIONAL ASSISTANCE PROGRAM	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50	0
4422	7FK	SCHOLARSHIPS, AWARDS AND BENEFITS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50	0
4482	7FG	SELF INS-PROP CASUALTY	2,777.00	.00	.00	2,777.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,777.00	0	100
		Total of Operations	74,177.00	123.83	123.83	3,133.27	629.05	3,369.08	5,836.18	1,934.99	17,095.70	6,302.22	2,708.76	.00	.00	.00	21,052.18	43,129.08	86.53
		Total of Unit 7526	652,207.00	10,772.57	10,322.67	11,533.09	10,970.81	19,502.02	27,678.15	36,252.03	40,861.90	44,452.47	39,483.77	.00	.00	.00	21,052.18	379,324.74	41.84

Community and Family Services Through July 31, 2025 Fund - 7005 Dept - 062 Unit - 7527: HS Child Health and Development 69% of FY Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM AMOUNT	TOTAL YTD	BALANCE	%
1120	7FV	REGULAR SALARIES AND WAGES	294,218.00	23,062.05	22,688.58	23,005.41	23,024.84	23,464.73	17,368.94	26,849.76	20,326.97	19,594.25	19,539.11	.00	.00	.00	218,824.64	75,393.36	74.38
1125	7FV	RECRUITMENT & RETENTION PAY	2,829.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,829.00	.00
1130	7FV	OTHER SALARIES AND WAGES	10,000.00	3,133.12	2,016.00	674.01	522.24	.00	456.96	.00	997.15	816.00	889.44	.00	.00	.00	9,504.92	495.08	95.05
1140	7FV	OVERTIME	3,000.00	1,360.37	5.13	46.14	289.56	2.96	11.86	329.68	888.81	.00	34.78	.00	.00	.00	2,969.29	30.71	98.98
1150	7FV	SPECIAL PAY	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00	.00	.00	.00	500.00	.00	100.00
1160	7FV	LONGEVITY PAY	1,300.00	.00	1,300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,300.00	.00	100.00
2110	7FV	FICA TAXES	22,509.00	2,042.72	1,910.39	1,746.35	1,894.68	1,713.46	1,341.04	2,043.92	1,671.82	1,575.68	1,540.15	.00	.00	.00	17,480.21	5,028.79	77.66
2120	7FV	RETIREMENT CONTRIBUTION	40,038.00	3,311.76	3,251.28	3,141.92	3,177.75	3,198.66	2,369.01	3,707.81	2,891.70	2,670.69	2,746.23	.00	.00	.00	30,466.80	9,571.20	76.09
2130	7FV	LIFE AND HEALTH INSURANCE	101,000.00	4,669.76	4,799.76	4,859.76	8,011.60	6,012.10	3,781.20	5,691.80	4,252.64	3,893.20	4,754.86	.00	.00	.00	50,671.68	50,328.32	50.17
2131	7FV	INCENTIVES	.00	.00	.00	.00	1,000.00	.00	-1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	7FV	PAYMENTS TO OPEB TRUST	4,875.00	.00	.00	.00	.00	.00	.00	.00	1,997.16	.00	.00	.00	.00	.00	1,997.16	2,877.84	40.97
		Total of Salaries	480,269.00	37,579.78	35,871.14	33,473.59	37,920.67	34,391.90	24,329.01	36,622.97	33,026.25	29,994.82	29,504.57	.00	.00	.00	333,714.70	146,554.30	69.48
3179	7FW	CONTRACTUAL SERVICES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
3195	7FW	EMPLOYMENT AGENCY	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
3410	7FW	CONTRACTUAL SERVICES MEDICAL	500.00	.00	180.37	216.66	39.20	165.29	156.18	269.06	51.66	128.84	40.00	.00	.00	.00	1,247.28	-747.28	249.46
3530	7FW	LOCAL TRAVEL	50.00	.00	.00	6.85	.00	4.61	.00	.00	.00	.00	.00	.00	.00	.00	11.46	38.54	22.92
		TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
3720	7FW	COMMUNICATIONS	2,000.00	.00	.00	196.19	236.49	472.98	.00	.00	709.47	236.49	.00	.00	.00	.00	1,851.62	148.38	92.68
4020	7FW	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4110	7FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	550.00	.00	.00	.00	483.06	.00	199.15	.00	.00	.00	.00	.00	.00	.00	692.21	-142.21	125.86
4115	7FW	MISCELLANEOUS OPERATING SUPPLIES	10,500.00	.00	.00	.00	697.50	.00	4,184.84	103.90	.00	.00	.00	.00	.00	.00	4,986.24	5,513.76	47.49
4121	7FW	COMPUTER REL LESS THAN \$5000	50.00	.00	.00	.00	.00	.00	.00	210.00	147.00	51.39	.00	.00	.00	.00	408.39	-358.39	816.78
4143	7FW	MED AND SURG SUPPLIES	50.00	.00	.00	.00	56.85	26.20	.00	.00	.00	.00	.00	.00	.00	.00	83.05	-33.05	166.10
4418	7FW	EDUCATIONAL ASSISTANCE PROGRAM	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4422	7FW	SCHOLARSHIPS, AWARDS AND BENEFITS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4482	7FG	SELF INS-PROP CASUALTY	752.00	.00	.00	752.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	752.00	.00	100.00
		Total of Operations	15602	0	180.37	1171.72	1523.1	669.08	4540.17	582.96	908.13	416.72	40	0	0	0	10032.25	5569.75	64.3
		Total of Unit 7527	495871	37579.78	36051.51	34645.31	39443.77	35060.98	28669.18	39205.93	33934.38	29411.54	29544.57	0	0	0	343746.95	152124.05	69.32

Community and Family Services Through July 31, 2025 Fund - 7005 Dept - 062 Unit - 7528: HS Parent Family Community Engagement 77% of FY Elapsed

OBJ	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FX	REGULAR SALARIES AND WAGES	1,494,992.00	116,943.37	116,271.19	113,737.59	105,978.05	111,108.79	111,788.95	165,472.44	108,965.11	113,095.83	112,056.08	.00	.00	.00	1,176,370.40	318,611.60	78.69
1125	7FX	RECRUITMENT & RETENTION PAY	15,925.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	15,925.00	.00
1130	7FX	OTHER SALARIES AND WAGES	77,500.00	6,016.83	8,112.84	5,968.26	5,902.33	9,487.99	7,880.39	11,226.69	8,741.28	6,215.50	7,812.40	.00	.00	.00	77,376.48	123.52	99.84
1140	7FX	OVERTIME	19,100.00	8,176.34	.00	925.81	.00	277.95	671.74	2,711.48	2,149.31	1,577.00	1,879.13	.00	.00	.00	19,030.72	69.28	100.00
1150	7FX	SPECIAL PAY	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00	.00
1160	7FX	LONGEVITY PAY	13,780.00	.00	13,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	13,250.00	500.00	96.39
1180	7FX	FICA TAXES	13,780.00	9,633.23	10,103.67	8,847.20	8,430.04	8,829.00	8,821.82	13,130.36	8,755.88	8,827.54	8,878.01	.00	.00	.00	94,256.75	20,108.25	82.42
2110	7FX	RETIREMENT CONTRIBUTION	114,385.00	17,892.72	18,520.60	16,312.40	15,300.69	15,912.85	16,062.46	23,548.51	15,642.19	16,350.90	16,627.64	.00	.00	.00	172,361.04	26,150.96	86.83
2120	7FX	LIFE AND HEALTH INSURANCE	198,512.00	30,839.24	32,064.48	32,261.18	37,694.59	33,910.00	33,913.59	50,686.93	32,705.70	33,912.58	33,912.58	.00	.00	.00	352,031.86	154,388.16	69.52
2130	7FX	HSA/FSA CONTRIBUTION/HEALTH INCENTIVES	505,400.00	.00	.00	.00	11,650.00	.00	-11,650.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2131	7FX	PAYMENTS TO OPEB TRUST	27,623.00	.00	.00	.00	.00	.00	.00	.00	12,781.85	.00	.00	.00	.00	.00	12,781.85	14,841.15	46.27
2200	7FX	Total of Salaries	2,469,157.00	189,501.73	198,322.78	178,542.44	185,957.79	179,536.55	167,928.94	267,778.41	189,942.26	179,980.35	160,967.84	.00	.00	.00	1,918,459.09	550,697.91	77.70
3179	7FY	CONTRACTUAL SERVICES	5,700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,700.00	.00
3410	7FY	EMPLOYMENT AGENCY	3,000.00	.00	87.24	12.73	83.35	99.09	237.65	121.03	78.13	108.81	116.26	.00	.00	.00	944.28	2,065.72	31.48
3530	7FY	LOCAL TRAVEL	100.00	.00	.00	.00	2.75	.00	.00	9.15	.00	4.88	.00	.00	.00	.00	16.78	63.22	16.78
3720	7FY	TOLL CHARGES	11,000.00	.00	.00	1,252.66	1,180.12	2,357.59	.00	.00	3,386.05	1,069.12	.00	.00	.00	.00	9,245.53	1,754.47	84.05
4020	7FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	60.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00	.00	.00	.00	.00	2,000.00	-1,950.00	4,000.00
4110	7FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	9,000.00	.00	.00	.00	1,808.45	-19.99	225.48	227.90	.00	.00	504.87	.00	.00	.00	2,746.51	6,253.49	30.52
4115	7FY	MISCELLANEOUS OPERATING SUPPLIES	4,000.00	.00	.00	66.16	.00	.00	73.67	294.59	979.47	.00	14.62	.00	.00	.00	1,428.53	2,571.47	35.71
4121	7FY	COMPUTER EQUIP UNDER \$500 & COMPUTER REL LESS THAN \$5000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	27.99	20.05	.00	.00	.00	48.08	1.92	95.16
4123	7FY	EQUIPMENT LESS THAN \$5000	3,000.00	.00	.00	.00	94.88	.00	28.49	59.68	.00	.00	344.38	.00	.00	.00	527.42	2,472.58	17.59
4412	7FY	PROMOTIONAL EXPENSES	7,000.00	.00	.00	222.81	90.80	.00	7,916.64	1,050.00	1,829.88	.00	.00	.00	.00	.00	11,109.79	-4,109.79	168.71
4418	7FY	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4450	7FY	PARENT ACTIVITY FUND	9,216.00	.00	.00	.00	2,076.32	1,448.55	216.12	272.81	171.29	129.57	.00	.00	.00	.00	4,314.76	4,901.24	46.82
4482	7FG	SELF INS-PROP CASUALTY	11,600.00	.00	.00	11,800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	11,800.00	.00	100.00
		Total of Operations	64,716.00	.00	87.24	13,154.18	5,336.47	3,885.33	8,688.04	2,035.16	8,444.82	1,340.37	1,000.01	.00	.00	.00	43,951.82	20,734.39	67.95
		Total of Unit 7528	2,533,873.00	189,501.73	198,410.02	191,696.62	191,294.26	183,421.89	176,626.98	269,813.57	198,387.08	181,320.72	181,967.85	.00	.00	.00	1,932,440.71	571,432.29	77.45

Community and Family Services Through July 31, 2025 Fund - 062 Unit - 7529: HS General Fund 65% of FY Elapsed

OBJ	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Encumbered	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	HZE	REGULAR SALARIES AND WAGES	442,654.00	26,923.12	28,222.40	28,222.40	28,882.73	28,222.40	28,202.18	41,520.53	25,748.80	25,601.37	25,240.11	.00	.00	.00	284,186.04	158,467.96	64.20
1125	HZE	RECRUITMENT & RETENTION PAY	4,270.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,270.00	.00
1150	HZE	SPECIAL PAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	-500.00	.00
1160	HZE	LONGEVITY PAY	4,450.00	.00	4,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,200.00	250.00	94.38
2110	HZE	FICA TAXES	34,531.00	1,836.90	2,399.55	2,078.27	1,972.93	2,075.41	2,073.65	3,024.58	1,883.21	1,908.48	1,842.59	.00	.00	.00	21,195.77	13,335.23	61.38
2120	HZE	RETIREMENT CONTRIBUTION	61,523.00	3,687.64	4,419.16	3,846.70	3,964.10	3,846.70	3,814.88	5,248.63	3,509.55	3,489.44	3,541.18	.00	.00	.00	38,988.18	22,554.82	63.34
2130	HZE	LIFE AND HEALTH INSURANCE	148,394.00	7,318.07	7,431.74	7,571.74	7,972.84	7,972.84	7,972.84	11,569.70	7,422.80	7,971.88	7,971.88	.00	.00	.00	81,176.33	67,157.67	64.79
2131	HZE	INCENTIVES	.00	.00	.00	.00	1,550.00	.00	-1,550.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2150	HZE	UNEMPLOYMENT COMPENSATION	500.00	.00	.00	.00	.00	.00	.00	.00	-550.00	.00	.00	.00	.00	.00	-550.00	1,050.00	-110.00
3167	HZE	Total of Salaries	696,282.00	39,165.93	48,672.85	41,719.11	42,042.60	42,117.35	40,513.75	61,363.44	38,014.36	39,471.17	38,595.76	.00	.00	.00	429,676.32	286,585.68	61.71
3195	HZE	GOVERNMENTAL AGENCIES	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00
3197	HZE	CONTRACTUAL SERVICES MEDICAL	60,000.00	.00	.00	.00	.00	.00	.00	.00	928.00	3,625.29	8,250.96	.00	.00	.00	12,804.25	2,482.37	95.66
4020	HZE	OTHERWISE SPECIFIED	22,800.00	.00	.00	.00	.00	.00	.00	.00	.00	11,140.00	.00	.00	.00	.00	11,140.00	520.00	97.72
4110	HZE	AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	.00	100.90	.00	.00	1.92	.00	.00	.00	102.82	-52.82	205.64
4115	HZE	PRINTING) -----	450.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	450.00	.00
4116	HZE	SUPPLIES	5,000.00	.00	.00	739.32	.00	2,496.75	.00	19.60	50.45	1.38	.00	.00	.00	.00	3,307.50	1,692.50	66.15
4123	HZE	EVENT/MEAL REIMBURSEMENTS	250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	250.00	.00
4135	HZE	EQUIPMENT LESS THAN \$5000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4482	HZE	FOOD AND DIETARY	1,500.00	.00	.00	.00	.00	109.44	.00	.00	.00	.00	140.25	.00	.00	775.00	249.69	475.31	66.31
		SELF-INS-PROP CASUALTY	1,072.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,072.00	.00	.00	.00	1,072.00	0	100
		Total of Operations	91,472.00	.00	.00	739.32	.00	2,606.19	.00	120.50	978.45	14,769.59	9,463.21	.00	.00	.00	28,676.28	6,187.38	93.26
		Total of Unit 7529	787,340.00	39,165.93	48,672.85	42,458.43	42,042.60	44,723.54	40,513.75	61,483.94	38,992.81	39,439.76	48,058.97	.00	.00	.00	458,352.58	272,753.04	65.37

Community and Family Services Through July 31, 2025 Fund - /005 Fund - /005 Dept - 062 Unit - /534: Facilities 70% of F-Y Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FL	REGULAR SALARIES AND WAGES	173,690.00	11,840.42	11,609.44	11,513.92	10,769.71	12,791.50	12,144.00	18,216.00	12,144.00	12,186.10	12,144.00	.00	.00	.00	126,289.09	48,339.91	72.16
1125	7FL	RECRUITMENT & RETENTION PAY	1,666.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,666.00	.00
1130	7FL	OTHER SALARIES AND WAGES	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00
1140	7FL	OVERTIME	2,600.00	183.69	67.23	6.32	33.52	282.85	161.35	51.55	.00	.00	336.76	.00	.00	.00	1,123.37	1,376.63	44.93
1160	7FL	LONGEVITY PAY	1,200.00	.00	1,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,200.00	.00	100.00
2110	7FL	FICA TAXES	13,280.00	867.52	911.92	815.77	767.89	896.54	877.70	1,302.01	866.36	868.57	891.12	.00	.00	.00	9,084.16	4,195.84	68.41
2120	7FL	RETIREMENT CONTRIBUTION	23,087.00	1,876.16	2,084.05	1,823.26	1,725.10	2,053.58	1,937.64	2,871.39	1,907.84	1,916.73	2,027.72	.00	.00	.00	20,223.46	2,863.54	87.50
2130	7FL	LIFE AND HEALTH INSURANCE	76,000.00	2,546.49	2,681.04	2,681.04	3,296.05	2,836.06	2,836.06	4,274.09	2,816.06	2,836.06	2,836.06	.00	.00	.00	28,639.01	46,360.99	39.00
2200	7FL	PAYMENTS TO OFER TRUST	1,625.00	.00	.00	.00	.00	.00	.00	.00	1,196.30	.00	.00	.00	.00	.00	1,196.30	428.70	73.74
		Total of Salaries	297,959.00	17,304.27	18,463.69	16,840.33	16,562.16	18,900.53	17,956.75	26,715.04	18,931.56	17,907.46	18,235.66	.00	.00	.00	187,727.42	110,230.58	63.00
3167	7FM	PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
3170	7FM	JANITORIAL SERVICE AND SUPPLY	7,000.00	647.73	647.73	647.73	1,295.46	647.73	647.73	647.73	647.73	647.73	647.73	.00	.00	.00	7,125.03	-125.03	101.79
3179	7FM	CONTRACTUAL SERVICES EMPLOYMENT AGENCY	600.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	600.00	.00
3197	7FM	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	-1,628.40	181.42
3350	7FM	OTHER INSURANCE AND BONDS	3,500.00	.00	.00	.00	5,458.00	.00	.00	.00	.00	.00	3,628.40	.00	.00	.00	5,458.00	-1,958.00	155.94
3420	7FM	OUT OF COUNTY TRAVEL	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00
3520	7FM	MOVING EXPENSE-COUNTY ASSETS	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
3530	7FM	TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3610	7FM	RENTAL OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3620	7FM	LEASES-BUILDINGS/STRUCTURES	312,300.00	62.53	62.53	62.53	285,726.87	62.53	62.53	62.53	62.53	62.53	62.53	.00	.00	.00	285,299.64	26,010.36	91.07
3710	7FM	UTILITIES	35,000.00	839.37	927.55	3,059.86	3,061.23	1,496.69	3,283.25	2,462.85	2,488.60	3,081.57	1,510.63	.00	.00	.00	22,230.60	12,769.40	63.22
3720	7FM	COMMUNICATIONS	13,045.00	.00	.00	34.95	34.99	69.98	.00	.00	51.32	.00	.00	.00	.00	.00	191.26	12,853.72	1.47
3810	7FM	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	18,000.00	338.75	338.75	857.56	1,068.50	780.63	674.95	794.76	579.16	682.34	579.85	.00	.00	.00	6,695.31	11,304.69	37.20
3820	7FM	MAINTENANCE OF EQUIPMENT	23,000.00	.00	.00	.00	.00	.00	244.86	.00	.00	.00	.00	.00	.00	.00	244.86	22,755.14	1.06
3825	7FM	INTERNAL FLEET MANAGEMENT CHARGES	26,028.00	.00	.00	4,336.98	804.23	.00	1,948.03	1,259.29	834.11	1,471.76	1,689.69	.00	.00	.00	12,344.89	13,683.11	47.43
3910	7FM	GRAPHIC REPROD SVCS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4110	7FM	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00	.00	.00	105.39	.00	374.45	.00	.00	.00	.00	.00	.00	.00	479.85	1,020.15	31.99
4115	7FM	MISCELLANEOUS OPERATING SUPPLIES	24,500.00	.00	.00	.00	371.20	78.50	1,732.60	354.52	181.27	444.08	727.52	.00	.00	.00	4,292.76	20,207.22	17.52
4123	7FM	EQUIPMENT LESS THAN \$5000	9,000.00	.00	.00	.00	431.39	231.91	3,794.34	330.56	398.00	716.00	2,407.53	.00	.00	.00	8,484.82	615.18	94.28
4126	7FM	TOOLS AND SMALL IMPLEMENTS	3,000.00	.00	.00	.00	.00	154.04	46.82	65.88	42.61	.00	476.94	.00	.00	.00	1,000.80	1,999.20	33.36
4175	7FM	CLOTHING AND WEARING APPAREL	116.00	.00	.00	.00	29.00	.00	.00	751.70	.00	.00	.00	.00	.00	.00	780.70	-664.70	673.02
4185	7FM	MISC SUPPLIES OR EXPENSES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4422	7FM	SCHOLARSHIPS, AWARDS AND BENEFITS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4482	7FG	SELF INS-PROP CASUALTY	719.00	.00	.00	719.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	719.00	.00	100.00
		Total of Operations	482,258.00	1,889.38	1,975.56	10,767.26	206,149.86	3,522.11	12,810.17	6,729.84	5,285.35	10,734.41	8,107.92	.00	.00	.00	359,985.96	122,292.04	74.64
		Total of Unit 7534	780,216.00	19,192.65	20,430.25	27,607.55	314,732.12	22,422.64	30,766.92	33,444.68	24,216.91	28,541.87	26,337.58	.00	.00	.00	547,693.41	232,522.59	70.20

Credit Card Expenses

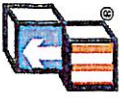
July 30, 2025

CH Full Name	Post Day	Comp Supp Name	Amount
CLAYTON, AMANDA	06/30/25	NTL FTHRHD	\$ 579.00
CLAYTON, AMANDA	07/01/25	ODP BUS SOL LLC	\$ 117.72
CLAYTON, AMANDA	07/01/25	ODP BUS SOL LLC	\$ 176.82
CLAYTON, AMANDA	07/02/25	ODP BUS SOL LLC	\$ 83.00
CLAYTON, AMANDA	07/02/25	ODP BUS SOL LLC	\$ 54.75
CLAYTON, AMANDA	07/01/25	ODP BUS SOL LLC	\$ 649.50
CLAYTON, AMANDA	07/02/25	ODP BUS SOL LLC	\$ 27.78
DUCK, CORTINA	06/30/25	ODP BUS SOL LLC	\$ 8,380.93
DUCK, CORTINA	07/01/25	NIC -AHCA AGENCY FOR HEAL	\$ 43.37
DUCK, CORTINA	06/30/25	ODP BUS SOL LLC	\$ 716.88
DUCK, CORTINA	07/01/25	ODP BUS SOL LLC	\$ 10.20
DUCK, CORTINA	07/01/25	ODP BUS SOL LLC	\$ 136.90
DUCK, CORTINA	07/01/25	ODP BUS SOL LLC	\$ 29.99
DUCK, CORTINA	07/01/25	ODP BUS SOL LLC	\$ 703.84
DUCK, CORTINA	07/01/25	ODP BUS SOL LLC	\$ 19.99
DUCK, CORTINA	07/07/25	NIC -AHCA AGENCY FOR HEAL	\$ 43.37
DUCK, CORTINA	07/07/25	NIC -AHCA AGENCY FOR HEAL	\$ 43.37
DUCK, CORTINA	07/10/25	NIC -DCF CHILD CARE	\$ 64.64
DUCK, CORTINA	07/14/25	NIC -DCF CHILD CARE	\$ 75.75
DUCK, CORTINA	07/14/25	NIC -AHCA AGENCY FOR HEAL	\$ 43.37
DUCK, CORTINA	07/17/25	NIC -DCF CHILD CARE	\$ 62.62
DUCK, CORTINA	07/23/25	NIC -AHCA AGENCY FOR HEAL	\$ 43.37
DUCK, CORTINA	07/23/25	NIC -AHCA AGENCY FOR HEAL	\$ 43.37
DUCK, CORTINA	07/23/25	NIC -AHCA AGENCY FOR HEAL	\$ 43.37
DUCK, CORTINA	07/23/25	NIC -AHCA AGENCY FOR HEAL	\$ 43.37
ELIBERT, MIGUERLINE	06/30/25	AMAZON MKTPL	\$ 62.04
ELIBERT, MIGUERLINE	06/30/25	AMAZON.COM	\$ (30.96)
ELIBERT, MIGUERLINE	06/30/25	DYNAMIC TOUR AND TRANSP	\$ 895.00
ELIBERT, MIGUERLINE	07/01/25	Amazon.com N32NM0OZ1	\$ 77.58
ELIBERT, MIGUERLINE	07/07/25	AMAZON MKTPL	\$ 155.10
ELIBERT, MIGUERLINE	07/09/25	CDW GOVT #AE8N82L	\$ 165.00
ELIBERT, MIGUERLINE	07/09/25	CDW GOVT #AE8Q32P	\$ 159.00
ELIBERT, MIGUERLINE	07/15/25	CDW GOVT #AE9HW2T	\$ 417.00
ELIBERT, MIGUERLINE	07/22/25	ODP BUS SOL LLC	\$ 476.28
ELIBERT, MIGUERLINE	07/24/25	LMG, LLC	\$ 9,781.75
ELIBERT, MIGUERLINE	07/25/25	Amazon.com DV2T83KK3	\$ 73.50
INFANTE, SILVIO	06/30/25	WAL-MART #0955	\$ 368.00
INFANTE, SILVIO	07/24/25	THE HOME DEPOT	\$ 65.57
INFANTE, SILVIO	07/24/25	THE HOME DEPOT	\$ 65.57
MOORE, SANDRA	06/30/25	AMAZON MKTPL	\$ 48.16
MOORE, SANDRA	07/18/25	AMAZON MKTPL	\$ 93.57
MOORE, SANDRA	07/29/25	AMAZON MKTPL	\$ 156.67
MOORE, SANDRA	07/29/25	AMAZON MKTPL	\$ 50.57
VILLALOBOS, NANCY	07/07/25	IN FLORIDA RECREATION AN	\$ 950.00
Total			\$ 26,266.67

ORANGE COUNTY HEAD START 2024-2025

ERSEA REPORT

MONTH: JULY YEAR: 2025



Sites	Funded Enrollment	Monthly Enrollment	10% IEP YTD	Drops YTD	Monthly Waiting List	Monthly New Applications 2024-2025	Monthly Applications 2025-2025	Monthly Attendance Under County % Under Federal %
Aloma	40	N/A	N/A	N/A	N/A	0	6	N/A
Bithlo	34	N/A	N/A	N/A	N/A	0	4	N/A
Callahan	49	N/A	N/A	N/A	N/A	0	5	N/A
Dillard	36	N/A	N/A	N/A	N/A	0	14	N/A
Dover Shores	54	N/A	N/A	N/A	N/A	0	10	N/A
East Orange	112	N/A	N/A	N/A	N/A	0	19	N/A
Engelwood	57	N/A	N/A	N/A	N/A	0	6	N/A
Hal P Marston	80	N/A	N/A	N/A	N/A	0	3	N/A
John Bridges	129	N/A	N/A	N/A	N/A	0	12	N/A
Lila Mitchell	70	N/A	N/A	N/A	N/A	0	9	N/A
Lovell	34	N/A	N/A	N/A	N/A	0	5	N/A
McCoy	37	N/A	N/A	N/A	N/A	0	6	N/A
Millennia	35	N/A	N/A	N/A	N/A	0	0	N/A
Pine Hills	188	N/A	N/A	N/A	N/A	0	8	N/A
Rosemont	35	N/A	N/A	N/A	N/A	0	2	N/A
Riverside	36	N/A	N/A	N/A	N/A	0	4	N/A
S.O YMCA	54	N/A	N/A	N/A	N/A	0	11	N/A
Southwood	109	N/A	N/A	N/A	N/A	0	29	N/A
Taft	110	N/A	N/A	N/A	N/A	0	15	N/A
Three Points	57	N/A	N/A	N/A	N/A	0	10	N/A
Ventura	37	N/A	N/A	N/A	N/A	0	8	N/A
WS ELC	86	N/A	N/A	N/A	N/A	0	11	N/A
WS Elementary	57	N/A	N/A	N/A	N/A	0	4	N/A

West Oaks	35	N/A	N/A	N/A	N/A	N/A	0	7	
OCHS Total	1536	N/A	N/A	N/A	N/A	N/A	0	175	N/A
Goal		-----							

Recruitment Efforts per Site

Aloma	3	Sally's Beauty, La Hacienda and FL Bakery and Restaurant
Bithlo	3	Bithlo Community Park, Bithlo Back to School Bash and Light Resource Center Back to School Bash
Callahan	N/A	N/A
Dillard	N/A	N/A
Dover Shores	5	Ana Mendez University, Dover Shores Neighborhood Community Center, True Health, Liberty Middle School and Dover Shores
East Orange	13	Bell Avalon, Avalon Reserve, DD's Discount, Aldi, Dollar Tree, W. Nails and Spa, My community Place Access Center, River Rach, Cricket Club, Academy at Waterford Lakes, High Point Club, Build My Burger and Aryden Villas (Walking Recruitment Initiative)
Engelwood	N/A	N/A
Hal P Marston	2	Citgo on Old Winter Garden Rd., Citgo on Mercy Drive
John Bridges	N/A	N/A
Lila Mitchell	N/A	N/A
Lovell	11	Pet Paradise Animal Hospital, Numero Insurance, NY Pizza Baby, Jeani Stars Beauty Creation, Elegante Barber Studio, Apopka Dental Art, Willow Lake Apartments, Key Foods Supermarket Apopka, Hope Community Center (800 S Hawthorne) Hope Community Center (1016 N Park) and Lovell Elementary
McCoy	3	Southeast Branch Library, Hispanic Help Center and the WIC Food Store / Israel Food Center
Millenia Elementary	N/A	
Pine Hills	5	BP Gas Station, Shoe Land, 7-11, Home Depot and Walmart
Rosemont Elementary		Walking Recruitment Initiative – See Below
Riverside Elementary	N/A	N/A
Southwood	4	Orange Technical college, Goodwill Industries, WIC Store and the Discount Coin Laundry
SO YMCA	3	Halston Park Center, Belmonta Park Central and Huntington on the Green
Taft	4	Pediatric Dental Group, Race Trac, Cypress Creek Back to School Event and Taft NCF
Three Points	N/A	N/A
Ventura	3	Uceda English School of Orlando, Dollar Tree and Elwood Staffing
WS ELC		Walking Recruitment Initiative – See Below
WS Elementary	2	Ocoee High School Back to School Bash and Washington Shores Elementary Back to School Bash (Walking Recruitment Initiative)
West Oaks	7	BLVD 2600 Luxury Apartments, The Oasis at Wekiva, The Laurel at Altamonte, Dream Lake Elementary School, Lakeville Elementary School, Piedmont Lakes Middle School and the Hope Community Center.
Walking Recruitment Initiatives	121	Walking Recruitment Initiatives were facilitated for East Orange, Rosemont Elementary, Washington Shores Elementary and Washington Shores ELC.
Total	215	

May 2025 Updates:

• <u>Open Enrollment 2025-26: July 2025</u>
• <u>Updates Returning Enrollment: N/A / VPK: /511</u>
• <u>Funded Enrollment 2024-2025: 1536 Current / Full Day - Full Year 780</u>



Promoting Healthy Eating and Nutrition for Head Start Children and Families

 headstart.gov/policy/im/acf-ohs-im-25-03

Promoting Healthy Eating and Nutrition for Head Start Children and Families ACF-OHS-IM-25-03

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-OHS-IM-25-03
2. **Issuance Date:** 03/19/2025
3. **Originating Office:** Office of Head Start
4. **Key Words:** Nutrition

Information Memorandum

To: All Head Start Recipients

Subject: Promoting Healthy Eating and Nutrition for Head Start Children and Families

Information:

Head Start programs play a vital role in supporting healthy eating and nutrition for enrolled children and families. Access to healthy foods and other nutrition services helps children grow, develop, and learn. Good nutrition is essential for brain development and provides children with the energy needed to stay active and focused throughout the program day. A balanced diet helps strengthen a child's immune system, reducing the risk of infections and illnesses. It also prevents childhood obesity, which can lead to chronic diseases like heart disease and diabetes.

This Information Memorandum (IM) affirms the critical role of Head Start programs in ensuring children and families have access to healthy food and comprehensive nutrition services. It also includes an overview of relevant statutory and regulatory requirements and reminds programs of the resources and partnerships available to support robust nutrition services for children and families. Lastly, this IM provides tips to foster enthusiasm for healthy eating in early learning environments and encourages Head

Start programs to use innovative strategies to promote health and nutrition. An appendix of additional resources is included to guide programs in their efforts.

BACKGROUND:

Head Start programs play an important role in achieving healthy outcomes for children and families. Nutrition services can be particularly impactful for families who experience food insecurity or live in communities where affordable, healthy food is less available. Research indicates that Head Start children are more likely to receive dental checkups and have healthy eating patterns than non-participants. They also have lower Body Mass Index (BMI) scores and are less likely to be overweight compared to children in other non-parental care ([Lee et al., 2013](#)). Obese, overweight, or underweight children who participate in Head Start have a significantly healthier BMI by kindergarten ([Lumeng, et al., 2015](#)). Additionally, Head Start graduates have better health status as adults than non-graduates; they are 7 percent less likely to be in poor health as adults than their siblings who did not attend Head Start ([Johnson, 2010](#); [Deming, 2009](#)).

The Head Start Program Performance Standards (the Performance Standards) prioritize nutrition services that are culturally and developmentally appropriate and meet each child's individual needs, including those with disabilities, allergies, and special dietary needs ([45 CFR §1302.44\(a\)\(1\)](#)). In doing so, programs help children experience a variety of nutritious foods, provide mealtime opportunities for socialization and enrichment, and support families in learning about the importance of healthy foods at home.

Head Start programs promote access to healthy food and nutrition in many ways. This includes, but is not limited to:

- Increasing access to and availability of healthy foods for children and families in classrooms, during home visits or group socialization activities, and during parent and family engagement activities.
- Supporting families with pregnancy, post-partum, and breastfeeding, as well as ensuring the nutritional needs of infants and toddlers are fully met.
- Helping families access affordable, healthy food options at home.
- Providing families with education on nutrition and the importance of physical activity.
- Reducing administrative burden and supporting families to get connected with other nutrition-related services for which they might be eligible, such as the Supplemental Nutrition Assistance Program (SNAP) and the Special Supplemental Assistance Program for Women, Infants, and Children (WIC).
- Using registered dietitians or nutritionists to support the implementation of Head Start requirements for healthy nutrition.
- Making safe drinking water available to children during the program day.
- Providing materials and equipment for center-based or home-based learning activities related to healthy eating, such as supplies to create gardens, greenhouses, and Indigenous seed hubs.

All Head Start grant recipients and their delegate agencies are required to participate in the Child and Adult Care Food Program (CACFP). The CACFP is a federal United States Department of Agriculture (USDA) program that provides reimbursements for nutritious meals and snacks to eligible children enrolled in participating programs, including Head Start programs. Implementing the [CACFP meal patterns](#) helps to ensure children receive a variety of nutrient-dense foods, including whole grains, a variety of fresh fruits, and vegetables, all while reducing intake of ultra-processed foods, added sugar intake, and saturated fats. While CACFP mandates low-fat options, including low-fat and fat-free dairy products for children over the age of 2, emerging evidence ([Venn-Watson 2023](#); [Vanderhout, et al., 2020](#)) suggests whole, full-fat dairy supports child development. Head Start programs can explore offering whole dairy where funding allows. We will support implementation of possible updated guidelines while meeting current standards. CACFP also provides resources such as the [seasonal buying guide](#) to promote in-season local produce, which is often full of flavor and nutrients, less reliant on chemicals and pesticides, and supports sustainability and local farmers. Additional information on CACFP is provided in more detail below.

Head Start programs are also required to actively collaborate with parents and families, including expectant families, on healthy eating practices ([45 CFR §1302.46](#)). Programs also engage parents to discuss their child's nutritional status and provide opportunities for families to learn about preparing healthy food at home.

Overview of Relevant Statutory and Regulatory Requirements

Nutrition services have been a hallmark of the Head Start program since its inception. This is reflected in the Head Start Act (the Act) and the Performance Standards, which detail program requirements related to food and nutrition. For instance, [Section 638](#) of the Act identifies nutrition as a key activity of the funding provided to Head Start agencies. [Section 648](#) of the Act requires programs to have qualified staff who can promote the importance of healthy, nutritional choices in daily classroom and family routines to prevent childhood obesity. The Act mentions nutrition services in other areas as well, as an essential part of comprehensive Head Start services.

The Performance Standards further outline what it means to provide nutrition services in Head Start programs. These requirements generally fall into two categories: those that occur when children are present in the teaching and learning environment, and those that focus on engaging with families.

Nutrition Requirements for the Teaching and Learning Environment

[Subpart D](#) of the Performance Standards focuses on the health and mental health requirements for Head Start programs. It states that programs must provide high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child's growth and school readiness ([45 CFR §1302.40](#)). This includes serving foods that are familiar to children as well as new foods. There are various requirements within this subpart that elaborate on what is expected of Head Start programs in the area of nutrition services:

- All Head Start programs must design and implement nutrition services that meet dietary needs of each child, including children with special dietary needs and children with disabilities, to support their growth and school readiness ([45 CFR §1302.44\(a\)\(1\)](#)).
- To ensure up-to-date child health status, Head Start programs must identify each child's nutritional health needs, considering available health information such as special dietary requirements, food allergies, and community nutrition issues ([45 CFR §1302.42\(b\)\(4\)](#)).
- The Performance Standards at [45 CFR §1302.44](#) detail specific child nutrition requirements, which include:
 - Ensuring each child in a program that operates for fewer than six hours per day receives meals and snacks that provide **one third to one half** of the child's daily nutritional needs.
 - Ensuring each child in a program that operates for six hours or more per day receives meals and snacks that provide **one half to two thirds** of the child's daily nutritional needs.
 - Serving three- to five-year-olds meals and snacks that conform to USDA requirements and are high in nutrients and low in saturated fat, sugar, and salt. Expect possible future updates to nutrition guidelines to reflect the latest science, including providing whole, full-fat dairy for child development.
 - Making sure that all children receive a nourishing breakfast by providing nutrient rich foods for children who did not eat breakfast before they arrived at their Head Start center.
 - Providing appropriate healthy snacks and meals to each child during group socialization activities in the home-based option.
 - Promoting breastfeeding for mothers who wish to breastfeed during program hours. This may include offering facilities to properly store and handle breast milk and making accommodations when needed.

- Connecting families to community lactation consultants or counselors when they choose breastfeeding but need support to be successful.

[Subpart C](#) of the Performance Standards focuses on the teaching and learning environment specifically when children are in center-based and family child care programs. The Performance Standards ensure that mealtimes are structured and used as learning opportunities. Language skills are strengthened through social conversations and fine motor abilities are tested in handling utensils or serving aides. The social skills involved in the back and forth of mealtime conversation also help children navigate friendships, turn-taking, and self-regulation.

Programs must implement snack and mealtimes in a manner that supports children's development and learning ([45 CFR §1302.31\(e\)\(2\)](#)):

- [Family style dining](#) – when children and teachers sit together for a meal or snack – is encouraged when developmentally appropriate to support consistency between home and school by replicating the experience of eating together as a family. Family style dining also offers a chance for staff to model healthy food choices and the importance of nutrition. Head Start programs are encouraged to use family style meals when developmentally appropriate. Family style meals benefit children by:
 - Encouraging healthy food choices as teachers and peers model positive attitudes toward nutrition.
 - Supporting children to learn in developmentally appropriate ways about concepts such as serving sizes, nutritional food groups, and the value of trying new foods.
 - Offering opportunity for children to practice using appropriately sized utensils to serve themselves and helping to set and clear the table. This improves children's fine motor skills, boosts their self-confidence, and expands their social skills.
- Support children's understanding of how food and nutrition contribute to growth and overall health, in alignment with the Head Start Early Learning Outcomes Framework (ELOF). For example, a preschooler should be supported to identify a variety of healthy and unhealthy foods, and to make healthy eating choices both independently and with support, and a toddler should show willingness to try nutritious foods when offered on multiple occasions.
- Make snack and mealtimes a positive experience for children. This means programs provide sufficient time for children to eat, avoid using food as a reward or punishment, and do not force children to finish their food. The Performance Standards help programs make meals enjoyable by creating [positive eating environments](#) where children are supported to develop and maintain healthy relationships with food.
- Promote consistency in mealtime routines between home and school by providing one-on-one time for infants during bottle feeding. For bottle-fed infants, Head Start programs must hold infants during feeding to support socialization. This one-on-one time helps staff build their relationships with infants. In turn, these safe and trusting relationships provide the foundation for learning and development because they help very young children feel secure and confident about exploring the world around them.

Nutrition Requirements for Engaging with Families

Parent and family engagement is a cornerstone of comprehensive Head Start services. Programs must partner with families to support their wellbeing and their children's learning and development. As it relates to health and nutrition, programs are required to promote children's and families' health by providing nutrition education support services that are understandable to individuals, including individuals with low health literacy ([45 CFR §1302.46\(a\)](#)). Programs must collaborate with parents to discuss their child's nutritional status, including the importance of healthy eating, the negative health consequences of sugar-sweetened beverages, and the importance of physical activity. They must also help parents understand how to select and prepare nutritious foods that meet the family's nutrition and food budget needs ([45 CFR](#)

[§1302.46\(a\)\(1\)\(ii\)](#)). Programs are strongly encouraged to provide specific information to families about the importance of eating whole foods and minimizing ultra-processed foods and avoiding added sugars such as those in soda and other sugar-sweetened beverages.

Funding and Partnerships to Support Nutrition Services for Head Start Programs, Children, and Families

Child and Adult Care Food Program (CACFP) and Head Start Programs

Head Start grant recipients and their delegate agencies are required to participate in CACFP ([45 CFR §1302.44\(b\)](#)), a federal program administered by the USDA, Food and Nutrition Services (FNS). Programs are reimbursed by CACFP for all enrolled children at the free rate. CACFP reimburses Head Start programs for up to two meals and one snack, or two snacks and one meal per day. All meals and snacks eligible for reimbursement by CACFP must conform to the requirements in the [CACFP Meal Patterns for Children](#).

The amount and type of food that must be offered varies based on the meal or snack, as well as the specific age group being served. USDA provides numerous resources to assist program officials in determining how foods credit toward the meal pattern requirements, including the [Food Buying Guide for Child Nutrition Programs](#) (FBG). Head Start programs are encouraged to speak with the [state agency](#) that administers the CACFP to determine if a food that is not in the FBG is eligible for reimbursement. [Additional videos](#) are available on the Head Start website to support programs with CACFP implementation.

Per [45 CFR §1302.44\(b\)](#), Head Start grant funds may be used to cover any allowable costs for meal services that are not covered by the USDA program. Foods purchased with Head Start grant funds must conform with the nutritional requirements in [45 CFR §1302.44\(a\)\(2\)\(iii\)](#), including being high in nutrients and low in saturated fat, sugar, and salt. Head Start funds may also be used to pay for food that is provided to families for consumption at home, if they have a specific programmatic purpose related to family engagement. For example, Head Start programs can provide supplies for parents to engage in healthy cooking activities or start a family garden with their children at home, and parents can share about these experiences during parent groups or socializations.

Other Federal Programs that Support Healthy Eating and Nutrition for Head Start Children and Families

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

WIC is a public health nutrition program administered by the USDA that provides nutrition education, nutritious foods, breastfeeding support, and health care referrals for income-eligible pregnant or postpartum women, infants, and children up to age 5. Head Start programs can support families to determine if they are eligible for WIC and then help them to enroll. Local WIC and Head Start programs work closely together in many communities to support the healthy development of children and families. This strong collaboration at the local level allows the two programs to coordinate their services and maximize use of resources (e.g., funding, staff, space) for children and families. Head Start programs are encouraged to view [suggested strategies and resources](#) to further enhance partnerships with WIC programs at the state and local levels.

Supplemental Nutrition Assistance Program (SNAP)

SNAP is a federal program administered by the USDA that provides food benefits to low-income families to supplement their grocery budget so they can afford the nutritious food essential to health and well-being. Similar to WIC, Head Start programs can support families to determine if they are eligible for SNAP and then help them to enroll. Families who already receive [SNAP are considered categorically eligible for Head Start services](#). This allows for [cross-program recruitment](#) and eliminates duplicative and burdensome paperwork for families who are already eligible for a federal public assistance benefit. It also reinforces access to healthy nutrition services for the children and families Head Start programs serve and provides opportunities to prioritize education about healthy food consumption, including the importance of minimizing ultra-processed and high-sugar foods.

Tips to Foster Enthusiasm for Healthy Eating and Nutrition

Head Start programs have many options for integrating creative approaches to healthy eating and nutrition services that are aligned with the Performance Standards and developmental progressions in the [Head Start Early Learning Outcomes Framework \(ELOF\)](#). The tips below provide some examples:

- **Make nutrition education activities fun, interactive, hands on, and part of the daily schedule.** Connecting nutrition activities with reading, math, or science content makes for a comprehensive approach to learning. Send versions of learning materials home with parents with instructions for how they can share in this learning with their children. Some ideas include:
 - **Sensory activities and games:** Ask children to describe the tastes or texture of foods. Use fruits and vegetables with different colors, shapes, and textures, such as kiwi, pineapples, or avocados, and let children examine both the inside and outside of fruits and vegetables.
 - **Storytelling and pretend play:** Turn mealtime into story time. Turning broccoli into a “tree” or carrots into “sticks” makes mealtime fun. Outside of mealtime, use nutrition in imaginative play:
 - Pretend to be different characters making good food choices.
 - Read books with characters making healthy choices.
 - Set up a dramatic play area with healthy food choices in a kitchen, grocery store, or restaurant and talk about selecting nutritious foods.
 - **Meal planning:** Plan fun learning experiences like “Ingredient of the Week” where children select a healthy ingredient to be included in the daily lunch menu for a week. Host special days focused on nutrition, like “Fruit and Veggie Day,” or have a “Healthy Snack Party”. Reach out to the CACFP state agency contact for approved meal and snack ideas that increase variety. For families, provide take-home materials that encourage variety in meals. Consider easy, fast, and healthy recipes that can be part of a family’s routine menu at home.
 - **Growing plants:** Have a small garden or indoor plants to show children how food grows. Take a nature walk to find different food and plants or visit local farms and farmers markets. If in-person visits are not possible, use technology for a virtual farm trip.
 - **Mealtime:** Share materials with families that support making mealtime fun and educational. Help families engage children as part of meal prep. As their skills develop, children can participate in setting the table, washing fruit and vegetables, and mixing ingredients. Families can extend these learning moments by inviting children to count or measure ingredients, identify food colors, and learn new vocabulary.
 - **Family style meals:** Family style dining encourages learning and development not only at the table but away from mealtime as well. Children learn independence, social skills, and other important habits that will last them through adulthood. Parents who have not experienced family style meals often enjoy these experiences and, with support from program staff, may adopt these practices at home. Use these [tips for family style dining](#).
- **Increase access to fresh foods.** Explore opportunities to help children and families learn about and access fresh foods through creative experiential opportunities and connections:

- **Connect with local businesses:** Take field trips to farmers markets, local working farms, or grocery stores to teach children about fresh fruits and vegetables. Children may be eager to identify new foods they would like to try. Teachers can use the foods in lesson plans and for [healthy snacks](#).
- **Connect with other Head Start programs.** Visit other Head Start programs who are integrating experiential learning opportunities to promote health and wellness.
- **Engage with families.** Ask parent volunteers to assist in the [creation of an on-site garden](#), where they can pick fresh food to take home for their families. Share information during parent groups and socializations about balancing nutrients, including calories, proteins, vitamins, and minerals. Staff can share books for parents to read with their children about what foods make up each food group and how much of each food group is needed to fuel the brain and body.
- **Food pantries:** Establish relationships with local food pantries, if available in the community. Ensure you have a process for regularly checking in with all families about their food security and connect them to local food pantry resources as needed.
- **Focus on the communities served.** Take the time to get to know enrolled families on an individual and community level, and incorporate their traditions and culture into healthy meals at the program and as part of community events. Group events are a great time to serve traditional foods and explore community cultures. For example, offer a rotating, in-person or virtual cooking class drawing on healthy, local or cultural meals for the families in your program. Ingredients can be provided in advance.
- **Breastfeeding and infant nutrition.** Breastfeeding is the perfect mix of nutrition for growing babies. [The American Academy of Pediatrics \(AAP\)](#) recommends that infants be exclusively breastfed for the first six months, then breastfed for at least one year while they are introduced to complementary foods. Head Start programs can provide a [breastfeeding friendly environment](#) by having a nursing room on-site for either enrolled pregnant women or mothers who want to come to the program and breastfeed their enrolled infants.

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

Sincerely,

/ Captain Tala Hooban /

Captain Tala Hooban
Acting Director
Office of Head Start

Resources:

- [Fact Sheet: Promoting Healthy Eating and Nutrition for Head Start Children and Families](#)
- [Supporting Healthy Eating and Nutrition for Head Start Children and Families video](#) explores the guidance, resources, and tips in this IM.
- [Subscribe to the Early Childhood Health and Wellness](#) listserv to receive the monthly Small Bites newsletter, which features information and tools to help establish healthy nutrition practices.
- [Nutrition Building Blocks](#) is a free course offered through the Head Start learning management system, the Individualized Professional Development (iPD) Portfolio. Complete the course to earn continuing education units while learning how to integrate healthy nutrition messages into music and movement activities for young children and teachers.
- [Caring for Children with Food Allergies](#) is a resource to help programs prepare to care for children with allergies to specific foods.
- [Watch the CACFP Meal Patterns Webinar](#) to learn about specific CACFP meal pattern requirements.

- [Healthy Feeding from the Start for Expectant Families](#) is a resource to help families understand how they can form healthy feeding habits from the beginning of their child's life.
- These resources offer family-friendly tips for establishing healthy and age-appropriate eating practices at home:
 - [Feeding Your 9-Month-Old](#)
 - [Feeding Your Toddler](#)
 - [Feeding Your Preschooler](#)
- [Supporting Food Security and Access to Indigenous Foods for Children and Families in Tribal Early Childhood Programs \(ACF-OHS-IM-25-01\)](#) provides information to Tribal Nations and communities regarding opportunities to use Head Start funding to promote access to healthy Indigenous foods.
- [Growing Head Start Success with Farm to Early Care and Education](#) is a resource to support programs with aligning the Performance Standards and the ELOF with farm to early care and education opportunities.
- [The Office of Disease Prevention and Health Promotion](#) leads prevention, nutrition, and physical activity programs, and has additional resources:
 - **Eat Healthy: Birth to Age 2**
 - English: [Build a Healthy Eating Routine for Your Baby \(Birth to Age 2\)](#)
 - Spanish: [Establece una rutina alimentación saludable para tu bebé \(desde el nacimiento hasta los 2 años\)](#)
 - **Eat Healthy: Kids & Teens**
 - English: [Help Your Child Build a Healthy Eating Routine](#)
 - Spanish: [Ayuda a tu hijo o hija a desarrollar una rutina de alimentación saludable](#)
 - **Cut Down on Added Sugars**
 - English: [Cut Down on Added Sugars](#)
 - Spanish: [Reduce el consumo de azúcares añadidos](#)
 - **Cut Down on Saturated Fats**
 - English: [Cut Down on Saturated Fat](#)
 - Spanish: [Reduce el consumo de grasa saturada](#)



One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

 headstart.gov/policy/pi/acf-ohs-pi-25-02

One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

ACF-OHS-PI-25-02

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-OHS-PI-25-02
2. **Issuance Date:** 07/29/2025
3. **Originating Office:** Office of Head Start
4. **Key Words:** Nutrition; Healthy Eating

Program Instruction

To: All Head Start Recipients

Subject: One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

Instruction:

This Program Instruction (PI) outlines the process for Head Start grant recipients to request supplemental funds to promote nutrition services and healthy eating for enrolled children and families. The PI is also intended to assist programs in determining allowable uses of funds to meet program needs.

As affirmed in [ACF-OHS-IM-25-03](#), Head Start programs play a critical role in ensuring children and families have access to comprehensive nutrition services and a variety of nutrient-dense food, including whole grains, fresh fruits, and vegetables, while reducing intake of ultra-processed foods and added sugars. Access to healthy foods and other nutrition services help children grow, develop, and learn. Healthy

nutrition is essential for brain development and provides children with the energy needed to stay active and focused throughout the program day. A balanced diet and physical activity help strengthen a child's immune system, reducing the risk of infections and illnesses. They also prevent childhood obesity, which can lead to chronic diseases such as heart disease and diabetes.

Some Head Start programs have shared that a lack of funding can be a barrier to improving or expanding their nutrition services and support for healthy eating. In response to this feedback, the Office of Head Start (OHS) is making available this opportunity for one-time supplemental funding. The scope and size of the improvements that programs may want to make to their nutrition services will vary and OHS recognizes it cannot anticipate all circumstances in which these supplemental funds may be needed. Based on recipient feedback on both promising practices for and common barriers to implementing robust nutrition and health services for children and families, this PI provides a non-exhaustive list of allowable uses of funds for programs' consideration.

Examples of Allowable Uses of Supplemental Funds

Head Start programs have many options for integrating creative approaches to nutrition services. The activities outlined below meet the programmatic purposes and goals of the Head Start mission and are allowable under the relevant statutory and regulatory requirements. The following is not a list of required activities, but rather a list of allowable activities that program administrators may consider in addressing the unique circumstances in their communities related to promoting nutrition services and healthy eating. Head Start funds must be used in ways that comply with the Head Start Program Performance Standards (Performance Standards). These Performance Standards emphasize the importance of providing materials, activities, and environments that meet the safety guidelines for young children and consider the age and developmental stage of children. Please note, a multi-disciplinary approach to nutrition and healthy eating may include multiple activities, and the examples of allowable activities listed below are intended to be reflective of non-recurring expenses that would be appropriate uses of one-time supplemental funds. OHS expects that programs leverage multiple sources of funding to support the ongoing provision of comprehensive nutrition services. Under [45 CFR §1302.44\(b\)](#), a program must use funds from U.S. Department of Agriculture (USDA) Food, Nutrition, and Consumer Services Child Nutrition programs as the primary source of payment for meal services. Head Start funds may be used to cover those allowable costs not covered by the USDA. Applicants for proposed funding must demonstrate that they have not received duplicative funding for proposed expenses from another federal funding source, including USDA grant programs such as the School Equipment Grant ([National School Lunch Program Equipment Assistance Grants](#)) or the [Patrick Leahy Farm to School program](#). Additionally, applicants must demonstrate that proposed expenses are not duplicative of funds received through the USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Applications should be specifically tied to nutrition and health outcomes for children and families, including enhancing healthy nutrition practices for participating families and children.

- **Food Service Upgrades**

- Modernization of kitchen facilities and related upgrades to ensure safe food preparation and storage, and opportunities to prepare fresh, whole foods on-site.
- Procurement of fresh, locally sourced, and nutritious food items, which may include transportation costs for delivering fresh ingredients to centers.
- Designated breastfeeding spaces, such as lactation rooms and breast milk storage at center-based programs to provide private and sanitary spaces for breastfeeding mothers.
- Programs receiving funding for facility renovations must follow all requirements for recording notices of federal interest as outlined in [45 CFR §1303.46](#).

- **Materials, Supplies, and Equipment**

- Materials and equipment for center-based, home-based, or family child care activities focused on healthy eating, such as cooking demonstration kits or supplies to create community or

- family gardens, greenhouses, and Indigenous seed hubs.
- Commercial-grade appliances (refrigerators and freezers for safe food storage; ovens, stoves, and microwaves for on-site meal preparation; dishwashers for sanitizing utensils and dishes).
- Food preparation tools, cookware and bakeware, and storage containers.
- Sanitation equipment and protective kitchen gear to ensure the safety of staff, children, and families during food preparation and cooking activities.
- Breastfeeding supplies for use in Head Start facilities, such as breast pumps, nursing pads, storage containers, or comfortable nursing chairs for designated breastfeeding spaces specifically designed to encourage breast feeding.
- Gardens or gardening supplies designed to foster farm-to-table strategies and ensure children are exposed to range of healthy food options through educational experiences.
- **Nutrition Education Resources**
 - Development of nutrition and breastfeeding education programming and curricula for children, families, and staff.
 - Training for staff on nutrition and breastfeeding best practices and dietary guidelines, aligned with USDA requirements and targeting improved outcomes for children and families.
 - Workshops, seminars, and community events for families on nutrition, breastfeeding, health, and wellness topics.
 - Healthy food during programming, including meals and snacks for children and families during parent and family engagement activities.
 - Building or enhancing partnerships around health and nutrition with local child care providers or other local resources families use for parenting supports.
- **Non-recurring Personnel Costs**
 - Consultations with specialized staff (such as registered dietitians or nutritionists) to develop and oversee meal plans that meet USDA guidelines and address the specific needs of children, such as special dietary needs, or provide nutrition counseling to families and staff.
 - Staff training and professional development, which may include nutrition education workshops to train staff on the importance of balanced diets and portion control, physical activity, and food safety, and how to prepare healthy meals and snacks efficiently. Staff training could also include sessions with mental health professionals to address emotional and behavioral challenges related to food insecurity or unhealthy eating habits, and provide counseling to children and families on stress management and its impact on nutrition.
 - Consultations with individuals who can promote physical activity and healthy lifestyle choices among children and staff, such as with [I Am Moving, I Am Learning](#), or develop programming that integrate nutrition and wellness into daily routines.
 - Community outreach coordinators to help programs set up partnerships with local farms, food banks, and health organizations to enhance nutrition services and organize events such as cooking classes and nutrition fairs for families.

Funding Requests

Grant recipients should engage in an assessment of programmatic and community nutrition and health needs that considers the immediate, interim, and long-term impacts and associated costs, understanding that one-time funds should be used for non-recurring expenses. If grant recipients pursue one-time supplemental funds to support personnel, for purposes such as those outlined above, we encourage consideration for whether these positions are short-term or if ongoing expenses can be built into program budgets moving forward. Application narratives must clearly delineate which of the following categories of funding are included in the request:

1. Food Service Upgrades
2. Materials, Supplies, and Equipment
3. Nutrition Education Resources

4. Non-recurring Personnel Fees

Each proposed grant activity should have clear timelines for execution and completion. Project completion timelines, including major activities within each phase, need to be clearly stated in the application. For categories 2–4 above, applicants must limit proposed expenses to evidence-based interventions or training. As part of their applications, grant recipients should provide the research and evaluations for the interventions they intend to use and describe how they will maintain fidelity to the model described in the research. Additionally, as mentioned in the section above, applicants for proposed funding must demonstrate that they have not received duplicative funding for proposed expenses from another federal funding source, including USDA grant programs such as the School Equipment Grant ([National School Lunch Program Equipment Assistance Grants](#)) or the [Patrick Leahy Farm to School program](#). Additionally, applicants must demonstrate that proposed expenses are not duplicative of funds received through the USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Application Instructions

OHS is making funds available for nutrition and health supplements. **We encourage applications to be submitted as soon as possible, but no later than Friday, August 22 for the priority deadline.**

Applications will be reviewed on a rolling basis. Applications may continue to be considered on a rolling basis after the priority deadline of Friday, August 22, if funds are available.

To be considered, grant recipients must apply for supplemental funds through an application in the Head Start Enterprise System (HSES). Applications should be submitted using the "Supplement – Nutrition" application amendment. Applications submitted for nutrition purposes using a different application type will not be considered for this opportunity. Supplemental applications should include the following:

- SF-424
- SF-424A
- Program Narrative
- Budget Narrative
- Governing Body and Policy Council Approvals (if not possible to include with the application submission, these may be submitted prior to awards being made)

None of the nutrition and health supplemental funds awarded to grant recipients will be included in the calculation of the grant recipient's base grant in subsequent fiscal years. Nutrition and health supplemental funds are not subject to the allocation requirement of [Sec. 640\(a\)](#) of the Head Start Act.

In addition to all the information included in this PI, grant recipients must also comply with all award terms and conditions.

Funding Considerations

OHS's priority is to promote high-quality nutrition services and healthy eating for enrolled children and families in Head Start programs. Awards will be based on how effectively the proposed model design fits the needs of the community to be served. ACF reserves the right to deny funding to any applicant that is presently designated as "high risk," probationary, or not in good standing, or has been debarred or defunded by any state or federal agency.

Through this funding opportunity, OHS is interested in reaching areas of greatest nutritional needs to facilitate the enhancement of services for families who would most benefit from services. ACF reserves the right to prioritize organizations based on their ability to demonstrate their community's need and provide sustainable approaches toward the ongoing provision of comprehensive nutrition services.

For questions regarding nutrition and healthy eating needs, please contact ohs_policy@acf.hhs.gov. For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

We are committed to supporting your program as we work together to promote nutrition and healthy eating for Head Start children and families.

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

/ Captain Tala Hooban /

Captain Tala Hooban
Acting Director
Office of Head Start



Orange County Head Start

Policy Council Membership Application

Personal Information

Last Name:	First Name:	Middle Name:
Home Address:		
Home Phone:	Cell phone	Personal Email
Employer Name:		Job Title:
Employer Address:		
Business Phone:	Business Fax:	Business Email:

My employer is (check one);
☐ a private for-profit enterprise ☐ a private non-profit enterprise ☐ a public entity

Position held:

Duties include:

Please direct Policy Council business information to (check all that apply):
☐ home phone ☐ cellphone ☐ personal email ☐ work email

Community Involvement

Please list up to five community, civic, professional, business and other organizations of which you are or have been a member. Please list your current affiliation(s) first:

Organization	Date of Membership	Position Held

Statement of Interest

Please indicate your reasons for applying and the qualifications you bring that will enhance the work of the Policy Council (attach additional pages as necessary):

Nominee Characteristics

The Head Start Program strives to reflect the makeup of our community. To assist us in that effort, please respond to the questions below:

Race (check one): ☐ White, non-Hispanic ☐ African-American ☐ Hispanic ☐ American Indian or Alaskan Native ☐ Other	Gender: ☐ Male ☐ Female	Age: ☐ under 18 years of age ☐ 19-25 ☐ 26-55 ☐ over 55 years of age
Are you a Veteran: ☐ Yes ☐ No	Are you a parent: ☐ Yes ☐ No Children's Ages _____	Do you require any special accommodation in order to participate fully in Policy Council meetings: ☐ Yes (specify) ☐ No

Commitment and Operational Statements

Time Commitment: Serving on the Head Start Policy Council of Orange County will require a commitment of time, including regular Policy Council meetings, committee involvement, reading and becoming educated about many aspects of early childhood development, workforce development, welfare reform, and education. The Policy Council sets its meeting schedule at the annual meeting in October of each year.

Conflict of Interest: Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization with which you are involved. Conflict of interest rules generally require you to disclose the conflict, and abstain for discussion and/or voting on the matter.

Government in the Sunshine: The Head Start Policy Council of Orange County is a federally mandated group subject to the guidelines of Florida Statutes 286.011. As such, all meetings where two or more Board members are present and Policy Council business is discussed must be publicly noticed in advance of the meeting.

I have read and understand the above statements and agree to abide by these. I also attest to the accuracy of all remaining information included above.

Policy Council Applicant Signature

Date

Policy Council Member Certification

In no case shall a Representative serve more than five (5) terms in a lifetime as a Parent Representative, a Community Representative, or any combination thereof.

I have read and understand the above statements and agree to abide by these. I also certify that I have not served more than five (5) terms in a lifetime as a Parent Representative, a Community Representative, or any combination thereof.

Policy Council Rep. Signature

Date

For additional information or to submit a completed Form contact:

ORANGE COUNTY HEAD START

2100 E. Michigan Street

Orlando, FL 32806

407-836-6590 (voice)

Sandra.Moore2@ocfl.net

Parent Committee Roles & Responsibilities

(Aligned with Head Start Program Performance Standards – 45 CFR §1301.4)

The Parent Committee is made up of parents of children currently enrolled in the Head Start program. Committees are designed to give parents a voice in program planning, decision-making, and activities that promote children's school readiness and strengthen family engagement.

In accordance with 45 CFR §1301.4 of the Head Start Program Performance Standards:

- Each Head Start center must establish a Parent Committee composed exclusively of parents of currently enrolled children.
- Committees are encouraged to work closely with the Head Start Preschool Director, Family Service Worker, and teaching staff to ensure parents are actively involved in their child's education and in the life of the center.

Chairperson

- Organizes and leads the Parent Committee.
- Calls meetings to order and chairs discussions, ensuring all voices are heard.
- Meets with the Head Start Preschool Director and Family Service Worker to plan meetings that support family engagement and school readiness goals.
- Encourages parents to adhere to School Readiness Agreements and participate in their child's learning.
- Volunteers at special events and activities at the school.
- Works collaboratively with other parents and staff to support center needs.
- Learning about and shares school policies, procedures, and Head Start Program Performance Standards.
- Motivates parents to get involved in committee activities and decision-making.
- Represents the center in community events that impact Head Start children and families.

Vice-Chairperson

- Serves as Chairperson in the Chairperson's absence.
- Assists the Chairperson in carrying out responsibilities.
- Becomes Chairperson in the event of resignation or vacancy.
- Supports the coordination of Parent Committee activities and initiatives.

Secretary

- Takes accurate minutes of all meetings and reads minutes from previous meetings.
- Works with the Chairperson to organize meeting agendas and prepare sign-in sheets.
- Communicate with parents about upcoming meetings and activities through letters, emails, postcards, or phone calls.
- Assists with meeting logistics, including room setup and materials.

Why Parent Committees Matter

Parent Committees are a vital part of the Head Start governance system and ensure parents are meaningfully involved in program decisions, activities, and leadership opportunities.

Policy Council Representative & Alternate

(Aligned with Head Start Program Performance Standards – 45 CFR §1301.3 & §1301.6)

Overview

The Policy Council is the governing body that works in partnership with program staff and the governing board to make key decisions about the Head Start program. Each Head Start center elects **one Policy Council Representative** and **one Alternate** to serve as the voice of their center's parents. These roles are critical for ensuring that parents' perspectives help shape the program's policies, budget priorities, and service delivery.

Head Start Act Summary – Policy Council

Under the Head Start Act, each Head Start agency must establish a **Policy Council** to participate in shared governance of the program. The Policy Council is made up of **parents of currently enrolled children** (at least 51% of members) and community representatives.

The Policy Council works in partnership with the governing board and program staff to:

- Approve and submit funding applications and amendments.
- Participate in the development and approval of program policies, budgets, and procedures.
- Help with the recruitment and enrollment of eligible children and families.
- Review and approve hiring and termination decisions for program staff.

Parent representatives on the Policy Council are **elected annually** by the parents of children currently enrolled in the program. Representatives serve as the voice of their center, ensuring that parent input is included in decision-making at the program level.

Policy Council Representative Responsibilities

- Attend all monthly **Policy Council meetings** and actively participate in discussions and decision-making.
 - Represent the **views and concerns of your center's parents** at Policy Council.
 - Share important Policy Council updates with your Parent Committee and Head Start center staff.
 - Review and approve key program decisions, such as budgets, funding applications, and program plans.
 - Participate in **Policy Council training and the Leadership Institute** to strengthen leadership skills.
 - Maintain confidentiality on sensitive matters discussed at meetings.
 - Serve as a **link between parents, staff, and the governing board**, ensuring two-way communication.
-

Policy Council Alternate Responsibilities

- Attend Policy Council meetings when the Representative is unable to attend.
 - Stay informed of Policy Council discussions and decisions by attending Parent Committee meetings and reviewing meeting notes.
 - Support the Representative in communicating information to and from the Parent Committee.
 - Be prepared to step into the Representative role if needed.
-

Shared Expectations

- Commitment to **regular attendance** and active participation.
 - Willingness to learn about **Head Start policies, procedures, and federal requirements**.
 - Dedication to representing **all families in your center**, not just your own perspective.
 - Upholding the mission of Head Start by advocating for quality early childhood education, family engagement, and comprehensive services.
-

Why This Role Matters

Serving as a Policy Council Representative or Alternate is a valuable leadership opportunity that allows you to influence decisions affecting children and families in your community. Your voice helps ensure that Head Start continues to meet the needs of families while maintaining compliance with federal standards.



Orange County Head Start

Policy Council Community Representative Membership Application

Personal Information

Last Name:	First Name:	Middle Name:
Home Address:		
Home Phone:	Cellphone	Personal Email
Employer Name:		Job Title:
Employer Address:		
Business Phone:	Business Fax:	Business Email:

My employer is (check one);
☐ a private for-profit enterprise ☐ a private non-profit enterprise ☐ a public entity

Position held:

Duties include:

Please direct Policy Council business information to (check all that apply):
☐ home phone ☐ cellphone ☐ personal email ☐ work email

Community Involvement

Please list up to five community, civic, professional, business and other organizations of which you are or have been a member. Please list your current affiliation(s) first:

Organization	Date of Membership	Position Held

Statement of Interest

Please indicate your reasons for applying and the qualifications you bring that will enhance the work of the Policy Council (attach additional pages as necessary):

Nominee Characteristics

The Head Start Program strives to reflect the makeup of our community. To assist us in that effort, please respond to the questions below:

Race (check one): ☐ White, non-Hispanic ☐ African-American ☐ Hispanic ☐ American Indian or Alaskan Native ☐ Other	Gender: ☐ Male ☐ Female	Age: ☐ under 18 years of age ☐ 19-25 ☐ 26-55 ☐ over 55 years of age
Are you a Veteran: ☐ Yes ☐ No	Are you a parent: ☐ Yes ☐ No Children's Ages _____	Do you require any special accommodation in order to participate fully in Policy Council meetings: ☐ Yes (specify) ☐ No

Commitment and Operational Statements

Time Commitment: Serving on the Head Start Policy Council of Orange County will require a commitment of time, including regular Policy Council meetings, committee involvement, reading and becoming educated about many aspects of early childhood development, workforce development, welfare reform, and education. The Policy Council sets its meeting schedule at the annual meeting in October of each year.

Conflict of Interest: Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization with which you are involved. Conflict of interest rules generally require you to disclose the conflict, and abstain for discussion and/or voting on the matter.

Government in the Sunshine: The Head Start Policy Council of Orange County is a federally mandated group subject to the guidelines of Florida Statutes 286.011. As such, all meetings where two or more Board members are present and Policy Council business is discussed must be publicly noticed in advance of the meeting.

I have read and understand the above statements and agree to abide by these. I also attest to the accuracy of all remaining information included above.

Policy Council Member Signature

Date

Policy Council Member Certification

Community Representatives shall serve for one (1) school year term, providing affiliation is maintained with the organization or business represented. In no case shall a Representative serve more than FIVE (5) terms in a lifetime as a Parent Representative, a Community Representative, or any combination thereof.

I have read and understand the above statements and agree to abide by these. I also certify that I have not served more than three (3) terms in a lifetime as a Parent Representative, a Community Representative, or any combination thereof.

Policy Council Community Rep. Signature

Date

For additional information or to submit a completed Form contact:

ORANGE COUNTY HEAD START

2100 E. Michigan Street

Orlando, FL 32806

407-836-6590 (voice)

Sandra.Moore2@ocfl.net

HEAD START POLICY COUNCIL BY-LAWS

ARTICLE I. COUNCIL CREATION AND PURPOSE

Section A. Creation of Head Start Policy Council. As the Governing Board of Orange County's Head Start Program (the "Program"), and in accordance with the Head Start Act ("Act"), codified at 45 U.S.C. §9801 *et. seq.* and the Head Start Performance Standards ("Performance Standards"), as promulgated in 45 CFR 1301 *et. seq.*, both as may be amended from time to time, the Orange County Board of County Commissioners (the "Grantee") created the Orange County Head Start Policy Council (the "Council") to administer and manage all grants funds received relating to the Program.

Section B. Council Purpose. The Council shall serve as a liaison between the private and public sectors, the Grantee, the communities served, and the parents of the children enrolled in the Program. The Council shall maintain a structured form of shared governance through which parents are able to participate in policy making decisions and other decisions relating to the Program, in accordance with the Performance Standards.

Section C. Cooperative Governance. The Grantee shall appoint one (1) individual, preferably an Orange County Commissioner or their designee, to serve as the Grantee's non-voting liaison. The Council may elect a member, preferably the Chairperson and an alternate, to serve as the Council's Representative on the Grantee's Community Action Board.

ARTICLE II COUNCIL MEMBERS

Section A. Membership. Council members shall consist of parents of children currently enrolled in the Program ("Parent Representatives") and selected representatives from the community ("Community Representatives") (Parent Representatives and Community Representatives are hereinafter collectively referred to as "Council Representatives"). Council membership for Parent Representatives shall be retained at no less than fifty-one percent (51%) with the remaining members of the Council being composed of Community Representatives. No Orange County staff members shall serve on the Council.

- 1) Parent Representatives, The Council shall include one Parent Representative, and an alternate ("Parent Alternate"), from each Program center ("Program Center").

HEAD START POLICY COUNCIL BY-LAWS

ARTICLE I COUNCIL CREATION AND PURPOSE

Section A. **Creation of Head Start Policy Council.** As the Governing Board of Orange County's Head Start Program (the "Program"), and in accordance with the Head Start Act ("Act"), codified at 45 U.S.C. §9801 *et. seq.* and the Head Start Performance Standards ("Performance Standards"), as promulgated in 45 CFR 1301 *et. seq.*, both as may be amended from time to time, the Orange County Board of County Commissioners (the "Grantee") created the Orange County Head Start Policy Council (the "Council") to administer and manage all grants funds received relating to the Program.

Section B. **Council Purpose.** The Council shall serve as a liaison between the private and public sectors, the Grantee, the communities served, and the parents of the children enrolled in the Program. The Council shall maintain a structured form of shared governance through which parents are able to participate in policy making decisions and other decisions relating to the Program, in accordance with the Performance Standards.

Section C. **Cooperative Governance.** The Grantee shall appoint one (1) individual, preferably an Orange County Commissioner or their designee, to serve as the Grantee's non-voting liaison. The Council may elect a member, preferably the Chairperson and an alternate, to serve as the Council's Representative on the Grantee's Community Action Board.

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Section A. **Membership.** Council members shall consist of parents of children currently enrolled in the Program ("Parent Representatives") and selected representatives from the community ("Community Representatives") (Parent Representatives and Community Representatives are hereinafter collectively referred to as "Council Representatives"). Council membership for Parent Representatives shall be retained at no less than fifty-one percent (51%) with the remaining members of the Council being composed of Community Representatives. No Orange County staff members shall serve on the Council.

- 1) **Parent Representatives.** The Council shall include one Parent Representative, and an alternate ("Parent Alternate"), from each Program center ("Program Center").

Parent Representatives and Parent Alternates for each Program Center shall be determined based upon elections held each year during each Program Center's September Parent Committee meeting. Separate elections shall be held for each Program Center.

Elected Parent Representatives shall serve for a term of one-year, with a limited combined total of five (5) years in a lifetime, as set forth in the Performance Standards. Service by Parent Representatives for any portion of a year shall be considered as a full year of service.

All Parent Representatives shall be required to have a child enrolled in the Program at the time of election and throughout the term, with the exception of those Parent Representatives whose child will be transitioning into kindergarten.

- 2) **Community Representatives.** The Council shall include Community Representatives who are chosen from (i) the local community; (ii) businesses; (iii) public or private community, civic, and professional organizations; or (iv) individuals who are familiar with resources and services available for low-income children. Former Parent Representatives shall be eligible to serve on the Council as Community Representatives so long as they do not exceed their five (5) year lifetime service limit.

Community Representatives shall be selected by a majority vote of the Parent Representatives from recommendations made by Program staff members. Community Representatives shall not make up more than forty-nine percent (49%) of the total Council membership. Each Community Representative may designate an alternate, from the same organization ("Community Alternate"), to represent them in case of absence. Alternates shall be approved by the Council Representatives (Parent Alternate and Community Alternate are hereafter collectively referred to as "Alternates").

As required by the Performance Standards, Community Representatives shall be selected on an annual basis and serve for a term of one-year with a combined total of no more than five (5) years in a lifetime, which shall include time served as a Parent Representative, Community Representative, or a combination of the two. Community Representatives shall be required to maintain their affiliation with the organization or business they represent for the entire one-year term served. In the event that such affiliation ends before the completion of the one-year term, a replacement Community Representative shall be selected in accordance with the process set forth in these By-Laws.

Section B. **Voting.** Each Council Representative shall be entitled to one (1) vote. Community Alternates shall be entitled to a vote only in the absence of their associated Representative.

Section C. Absenteeism and Scheduled Leave. Council Representatives and Alternates may be removed from the Council as a result of unexcused absences from three (3) consecutive regular monthly meetings during a one-year period. Alternates shall not be deemed as absent for any regularly scheduled meetings, so long as their associated Representative is present.

Every effort shall be made to notify all Representatives and Alternates with two (2) unexcused absences of their status within five (5) business days after their absence. In addition, a letter shall be sent to the Supervisor of the relevant Program Center to advise that Program Center's Parent Committee of their Council Representative's attendance status. This absenteeism policy shall apply to the Council as well as all Council sub-committees.

Representatives and Alternates shall submit a request for an excused absence to the Program's staff no less than seven (7) business days before the scheduled meeting date. Excused absences shall not be included when calculating the number of unexcused absences for any Representative or Alternate. In the event of an unforeseen absence, the Representative shall notify Program staff in a timely manner and shall attempt to notify their Alternate to ensure representation at the Council meeting.

Section D. Vacancies and Replacements. The Parent Committee for each Program Center shall elect a replacement for any Parent Representative vacancy to the Council within thirty (30) days. Vacancies left by Community Representatives shall be filled through a recruitment process performed by the Program Division Manager, or their designee, in order to fill the vacancy within the thirty (30) day period. Replacements for all vacancies left by any Representative shall require approval by the Council.

Section E. Termination and Recall. An Officer and/or Representative's position as either an officer or member of the Council shall automatically terminate in the event that the Officer and/or Representative ceases to either represent his/her original appointment category or Program Center.

Officers and/or Representatives may also be removed from their position on the Council for cause which shall include:

- 1) Any action which adversely impacts the operations or services of Orange County government;
or
- 2) By a recall vote approved by a super-majority (66%) of the voting Council members.

Upon the vote, the position shall be deemed vacant and the council shall immediately move to fill the position as provided herein.

Section F. Resignation. A Representative's term shall terminate upon submission of the Representative's written notification of resignation to the Council.

Section G. Conflict of Interest. No individual shall serve as a Representative to the Council so long as they or any member of their immediate family is a permanent or casual employee of the County.

Any Representative who is hired by the County as a permanent or casual employee shall tender their resignation to the Council prior to accepting any such position. Parents who occasionally substitute as staff may serve on Policy Council, in accordance with the Performance Standards at 45 CFR 1301.3(b)(2), as amended. In accordance with the Orange County Policies and Procedures Manual, all Council members shall comply with the County's Code of Ethics, as amended.

ARTICLE III REPRESENTATIVE FUNCTIONS AND RESPONSIBILITIES

Section A. Representative Functions. Council Representatives shall directly perform the following functions:

- 1) Serve as a link to the various Parent Committees, Grantee, public and private organizations, and the communities they serve;
- 2) Assist the various Parent Committees in communicating with those parents enrolled in all of the Program options to ensure that they understand their rights, responsibilities, and opportunities, as well as encourage parent participation, in the Program;
- 3) Assist the various Parent Committee in planning, coordinating, and organizing Program activities for other parents, with the assistance of Program staff;
- 4) To ensure that funds set aside from the Program budget are used to support parent activities;
- 5) To assist in the recruitment of parents, community residents, and community organizations for volunteer services;
- 6) To assist in the mobilization of community resources to meet identified needs; and
- 7) To establish and maintain procedures for working with the Grantee to resolve community complaints about the Program.

Section B. Representative Responsibilities. Council Representatives shall work, in partnership with key Program management staff and the Grantee to develop, review, and approve or disapprove policies and procedures that conform to the Head Start Act, codified at 45 U.S.C. §9801 *et. seq.* and the Head Start Performance Standards, as promulgated in 45 CFR 1301 *et. seq.*, both as may be amended from time to time.

ARTICLE IV

COUNCIL MEMBER ORIENTATION AND LEADERSHIP DEVELOPMENT TRAINING

Section A. Orientation. Orientation for all Council members shall be provided and shall include an overview of the Program, as well as training in leadership development, team building, and the roles and responsibilities of the Council.

Section B. Training. Council members shall be provided with training which shall commence at the beginning of each fiscal year and shall continue throughout the year. A minimum of two (2) training sessions shall be offered during each Program year. Training sessions shall include (i) Program governance; (ii) Performance Standards, By-Laws, and Standard Operating Procedures; (iii) Public Records and Florida Sunshine law; and (iv) the budget process. Council members shall attend no less than two training sessions during each fiscal year. Such training shall be mandatory in order to serve as a member of the Council. Further training sessions shall be made available to all Council members as may be deemed necessary to enable them to carry out the Program governance responsibilities effectively.

ARTICLE V

COUNCIL MEMBER REIMBURSEMENT

Section A. Purpose. To ensure that all Council members are able to fully participate in their Council responsibilities, the Grantee shall provide the reimbursement of reasonable expenses incurred by low income Council members in connection with the Program. Procedures for reimbursement shall be governed by the Grantee, as set forth in the Program Policies and Procedures and in accordance with the Performance Standards.

Section B. Out-of-Town Travel. Council members may receive reimbursement for certain transportation expenses for out-of-town travel as it may relate to official appointments. Eligible transportation shall be the least expensive and the most convenient means of transportation available, which shall include public transportation. Should public transportation not be available, taxi or private vehicle may be considered. Reimbursement rates to Council members using private vehicles shall not exceed Orange County's approved rate. In addition to travel, allowances and reimbursement may be provided to Council members for lodging and other per diem expenses, as approved by the Grantee.

In the event child care services are required and not otherwise made available by the Program, child care reimbursement may be provided at the current rate established by Community Coordinated Care for Children, Inc.

Section C. Local Expenses. The Grantee may provide allowances and reimbursement for travel and child care incurred by Council members as they relate to the Council members' attendance at the

Council meetings or training. Child care expenses shall only be considered if such services are not otherwise provided for by the Program. All allowances or reimbursements require Grantee approval and must be in accordance with the Grantee's Policies and Procedures and the Performance Standards.

ARTICLE VI COUNCIL OFFICERS

Section A. Authority to elect officers.

- 1) The Council shall have the authority to elect Council members to serve as officers ("Council Officers"). Council Officers shall serve in that capacity for a one-year term unless otherwise re-elected during the Council member's next year-term.
- 2) Council officers shall consist of the following: (i) Chairperson; (ii) Vice-Chairperson; (iii) Secretary; (iv) Treasurer; (v) Parliamentarian; and (vi) other elected officers, as may be deemed necessary.

Section B. Duties of Officers. Council Officers shall have those duties described in these By-Laws.

- 1) **Chairperson:** The Chairperson shall be the chief officer of the Council, subject to those limitations imposed by the Council, and shall be responsible for performing the following: (i) preside over all meetings; (ii) restrict debates of committee issues before the Council; (iii) make requests for motions; (iv) determine and make declaration whether a quorum is present; and (v) request special meetings and ensure that notices and explanations for any such special meetings are provided to each Council Representative.
- 2) **Vice-Chairperson:** The Vice-Chairperson shall preside over the Council meetings in the absence or abstention of the Chairperson, as directed by the Chairperson or Council, or in the event office of Chairperson is temporarily vacant. The Vice-Chairperson shall continue to assume the duties and responsibilities of the office of Chairperson until a permanent Chairperson is elected by the Council.
- 3) **Secretary:** The Secretary shall ensure that accurate recordings are made of all meetings of the full Council and Executive Committee. The Secretary shall be responsible for ensuring that all regular secretarial duties are completed, and may sign official documents, as appropriate. The Secretary shall receive additional support by the Program administrative staff, as needed.

- 4) **Treasurer:** The Treasurer shall work closely with the Program's Fiscal Manager to monitor Program and Council expenditures. The Treasurer shall make regular financial reports to the Council regarding all expenditures and other fiscal business.
- 5) **Parliamentarian:** The Parliamentarian shall be familiar with parliamentary procedures, as stated in the most recent publication of Roberts Rules of Order, and shall ensure that all such rules of order are maintained. The Parliamentarian shall also assist the Chairperson in keeping order during meetings. In the event of a conflict regarding rules of order, the decision of the Parliamentarian shall be final.

Section C. **Removal from office.** Officers elected by the Council shall be subject to removal from office according to the process set forth in Article II, Section E of these By-Laws.

ARTICLE VII PROCEDURES FOR COUNCIL MEETINGS

Section A. **Regular Meetings.** Regular Council meetings and Council Committee meetings will be held on the third Thursday of every month, with the exception of the month of October in which training may occur on a Saturday. Notification for regularly scheduled Council and Committee meetings shall be: (i) properly publicly noticed in conformance with Florida's Sunshine Law; and (ii) mailed, or e-mailed when possible, to all Council Representatives at least one (1) week prior to the scheduled meeting date.

Section B. **Quorum.** At any Council meeting, one-third (1/3) of the current membership shall constitute a quorum. Alternates shall not count toward quorum if their respective Council Representative is present. For all committee meetings, a quorum shall require at least three (3) active committee members. Active members shall be defined as those members who are eligible, in accordance with Performance Standards, and are presently in good standing with the Council. Regular meetings failing to have a quorum shall be for informational and administrative purposes (i.e., approval of agenda and previous meeting minutes) only. Quorums are constituted after any duly advertised or notified meeting.

Section C. **Special Meetings.** Special meetings of the Council may occur on an as needed basis. All special meetings shall be called by the Chairperson, with notice to the public and all Council Representatives.

Section D. **Public Notice.** In accordance with the State of Florida Sunshine Law, all meetings of the Council and its Committees shall be publicly noticed and open to the general public with minutes recorded and an opportunity for public comment provided.

Section E. **Rules for Conduct of Council Meetings.** The most recent edition of Robert's Rules of Order shall prevail when questions of parliamentary procedure arise.

**ARTICLE VIII
COMMITTEES**

Section A. **Committee Appointments.** The Council, through the Chairperson, shall appoint such committees as deemed necessary to properly conduct Council business. Council Representatives shall serve on a maximum of two (2) of the Council Committees at any one time. Alternates shall serve on the same Council Committees as their respective Council Representative and shall only have voting rights in the absence of the Council Representative.

Section B. **Executive Committee.** There shall be an Executive Committee and it shall be composed of the Council Officers and two (2) Council Representatives. When the Council is not in session (does not meet for the month), the Council, by a majority vote, may delegate other responsibilities and authority to the Executive Committee. Such delegation may include the voting authority on behalf of the entire Council during the summer months of June through August. In addition, the Executive Committee may convene as a fact gathering body whose recommendations shall be submitted to the Council for approval at the next regularly scheduled Council meeting.

**ARTICLE IX
MISCELLANEOUS**

Section A. **Amendments.** Amendments to these by-laws must be approved by the Council by a majority (51%) vote and then ratified by the Grantee to be put into effect.

Section B. **Review.** These by-laws shall be reviewed by staff and the Orange County Attorney's Office every five (5) years to ensure continued compliance with the Head Start Act, codified at 45 U.S.C. §9801 *et. seq.* and the Head Start Performance Standards, as promulgated in 45 CFR 1301 *et. seq.*, both as may be amended from time to time.

Section C. **Conflicts.** If at any point any term of these by-laws come into conflict with the Head Start Act, codified at 45 U.S.C. §9801 *et. seq.* and the Head Start Performance Standards, as promulgated in 45 CFR 1301 *et. seq.*, both as may be amended from time to time, the terms of those regulations will prevail.

Section D. **Supersession.** These by-laws shall supersede any and all previous versions.

[ADOPTION HEREOF ON THE FOLLOWING PAGE]

ADOPTED by the Head Start Policy Council on this 15th day of February, 2018.

By: _____

Dexter Nelson

Chairperson, Head Start Policy Council

ADOPTED by the Orange County Board of County Commissioners on this MAR 20 day of 2018, 2018.



ORANGE COUNTY, FLORIDA

By: Orange County Board of County Commissioners

By: _____

Teresa Jacobs

Orange County Mayor

ATTEST: Phil Diamond, CPA, County Comptroller
As Clerk of the Board of County Commissioners

BY: *fit* &
for Deputy Clerk

MAINTENANCE MONTHLY REPORT

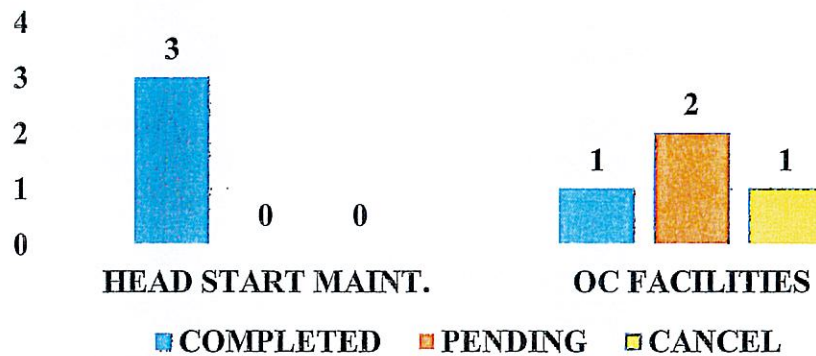
July 2025

1. WORK ORDERS

During June of 2025, a total of 7 work orders were created through ChildPlus and processed as follows:

ASIGN TO	COMPLETED	PENDING	CANCEL	TOTAL
HEAD START MAINT.	3	0	0	3
OC FACILITIES	1	2	1	4
TOTAL	4	2	1	7

CHILDPLUS WORK ORDERS JULY 2025 (7)



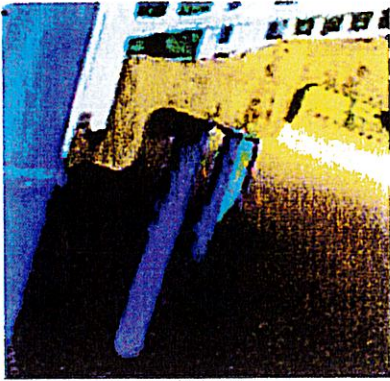
2. PIC-UP & DELIVERIES

- We remove furnitures, disassembled two computer desk, picked it up and disposal from Milenia Center.
- We picked up from the main office two new computers desk, assemble and delivery to Rosemont Elementary (new Head Start Center).



3. RENOVATIONS

- We were working for two weeks in Rosemont Elementary, replacing door stops, cleaning all the ceiling fences, sanding and painting toilets water pipes, cleaning the carpets, sanding and painting the door kick plates and pressure washer, and painting the playground.



Before



After

- We were four days working in Washington Shore ELC Annex fixing the walls with a lot of scraash, holes, more than 200 staples all around the walls, and peeling paint. We repaint walls.

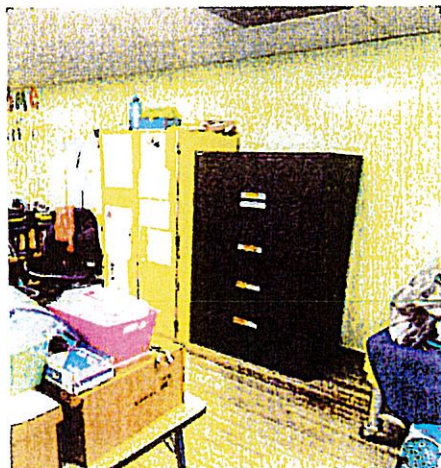


Before

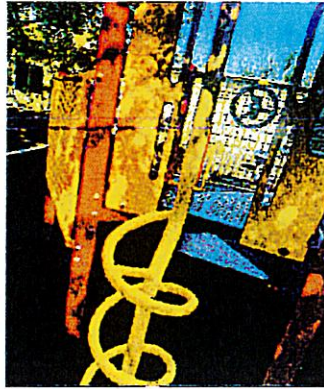


After

- We were working for two days in South Orlando YMCA, moving boleting boards from one place two another, fixing holes in the walls, painting walls, and removing furnitures to disposal.



- We were working for more than two days in Southwood Center fixing and painting walls in classrooms one, four, five and six. Furthermore, we paint the playground.



Overview

Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families ACF-OHS-PI-25-02

Initiative Goals

1. Expand Access to Healthy Foods

- Replace outdated refrigerators and water coolers.
- Install **53 Skywell Water Machines**, reducing 6,000 lbs of plastic waste annually.
- Launch “Bring Hope Home” food box deliveries for 600+ families.
- Purchase a **dedicated nutrition vehicle** to deliver fresh food and materials.

2. Enhance Nutrition Education

- Classroom kits with food models, games, and bilingual learning tools.
- Evidence-based programs: **Dr. Yum Food Adventure**, **We Can Energize**, and **Junior Master Gardener**.
- Family engagement through **Nutrition Nights**, **Fresh Adventures** field trips, and the **Healthy Bodies, Healthy Minds Initiative**.

3. Build Family and Community Partnerships

- Culinary training scholarships for parents.
- Countywide **Nutrition Resource Fair** with WIC, SNAP, Second Harvest, Hebni, and other partners.
- Intergenerational gardening projects supported by UF/IFAS Extension and Master Gardeners.

Expected Impact

- Improved access to fresh, affordable, and culturally relevant foods.
- Stronger child health outcomes: better attendance, focus, and long-term eating habits.
- Increased parent engagement and knowledge of healthy cooking.
- Expanded community connections to nutrition, health, and wellness services.

Funding Request

- **Federal Funds:** \$921,163
- **Non-Federal Match:** \$230,291
- **Total Project Budget:** \$1,151,455

Every dollar invested ensures that Orange County’s youngest learners and their families build the foundation for a healthier future.