



Venerria L. Thomas  
Director, Community & Family  
Services

Orange County Government

# HEAD START POLICY COUNCIL



Sonya L. Hill  
Manager, Head Start Division

## PROGRAM INFORMATION & UPDATES



APRIL 2025



Orange County  
Community & Family Services Department  
Head Start Division



# POLICY COUNCIL MONTHLY MEETING

Who: **POLICY COUNCIL MEMBERS**

Date: **THURSDAY – APRIL 24, 2025**

Time: **6:30 P.M.**

Location: **Holden Heights Community Center  
1201 20<sup>th</sup> Street  
Orlando, FL 32805**

*Childcare with snack provided*

*Contact Sandra Moore if you cannot attend:  
407-836-8913 or Email [Sandra.Moore2@ocfl.net](mailto:Sandra.Moore2@ocfl.net) or [Yvette.meade@ocfl.net](mailto:Yvette.meade@ocfl.net)*



# AGENDA

Orange County Government • Head Start Policy Council • Holden Heights  
Community Center • 1201 20<sup>th</sup> St., Orlando, FL 32805  
April 24, 2025 • 6:30 p.m.

1. *Call to Order – Chairperson*

2. *Roll Call – Secretary*

3. *Adoption of Agenda*

4. *Secretary's Report:*

*Approval of Minutes*

5. *Director's Report*

6. *HR Report*

7. *Budget Report*

8. *ACF-OHS-IM-25-03*

9. *SOP 9.32 Use of Vehicles on County Time*

10. *Unit Updates:*

*ERSEA, PFCE, Nutrition, Education, Mental Health & Disabilities,  
Health, Maintenance*

11. *Announcements*

12. *Public Comment*

13. *Adjournment*



Head Start Budget Summary **March 31, 2025**[illegible]



# Head Start YTD Summary **March 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			783,362	1,105,859	41.46%
7522 - Education Salary	12,940,240			6,305,066	6,634,354	48.73%
7523 - USDA Admin Salary	153,970			64,652	89,318	41.99%
7524 - USDA Services Salary	246,429			121,835	124,594	49.44%
7526 - Disability Salary	578,030			77,690	500,340	13.44%
7527 - Health Salary	480,269			203,566	276,703	42.39%
7528 - PFCE Salary	2,469,157			1,099,790	1,369,367	44.54%
7529 -General Funds	696,262			252,232	444,030	36.23%
7534 - Facilities Salary	297,958			106,038	191,920	35.59%
Total Salary	19,751,536	0	0	9,015,050	10,736,486	45.64%
7521 - Admin	158,935					
7522 - Education	810,414		5,794	133,952	19,189	87.93%
7523 - USDA Admin	8,214		36,272	326,021	448,121	44.70%
7524 - USDA Services	1,527,262			571	7,643	6.95%
7525 - Training	156,870			540,932	986,330	35.42%
7526 - Disability	62,177		4,500	65,231	87,139	44.45%
7527 - Health	15,602		36,243	13,090	12,844	79.34%
7528 - PFCE	64,716			8,084	7,518	51.82%
7529 -General Funds	31,472			31,161	33,555	48.15%
7534 - Facilities	501,458			3,346	28,126	10.63%
Total Non-Salary	3,337,120	0	82,808	329,114	172,344	65.63%
				1,451,504	1,802,808	43.50%
Grand Total	23,088,656	0	82,808	10,466,554	12,539,294	45.33%

Community and Family Services Through **March 31, 2025**: Fund - 7005 Dept - 062 Unit 7521 H. S Admin **45%** 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	% BUDGET USED YTD
1120	7FA	REGULAR SALARIES AND WAGES	1,207,110.00	82,573.02	87,036.54	86,329.99	84,967.48	95,439.48	94,233.40	.00	.00	.00	.00	.00	.00	.00	531,591.91	675,528.09	44.04
1125	7FA	RECRUITMENT & RETENTION PAY	11,568.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	11,568.00	.00
1130	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	.00
1140	7FA	OVERTIME	2,500.00	2,693.30	1,280.45	1,994.72	716.52	979.37	630.33	.00	.00	.00	.00	.00	.00	.00	8,274.69	-5,774.69	330.99
1150	7FA	SPECIAL PAY	.00	450.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	-450.00	.00
1160	7FA	LONGEVITY PAY	12,500.00	.00	12,700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	12,700.00	.00
2110	7FA	FICA TAXES	92,347.00	6,326.75	7,486.08	6,514.39	6,360.15	7,014.71	6,762.70	.00	.00	.00	.00	.00	.00	.00	45,000.00	-200.00	101.60
2120	7FA	RETIREMENT CONTRIBUTION	163,572.00	11,894.14	14,174.26	12,282.01	11,971.87	11,774.43	12,408.32	.00	.00	.00	.00	.00	.00	.00	40,464.78	51,862.22	43.82
2130	7FA	LIFE AND HEALTH INSURANCE	380,000.00	17,411.42	17,903.06	18,123.06	22,636.56	19,655.88	19,655.88	.00	.00	.00	.00	.00	.00	.00	74,505.03	89,066.97	45.55
2131	7FA	HSA/FA CONTRIBUTION	.00	.00	.00	.00	10,650.00	.00	-10,650.00	.00	.00	.00	.00	.00	.00	.00	115,385.86	264,614.14	30.36
2200	7FA	PAYMENTS TO OPEB TRUST	14,624.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	14,624.00	.00
		Total of Salaries	1,989,221.00	121,340.63	140,580.39	125,234.17	137,302.58	135,863.87	123,040.63	.00	.00	.00	.00	.00	.00	.00	783,362.27	1,105,858.73	41.45
3125	7FB	INDIRECT COSTS	108,329.00	.00	.00	.00	.00	106,329.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00
3179	7FC	CONTRACT SVC EMPLOY AGENT	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00
3410	7FC	LOCAL TRAVEL	2,750.00	.00	26.46	.00	22.76	66.61	66.68	.00	.00	.00	.00	.00	.00	.00	106.53	2,563.47	6.78
3510	7FC	POSTAGE and MESSENGER SVCS	800.00	.00	.00	.00	31.85	.00	32.00	.00	.00	.00	.00	.00	.00	.00	63.85	736.15	7.98
3530	7FC	TOLL CHARGES	20.00	.00	2.28	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2.28	17.72	11.40
3610	7FC	RENTAL OF EQUIPMENT	3,100.00	.00	501.80	250.90	250.90	250.90	250.90	.00	.00	.00	.00	.00	.00	.00	1,003.60	501.00	80.94
3720	7FC	COMMUNICATIONS	7,000.00	.00	.00	607.59	614.31	1,228.65	30.90	.00	.00	.00	.00	.00	.00	.00	2,481.45	4,518.55	35.45
3820	7FC	MAINTENANCE OF EQUIPMENT	10,000.00	.00	.00	.00	1,479.51	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,790.49	3,730.00	62.70
3910	7FC	GRAPHIC REPROD SVCS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4010	7FC	DUES AND MEMBERSHIPS	4,000.00	.00	.00	7,144.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	7,144.00	-3,144.00	178.60
4020	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	201.80
4110	7FC	INCLUDING PRINTING)	6,000.00	.00	.00	2,110.88	452.90	1,688.35	.00	.00	.00	.00	.00	.00	.00	.00	4,252.13	1,747.87	70.87
4115	7FC	SUPPLIES	1,000.00	.00	.00	60.92	101.41	.00	.00	.00	.00	.00	.00	.00	.00	.00	162.33	837.67	16.23
4121	7FC	COMPUTER REL LESS THAN	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4123	7FC	EQUIPMENTLESS THAN \$5000	2,000.00	.00	.00	.00	.00	.00	-30.90	.00	.00	.00	.00	.00	.00	.00	99	1,999.01	.05
4412	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
4418	7FC	PROGRAM	100.00	.00	.00	.00	721.14	.00	.00	.00	.00	.00	.00	.00	.00	.00	721.14	-621.14	721.14
4422	7FC	SCHOLARSHIPS, AWARDS, BENEF	1,500.00	.00	.00	179.05	96.30	.00	.00	.00	.00	.00	.00	.00	.00	.00	276.15	1,223.85	18.41
4482	7FC	SELF INS-PROP CASUALTY	9,061.00	.00	.00	9,061.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	9,061.00	.00	100.00
		Total Operations	1,589,935.00	121,340.63	141,110.93	144,689.78	141,124.73	109,783.08	123,392.21	.00	.00	.00	.00	.00	.00	.00	5,794.09	19,188.57	87.93
		Total of Unit 7521	2,048,156.00	121,340.63	141,110.93	144,689.78	141,124.73	245,646.95	123,392.21	.00	.00	.00	.00	.00	.00	.00	917,314.61	1,125,047.30	45.07



Community And Family Through March 31, 2025 Fund - 7005 - Dept 062, Unit 7522 Education HS Services 48% of FY Elapsed

OBL	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Encum	TOTAL YTD	BALANCE	% BUDGET T YTD	
1120	7FE	REGULAR SALARIES AND WAGES	6,724,467.00	753,203.54	774,511.53	777,730.98	5,763,375.29	489,050.76	661,203.11	-	-	-	-	-	-	-	4,042,905.61	2,681,501.39	60.12	
1125	7FE	RECRUITMENT & RETENTION PAY	103,686.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	103,686.00	103,686.00	100.00
1130	7FE	OTHER SALARIES AND WAGES	10,000.00	16,351.55	18,202.01	17,203.72	10,039.60	10,215.79	13,796.19	-	-	-	-	-	-	-	93,959.66	93,959.66	939.59	
1140	7FE	OVERTIME	5,000.00	31,845.67	7,040.51	11,033.44	5,164.67	2,150.01	1,500.61	-	-	-	-	-	-	-	58,400.91	58,400.91	1,168.02	
1150	7FE	SPECIAL PAY	-	450.00	3,000.00	500.00	3,000.00	4,500.00	2,500.00	-	-	-	-	-	-	-	13,950.00	13,950.00	100.00	
1160	7FE	LONGEVITY PAY	113,400.00	-	112,500.00	-	-	-	-	-	-	-	-	-	-	-	112,500.00	900.00	99.21	
2110	7FE	FICA TAXES	509,153.00	59,538.02	67,803.51	59,528.29	46,528.06	35,511.35	49,951.26	-	-	-	-	-	-	-	318,059.39	199,293.61	62.63	
2120	7FE	RETIREMENT CONTRIBUTION	1,037,863.00	106,869.53	121,962.03	107,534.09	79,247.21	62,708.12	90,113.87	-	-	-	-	-	-	-	568,435.65	469,427.35	54.77	
2130	7FE	LIFE AND HEALTH INSURANCE	4,275,000.00	186,055.00	187,322.25	187,362.23	213,719.00	137,167.60	165,189.21	-	-	-	-	-	-	-	1,096,815.89	3,178,184.11	25.66	
2131	7FE	HS/AFSA CONTRIBUTION	-	375.00	-	-	70,000.00	187.50	(79,562.50)	-	-	-	-	-	-	-	-	-	-	-
2200	7FE	PAYMENTS TO OPEB TRUST	161,677.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	161,677.00	-	-
		Total of Salaries	12,940,248.00	1,154,778.91	1,232,402.24	1,160,881.55	1,013,074.73	770,289.13	924,349.75	-	-	-	-	-	-	-	6,395,005.31	6,634,359.69	48.73	
3167	7FF	PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	7,000.00	-	-	-	231.09	309.08	911.63	-	-	-	-	-	-	-	2,007.00	4,993.00	28.67	
3192	7FF	SOFTWARE LICENSING SUPPORT FEE	50,000.00	-	-	-	42,536.00	-	-	-	-	-	-	-	-	-	-	1,752.99	1,752.99	96.49
3197	7FF	CONTRACTUAL SERVICES NOT OTHERWISE	6,000.00	-	-	-	-	-	262.19	-	-	-	-	-	-	-	42,536.00	13,012.19	130.20	
3350	7FF	OTHER INSURANCE AND BONDS	100.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.00	100.00	100.00
3410	7FF	LOCAL TRAVEL	8,000.00	-	691.98	745.41	1,317.34	1,315.10	2,197.88	-	-	-	-	-	-	-	6,267.71	1,732.29	78.35	
3530	7FF	TOLL CHARGES	3,000.00	-	85.56	171.29	178.42	46.40	205.02	-	-	-	-	-	-	-	767.69	2,232.31	23.59	
3610	7FF	RENTAL OF EQUIPMENT	50,000.00	-	5,770.70	2,895.35	2,895.35	2,895.35	2,895.35	-	-	-	-	-	-	-	17,331.80	31,668.20	63.33	
3720	7FF	COMMUNICATIONS	30,100.00	-	212.39	2,432.98	1,887.70	3,072.64	222.16	-	-	-	-	-	-	-	7,097.69	22,272.31	74.11	
3820	7FF	MAINTENANCE OF EQUIPMENT	32,000.00	-	-	-	6,171.30	-	-	-	-	-	-	-	-	-	6,171.30	15,580.00	51.38	
3910	7FF	GRAPHIC REPROD SVCS	100.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.00	100.00	100.00
4020	7FF	BOOKS, COMPACT DISKS, VIDEOS, AND SLIDES	3,340.00	-	-	-	-	1,428.00	-	-	-	-	-	-	-	-	1,428.00	1,912.00	42.75	
4040	7FF	LICENSE AND CERTIFICATION FEES	10,000.00	-	-	60.00	-	425.00	835.00	-	-	-	-	-	-	-	1,320.00	8,680.00	13.70	
4110	7FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	12,000.00	-	-	2,606.87	4,531.53	981.47	363.80	-	-	-	-	-	-	-	8,483.67	3,516.33	70.70	
4115	7FF	MISCELLANEOUS OPERATING SUPPLIES	60,000.00	-	-	329.63	6,345.05	802.54	3,717.45	-	-	-	-	-	-	-	11,195.67	48,804.33	18.66	
4116	7FF	EVENT/MEAL REIMBURSEMENTS	3,000.00	-	-	500.35	-	314.58	-	-	-	-	-	-	-	-	823.97	2,176.03	27.47	
4121	7FF	COMPUTER EQUIP UNDER \$500 & COMPUTERS	3,000.00	-	-	-	223.06	-	354.45	-	-	-	-	-	-	-	570.41	2,421.59	19.28	
4123	7FF	EQUIPMENT LESS THAN \$5000	6,000.00	-	-	9,534.71	13,957.58	22,040.06	12,192.19	-	-	-	-	-	-	-	803.41	5,196.59	13.39	
4135	7FF	FOOD AND DIETARY	350,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	58,524.54	291,475.46	16.72	
4195	7FF	MISC SUPPLIES OR EXPENSES	100.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.00	-	-
4412	7FF	PROMOTIONAL EXPENSES	2,500.00	-	2,500.00	-	3,427.05	-	-	-	-	-	-	-	-	-	5,927.05	2,072.15	74.10	
4418	7FF	EDUCATIONAL ASSISTANCE PROGRAM	8,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50.00	-	-
4422	7FF	SCHOLARSHIPS, AWARDS, BENEFITS	50.00	-	-	-	-	-	-	-	-	-	-	-	-	-	1,635.39	1,135.39	327.08	
4450	7FF	PARENT ACTIVITY FUND	500.00	-	-	1,635.39	600.00	-	439.60	-	-	-	-	-	-	-	1,934.60	13,425.40	12.60	
4452	7FF	FIELD TRIP'S-HEAD START	15,300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4482	7FF	SELF INS-PROP CASUALTY	150,214.00	-	-	150,214.00	-	-	-	-	-	-	-	-	-	-	150,214.00	-	100.00	-
8120	7FF	AID TO OTHER GOVT AGENCIES	50.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50.00	-	-
		Total of Operations	810,414.00	1,154,778.91	9,303.63	171,547.59	84,812.23	35,600.15	24,757.70	-	-	-	-	-	-	-	38,271.51	326,021.30	44.70	
		Total of Unit 7522	13,750,660.00	11,547,778.91	1,301,705.87	1,332,520.14	1,007,866.96	795,609.28	946,107.45	-	-	-	-	-	-	-	6,631,907.61	7,082,460.88	48.49	



Community and Family Services Through **March 31, 2025**: Fund - 7005 Dept - 062 Unit - 7523 USDA Admin **40%** of FY Elapsed

OBJECT	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
1120	7FQ	REGULAR SALARIES and WAGES	81,385.00	7,437.44	7,177.21	7,030.41	6,906.63	7,030.40	7,030.40	.00	.00	.00	.00	.00	.00	.00	42,612.69	48,782.31	46.62
1140	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
1160	7FQ	OVERTIME	500.00	758.16	.00	.00	-174.32	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	-83.84	116.77
2110	7FQ	LONGEVITY PAY	1,200.00	.00	1,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	583.84	.00
2120	7FQ	FICA TAXES	6,991.00	617.85	631.27	520.23	503.90	526.78	526.77	.00	.00	.00	.00	.00	.00	.00	1,200.00	3,656.12	100.00
2130	7FQ	RETIREMENT CONTRIBUTION	11,422.00	1,117.07	1,141.83	950.25	917.04	958.26	958.26	.00	.00	.00	.00	.00	.00	.00	3,334.89	5,370.68	47.70
2131	7FQ	LIFE and HEALTH INSURANCE	38,000.00	1,746.67	1,761.22	1,801.22	1,853.18	1,853.18	1,853.18	.00	.00	.00	.00	.00	.00	.00	6,061.32	27,131.15	52.98
2200	7FQ	HSAFSA CONTRIBUTION	.00	.00	.00	.00	2,000.00	.00	-2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	0.00	28.60
		PAYMENTS TO OPEB TRUST	3,083.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,083.00	.00
		Total of Salaries	163,970.00	11,677.39	11,911.53	10,318.12	12,007.31	10,368.62	8,368.61	.00	.00	.00	.00	.00	.00	.00	64,651.59	89,318.42	41.99
3125	7FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,493.20	.76
3410	7FR	LOCAL TRAVEL	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
3530	7FR	TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3820	7FR	MAINTENANCE OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4110	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
4418	7FR	EDUCATIONAL ASSISTANCE PROGRAM	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4482	7FS	SELF INS-PROP CASUALTY	521.00	.00	.00	521.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	521.00	.00	100.00
		Total of Operations	8,214.00	.00	.00	521.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	7,643.20	6.95
		Total of Unit 7523	182,184.00	11,877.39	11,911.53	10,839.12	12,007.31	10,418.42	8,368.61	.00	.00	.00	.00	.00	.00	.00	85,222.39	96,961.62	40.22

Community and Family Services Through **March 31, 2025**: Fund -7005 Dept 062 Unit - 7524: USDA Services **37%** of FY Elapsed

OBJECT	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
1120	7FT	REGULAR SALARIES and WAGES	133,016.00	11,062.64	11,062.40	12,060.00	10,626.53	11,682.40	11,862.40	.00	.00	.00	.00	.00	.00	.00	69,156.37	63,859.63	51.99
1125	7FT	RECRUITMENT & RETENTION PAY	1,807.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,807.00	.00
1140	7FT	OVERTIME	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
1160	7FT	LONGEVITY PAY	2,700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	-2,700.00	200.00
2110	7FT	FICA TAXES	10,175.00	785.16	1,256.27	858.34	744.09	824.84	830.64	.00	.00	.00	.00	.00	.00	.00	5,400.00	4,867.66	52.16
2120	7FT	RETIREMENT CONTRIBUTION	16,045.00	1,922.70	3,000.20	2,103.43	1,841.49	2,023.65	2,061.68	.00	.00	.00	.00	.00	.00	.00	5,307.34	3,091.85	80.73
2130	7FT	LIFE and HEALTH INSURANCE	76,000.00	4,590.14	4,637.54	4,737.54	5,017.48	5,017.48	2,061.68	.00	.00	.00	.00	.00	.00	.00	12,963.15	46,992.34	30.18
2131	7FT	USAFSA CONTRIBUTION	.00	.00	.00	.00	2,550.00	.00	-2,550.00	.00	.00	.00	.00	.00	.00	.00	23,017.66	6,106.00	.00
2200	7FT	PAYMENTS TO OPEB TRUST	6,186.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,106.00	.00
		<b>Total of Salaries</b>	<b>246,428.00</b>	<b>18,360.64</b>	<b>26,156.41</b>	<b>19,759.31</b>	<b>20,779.59</b>	<b>19,548.37</b>	<b>17,230.20</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>121,834.52</b>	<b>124,594.43</b>	<b>49.44</b>
3170	7FU	JANITORIAL SVC and SUPPLY	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4110	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
4115	7FU	MISCELLANEOUS OPERATING SUPPLIES	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00
4123	7FU	EQUIPMENT LESS THAN \$5000	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
4130	7FU	HOUSEHOLD AND KITCHEN SUPPLIES	450.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	450.00	.00
4135	7FU	FOOD AND DIETARY	1,524,510.00	.00	.00	66,586.58	83,942.27	251,405.56	138,053.92	.00	.00	.00	.00	.00	.00	.00	540,030.33	984,479.67	35.42
4482	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
		<b>Total of Operations</b>	<b>1,527,262.00</b>	<b>.00</b>	<b>.00</b>	<b>67,450.58</b>	<b>83,942.27</b>	<b>251,405.56</b>	<b>138,053.92</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>540,922.33</b>	<b>985,329.67</b>	<b>35.42</b>
		<b>Total of Unit 7524</b>	<b>177,369.1</b>	<b>18,960.64</b>	<b>26,156.41</b>	<b>87,209.89</b>	<b>104,721.86</b>	<b>27,033.93</b>	<b>155,284.12</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>682,768.85</b>	<b>-110,924.15</b>	<b>37.37</b>

Community and Family Services Through **March 31, 2025**: Fund - 7005 Dept - 062 Unit - 7525: HS Training **44%** 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	CONTRACT SVC-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	38,000.00	.00	.00	2,858.12	9,204.72	12,112.18	12,120.26	.00	.00	.00	.00	.00	.00	.00	36,295.28	1,704.72	95.51
3510	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
3520	7FH	LEASES-BUILDINGS/STRUCTURES	2,995.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,995.00	.00
3910	7FH	GRAPHIC REPROD SVCS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4020	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
4030	7FH	TRAINING AND EDUCATIONAL COST	38,000.00	.00	.00	3,291.00	8,880.00	8,610.00	8,230.00	.00	.00	.00	.00	.00	.00	.00	29,011.00	4,489.00	88.19
4040	7FH	LICENSE AND CERTIFICATION FEES	3,951.00	.00	.00	.00	.00	.00	-75.00	.00	.00	.00	.00	.00	.00	.00	-75.00	4,026.00	-1.90
4110	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
4115	7FH	MISCELLANEOUS OPERATING SUPPLIES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4116	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
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	159,870.00	.00	.00	6,149.12	18,084.72	20,722.18	20,275.26	.00	.00	.00	.00	.00	.00	.00	65,231.28	87,138.72	44.45
		Total of Unit 7525	159,870.00	.00	.00	6,149.12	18,084.72	20,722.18	20,275.26	.00	.00	.00	.00	.00	.00	.00	65,231.28	87,138.72	44.45



Community and Family Services Through **March 31, 2025** Fund - 7005 Dept - 062 Unit - 7526: HS Disability **20%** of FY Elapsed

OBJECT	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	357,754.00	7,086.20	6,211.20	6,211.20	6,211.20	11,103.70	15,769.75	.00	.00	.00	.00	.00	.00	.00	52,673.33	305,080.67	14,72
1125	7FI	RECRUITMENT & RETENTION PAY	2,446.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	24.46	0
1130	7FI	OTHER SALARIES AND WAGES	20,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20,000	0
1140	7FI	OVERTIME	500.00	1,102.42	.00	.00	465.84	26.95	174.75	.00	.00	.00	.00	.00	.00	.00	1,700.96	-1,269.96	353.99
1160	7FI	LONGEVITY PAY	2,000.00	.00	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	500
2110	7FI	FICA TAXES	27,369.00	612.37	575.15	460.38	409.98	813.63	1,159.95	.00	.00	.00	.00	.00	.00	.00	4,111.46	23,257.54	75
2120	7FI	RETIREMENT CONTRIBUTION	50,711.00	1,116.11	1,051.03	846.50	910.08	1,528.01	2,173.24	.00	.00	.00	.00	.00	.00	.00	7,625.05	43,085.95	15.02
2130	7FI	LIFE and HEALTH INSURANCE	114,000.00	855.39	861.66	881.66	1,265.46	2,581.45	3,564.28	.00	.00	.00	.00	.00	.00	.00	10,009.96	10,990.1	8.78
2131	7FI	HS/AFSA CONTRIBUTION	.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 OPEB TRUST	3,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,250	0
		Total of Salaries	578,030.00	10,772.87	10,180.04	8,398.82	10,342.58	16,133.74	21,841.97	.00	.00	.00	.00	.00	.00	.00	77,680.70	500,340.3	13.44
3105	7FK	CONTRACT SERVICES MEDICAL	45,000.00	.00	.00	.00	350.00	3,059.22	5,129.28	.00	.00	.00	.00	.00	.00	.00	36,242.78	8,538.90	98.51
3410	7FK	LOCAL TRAVEL	3,000.00	.00	117.79	230.34	228.81	.00	673.56	.00	.00	.00	.00	.00	.00	.00	1,473.14	1,526.86	40.1
3510	7FK	POSTAGE and MESSENGER SVCS	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	.00	.00	.00	.00	.00	.00	.00	65.88	-15.88	131.76
3720	7FK	COMMUNICATIONS	2,000.00	.00	.00	75.20	40.30	80.00	.00	.00	.00	.00	.00	.00	.00	.00	196.19	1,803.81	9.81
4020	7FK	SUBSCRIPTIONS	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000	0
4040	7FK	LICENSE AND CERTIFICATION FEES	30.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	30	0
4110	7FK	PRINTING	3,000.00	.00	.00	39.50	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	39.50	2,960.5	1.32
4115	7FK	MISCELLANEOUS OPERATING SUPPLIES	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000	0
4121	7FK	COMPUTER REL LESS 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, BENEF	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	82,177.00	10,772.87	123.83	3,133.27	828.05	3,369.08	5,030.18	.00	.00	.00	.00	.00	.00	.00	36,242.78	13,080.21	78.34
		Total of Unit 7526	840,207.00	10,772.87	10,322.07	11,533.09	10,870.61	19,502.02	27,078.15	.00	.00	.00	.00	.00	.00	.00	90,779.91	513,184.31	19.84

Community and Family Services Through **March 31, 2025** Fund - 7005 Dept - 062 Unit - 7527: HS Child Health and Development **43%** 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	% BUDGET
1120	7FW	REGULAR SALARIES and WAGES	294,218.00	23,062.05	22,588.50	23,005.41	23,024.84	23,464.73	17,369.94	.00	.00	.00	.00	.00	.00	.00	132,514.55	161,703.45	45.04
1125	7FW	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	7FW	OTHER SALARIES and WAGES	.00	3,133.12	2,016.00	674.01	522.24	.00	456.96	.00	.00	.00	.00	.00	.00	.00	6,802.33	-6,802.33	.00
1140	7FW	OVERTIME	500.00	1,360.37	5.13	46.14	289.56	2.96	11.86	.00	.00	.00	.00	.00	.00	.00	1,716.02	-1,216.02	343.20
1160	7FW	LONGEVITY PAY	1,300.00	.00	1,300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,300.00	.00
2110	7FW	FICA TAXES	22,509.00	2,042.72	1,910.39	1,746.35	1,894.68	1,713.46	1,341.04	.00	.00	.00	.00	.00	.00	.00	10,646.64	11,860.36	100.00
2120	7FW	RETIREMENT CONTRIBUTION	40,038.00	3,311.76	3,251.28	3,141.92	3,177.75	3,198.65	2,369.01	.00	.00	.00	.00	.00	.00	.00	18,450.37	21,587.63	46.08
2130	7FW	LIFE and HEALTH INSURANCE	114,000.00	4,669.76	4,799.76	4,859.76	8,011.60	6,012.10	3,781.20	.00	.00	.00	.00	.00	.00	.00	32,134.18	81,865.82	28.19
2131	7FW	HS/AFSA CONTRIBUTION	.00	.00	.00	.00	1,000.00	.00	-1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	7FW	PAYMENTS TO OPEB TRUST	4,875.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,875.00	.00
		Total of Salaries	480,269.00	37,578.78	35,871.14	33,473.59	37,920.67	34,391.90	24,329.01	.00	.00	.00	.00	.00	.00	.00	203,566.09	276,702.91	42.39
3179	7FW	CONTRACT SVC EMPLOY AGENT	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
3195	7FW	CONTRACT SERVICES MEDICAL	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
3410	7FW	LOCAL TRAVEL	500.00	.00	180.37	216.68	39.20	165.29	156.18	.00	.00	.00	.00	.00	.00	.00	757.72	-257.72	151.54
3530	7FW	TOLL CHARGES	50.00	.00	.00	6.85	.00	4.61	.00	.00	.00	.00	.00	.00	.00	.00	11.46	30.54	22.92
3720	7FW	COMMUNICATIONS	2,000.00	.00	.00	196.19	236.49	472.98	.00	.00	.00	.00	.00	.00	.00	.00	905.66	1,094.34	45.28
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	493.06	.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	4,184.04	.00	.00	.00	.00	.00	.00	.00	4,882.34	5,617.66	46.50
4121	7FW	COMPUTER EQUIP UNDER \$500 & COMPUTER REL LESS THAN \$5000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4143	7FW	MED&NSURG 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,BENEF	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	15,602.00	.00	180.37	1,171.72	1,523.10	699.08	4,540.17	.00	.00	.00	.00	.00	.00	.00	.00	7,517.56	51.82
		Total of Unit 7527	49587.11	37,678.78	36,051.51	34,645.31	39,443.77	35,080.98	28,668.18	.00	.00	.00	.00	.00	.00	.00	211,650.53	264,220.47	42.68



Community and Family Services Through **March 31, 2025** Fund - 7005 Dept - 062 Unit - 7528: HS Parent Family Community Engagement **45%** 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	1,494,982.00	116,943.37	116,271.19	113,737.59	105,978.05	111,108.78	111,738.95	.00	.00	.00	.00	.00	.00	.00	675,777.94	819,204.06	45.20	
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	.00
1130	7FX	OTHER SALARIES AND WAGES	10,000.00	6,016.83	8,112.84	5,980.26	5,902.33	9,497.96	7,880.39	.00	.00	.00	.00	.00	.00	.00	43,378.61	-33,378.61	433.79	
1140	7FX	OVERTIME	5,000.00	8,176.34	.00	925.81	861.96	277.95	871.74	.00	.00	.00	.00	.00	.00	.00	10,913.80	-5,913.80	218.28	
1150	7FX	SPECIAL PAY	.00	.00	.00	500.00	.00	.00	500.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	-1,000.00	.00	
1160	7FX	LONGEVITY PAY	13,750.00	.00	13,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	500.00	.00
2110	7FX	FICA TAXES	114,365.00	9,633.23	10,103.67	8,847.20	8,430.04	8,829.00	8,821.92	.00	.00	.00	.00	.00	.00	.00	13,250.00	500.00	96.36	
2120	7FX	RETIREMENT CONTRIBUTION	193,512.00	17,892.72	18,520.60	16,312.40	15,300.83	15,912.85	16,052.46	.00	.00	.00	.00	.00	.00	.00	54,664.95	59,700.04	47.80	
2130	7FX	LIFE AND HEALTH INSURANCE	589,000.00	30,839.24	32,064.48	32,251.18	37,834.58	33,910.00	33,913.58	.00	.00	.00	.00	.00	.00	.00	90,991.86	98,520.14	50.37	
2131	7FX	HS/MSA CONTRIBUTION	.00	.00	.00	.00	11,650.00	.00	-11,650.00	.00	.00	.00	.00	.00	.00	.00	200,813.06	388,186.94	34.09	
2200	7FX	PAYMENTS TO OPEB TRUST	27,623.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	27,623.00	.00	.00
		Total of Salaries	2,489,157.00	188,501.73	190,322.78	178,542.44	165,957.78	179,538.55	187,928.94	.00	.00	.00	.00	.00	.00	.00	1,088,700.23	1,389,388.77	44.54	
3179	7FY	CONTRACT SVC EMPLOY AGENT	5,700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,700.00	.00	.00
3410	7FY	LOCAL TRAVEL	3,000.00	.00	87.24	12.73	83.35	99.09	237.65	.00	.00	.00	.00	.00	.00	.00	520.06	2,479.94	17.34	
3530	7FY	TOLL CHARGES	100.00	.00	.00	.00	2.75	.00	.00	.00	.00	.00	.00	.00	.00	.00	2.75	87.25	2.75	
3720	7FY	COMMUNICATIONS	11,000.00	.00	.00	1,252.66	1,180.12	2,357.58	.00	.00	.00	.00	.00	.00	.00	.00	4,790.36	6,209.64	43.55	
4020	7FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
4110	7FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	9,000.00	.00	.00	.00	1,808.45	-19.99	225.48	.00	.00	.00	.00	.00	.00	.00	2,013.94	6,986.06	22.38	
4115	7FY	MISCELLANEOUS OPERATING SUPPLIES	4,000.00	.00	.00	66.18	.00	.00	73.67	.00	.00	.00	.00	.00	.00	.00	139.85	3,880.15	3.50	
4121	7FY	COMPUTER EQUIP UNDER \$500 & EQUIPMENT LESS THAN \$5000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	.00
4123	7FY	PROMOTIONAL EXPENSES	3,000.00	.00	.00	.00	94.88	.00	28.48	.00	.00	.00	.00	.00	.00	.00	123.36	2,876.64	4.11	
4412	7FY	EDUCATIONAL ASSISTANCE PROGRAM	7,000.00	.00	.00	222.61	90.60	.00	7,916.64	.00	.00	.00	.00	.00	.00	.00	8,229.85	-1,229.85	117.57	
4418	7FY	PARENT ACTIVITY FUND	1,000.00	.00	.00	.00	2,076.32	1,448.65	216.12	.00	.00	.00	.00	.00	.00	.00	3,741.09	1,000.00	.00	
4450	7FY	SELF INS-PROP CASUALTY	9,216.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,474.91	40.59	.00
4482	7FY		11,600.00	.00	.00	11,600.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	11,600.00	.00	100.00	
		Total of Operations	64,716.00	.00	87.24	13,164.18	5,336.47	3,885.33	8,888.04	.00	.00	.00	.00	.00	.00	.00	31,161.28	33,554.74	48.15	
		Total of Unit 7528	2,533,873.00	189,501.73	190,410.02	191,696.62	191,294.26	183,421.88	176,826.98	.00	.00	.00	.00	.00	.00	.00	1,130,951.49	1,402,921.51	44.53	



Community and Family Services Through **March 31, 2025** Fund - 0001 Dept - 062 Unit - 7529: HS General Fund **35%** 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	26,323.12	28,222.40	28,222.40	26,882.73	28,222.40	28,202.10	.00	.00	.00	.00	.00	.00	.00	166,075.23	276,578.77	37.52	
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	.00
1160	HZE	LONGEVITY PAY	4,450.00	.00	4,200.00	.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	1,936.90	2,390.55	2,078.27	1,972.93	2,075.41	2,073.85	.00	.00	.00	.00	.00	.00	.00	12,536.91	21,994.09	36.31	
2120	HZE	RETIREMENT CONTRIBUTION	61,523.00	3,387.84	4,419.16	3,846.70	3,664.10	3,846.70	3,814.88	.00	.00	.00	.00	.00	.00	.00	23,179.38	38,343.62	37.68	
2130	HZE	LIFE and HEALTH INSURANCE	148,334.00	7,318.07	7,431.74	7,571.74	7,972.84	7,972.84	7,972.84	.00	.00	.00	.00	.00	.00	.00	46,240.07	102,093.93	31.17	
2131	HZE	HS/AFSA CONTRIBUTION	.00	.00	.00	.00	1,550.00	.00	-1,550.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2150	HZE	UNEMPLOYMENT COMPENSATION	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00	.00
		Total of Salaries	686,282.00	39,185.93	46,672.85	41,719.11	42,042.60	42,117.35	40,513.75	.00	.00	.00	.00	.00	.00	.00	252,231.59	444,050.41	36.23	
3167	HZE	GOVERNMENTAL AGENCIES	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00	.00
3197	HZE	OTHERWISE SPECIFIED	22,800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	22,800.00	.00	.00
4020	HZE	AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	.00
4110	HZE	PRINTING	450.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	450.00	.00	.00
4115	HZE	SUPPLIES	5,000.00	.00	.00	739.32	.00	2,486.75	.00	.00	.00	.00	.00	.00	.00	.00	3,226.07	1,763.93	64.72	
4116	HZE	EQUIPMENTAL REIMBURSEMENTS	250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	250.00	.00	.00
4123	HZE	EQUIPMENT LESS THAN \$5000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	.00
4135	HZE	FOOD AND DIETARY	1,500.00	.00	.00	.00	.00	109.44	.00	.00	.00	.00	.00	.00	.00	.00	109.44	1,390.56	7.30	
4482	HZE	SELF INS-PROP CASUALTY	1,072.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,072.00	.00	.00
		Total of Operations	31,472.00	.00	.00	739.32	.00	2,606.19	.00	.00	.00	.00	.00	.00	.00	.00	3,345.51	28,126.49	10.83	
		Total of Unit 7529	727,754.00	39,185.93	46,672.85	42,458.43	42,042.60	44,723.54	40,513.75	.00	.00	.00	.00	.00	.00	.00	255,577.1	472,166.9	35.17	



Community and Family Services Through **March 31, 2025** Fund - 7005 Dept - 062 Unit - 7534: Facilities **54%** of FY 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	173,590.00	11,840.42	11,530.44	11,513.92	10,760.71	12,791.50	12,144.00	.00	.00	.00	.00	.00	.00	.00	70,568.95	103,029.01	40.65
1125	7FL	RECRUITMENT & RETENTION PAY	1,660.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,660.00	.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	2,500.00	183.68	67.23	6.32	33.62	202.85	161.35	.00	.00	.00	.00	.00	.00	.00	735.06	1,764.94	29.40
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	13,200.00	857.52	911.92	815.77	757.68	936.54	877.70	.00	.00	.00	.00	.00	.00	.00	5,157.12	8,122.87	38.82
2120	7FL	RETIREMENT CONTRIBUTION	23,087.00	1,876.15	2,084.06	1,823.28	1,725.10	2,053.58	1,537.64	.00	.00	.00	.00	.00	.00	.00	11,499.81	11,587.19	48.81
2130	7FL	LIFE and HEALTH INSURANCE	76,000.00	2,546.45	2,481.04	2,681.04	3,296.05	2,836.00	2,836.06	.00	.00	.00	.00	.00	.00	.00	16,076.74	59,123.26	22.21
2200	7FL	PAYMENTS TO OPEB TRUST	1,825.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,825.00	.00
		<b>Total of Salaries</b>	<b>287,868.00</b>	<b>17,304.27</b>	<b>18,459.88</b>	<b>18,840.33</b>	<b>18,882.18</b>	<b>18,880.53</b>	<b>17,958.75</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>100,037.73</b>	<b>181,830.27</b>	<b>35.56</b>
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 SVC and SUPPLY	7,000.00	647.73	647.73	647.73	1,395.46	647.73	647.73	.00	.00	.00	.00	.00	.00	.00	4,534.11	2,465.89	64.77
3179	7FM	CONTRACT SVC EMPLOY AGENT	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
3197	7FM	CONTRACTUAL SERVICE IS NOT OTHERWISE SPECIFIED	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
3350	7FM	OTHER INSURANCE and BONDS	3,500.00	.00	.00	.00	5,458.00	.00	.00	.00	.00	.00	.00	.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-CO 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
3510	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	316,000.00	62.53	62.53	62.53	285,726.87	62.53	62.53	.00	.00	.00	.00	.00	.00	.00	285,039.52	29,960.48	93.52
3710	7FM	UTILITIES	35,000.00	839.37	927.56	3,058.86	3,081.23	1,495.69	3,203.25	.00	.00	.00	.00	.00	.00	.00	12,686.95	22,313.05	36.25
3720	7FM	COMMUNICATIONS	13,045.00	.00	.00	34.99	34.99	69.98	.00	.00	.00	.00	.00	.00	.00	.00	139.96	12,905.04	1.07
3810	7FM	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	18,000.00	338.75	338.75	857.58	1,068.50	780.63	674.95	.00	.00	.00	.00	.00	.00	.00	4,059.16	13,940.84	22.55
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	1,548.63	.00	.00	.00	.00	.00	.00	.00	7,089.84	18,938.16	27.24
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	374.46	.00	.00	.00	.00	.00	.00	.00	479.85	1,020.15	31.98
4115	7FM	MISCELLANEOUS OPERATING SUPPLIES	40,000.00	.00	.00	402.68	371.20	78.60	1,732.66	.00	.00	.00	.00	.00	.00	.00	2,585.09	37,414.91	6.46
4123	7FM	EQUIPMENT LESS THAN \$5000	9,000.00	.00	.00	431.39	175.09	231.91	3,794.34	.00	.00	.00	.00	.00	.00	.00	4,632.72	4,367.27	51.47
4125	7FM	TOOLS and SMALL IMPLEMENTS	3,000.00	.00	.00	215.51	.00	154.04	45.82	.00	.00	.00	.00	.00	.00	.00	416.37	2,583.63	13.88
4175	7FM	CLOTHING and WEARING APPAREL	116.00	.00	.00	.00	29.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	29.00	87.00	25.00
4195	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, BENEF	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
		<b>Total of Operations</b>	<b>501,458.00</b>	<b>1,888.38</b>	<b>1,978.58</b>	<b>40,767.25</b>	<b>228,149.86</b>	<b>3,622.11</b>	<b>12,810.17</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>328,115.44</b>	<b>172,343.56</b>	<b>65.63</b>
		<b>Total of Unit 7534</b>	<b>798,416.00</b>	<b>19,182.65</b>	<b>20,430.25</b>	<b>27,807.59</b>	<b>914,752.12</b>	<b>22,422.64</b>	<b>30,766.92</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>435,162.17</b>	<b>384,253.83</b>	<b>54.43</b>



# Credit Card Expenses

## March 31, 2025

CH Full Name	Post Day	Comp Supp Name	Amount
CLAYTON, AMANDA	02/27/25	IHOP 360225	\$ 53.98
CLAYTON, AMANDA	03/05/25	PUBLIX #405	\$ 9.89
CLAYTON, AMANDA	03/06/25	PUBLIX #436	\$ 30.44
CLAYTON, AMANDA	03/06/25	IHOP 360225	\$ 53.98
CLAYTON, AMANDA	03/13/25	PUBLIX #405	\$ 107.42
CUEVAS SAYAGO, LEONOR	02/28/25	PUBLIX #436	\$ 107.51
CUEVAS SAYAGO, LEONOR	03/04/25	WM SUPERCENTER	\$ 20.05
CUEVAS SAYAGO, LEONOR	03/04/25	THE HOME DEPOT	\$ 137.82
CUEVAS SAYAGO, LEONOR	03/05/25	SYSCO CORP	\$ 4,166.20
CUEVAS SAYAGO, LEONOR	03/07/25	PUBLIX #1501	\$ 52.38
CUEVAS SAYAGO, LEONOR	03/07/25	WAL-MART #1084	\$ 154.65
CUEVAS SAYAGO, LEONOR	03/20/25	PUBLIX #1754	\$ 13.45
CUEVAS SAYAGO, LEONOR	04/02/25	PUBLIX #436	\$ 9.88
CUEVAS SAYAGO, LEONOR	04/02/25	PUBLIX #436	\$ 20.86
DEONARINE, VIDYA D	02/28/25	CRAYOLAE EXPERIENCE COM	\$ (32.97)
DEONARINE, VIDYA D	02/28/25	CRAYOLAE EXPERIENCE COM	\$ 1,071.52
DEONARINE, VIDYA D	03/06/25	WAL-MART #1084	\$ 131.48
DEONARINE, VIDYA D	03/26/25	WAL-MART #1084	\$ 59.94
DUCK, CORTINA	02/28/25	NIC -AGENCY FOR HLTHCR	\$ 12.39
DUCK, CORTINA	03/04/25	USPS PO 1153410558	\$ 31.75
DUCK, CORTINA	03/14/25	POSITIVE PROMOTIONS	\$ 979.47
DUCK, CORTINA	03/17/25	PUBLIX #436	\$ 238.93
DUCK, CORTINA	03/19/25	DUNKIN #301017	\$ 45.98
DUCK, CORTINA	03/24/25	NIC -DCF CHILD CARE	\$ 101.00
DUCK, CORTINA	03/24/25	NIC -DCF CHILD CARE	\$ 101.00
DUCK, CORTINA	03/27/25	NIC -DCF CHILD CARE	\$ 101.00
DUCK, CORTINA	03/28/25	FSP COUNCIL FOR PROFESSION	\$ 425.00
ELIBERT, MIGUERLINE	03/05/25	DYNAMIC TOUR AND TRANSP	\$ 2,685.00
ELIBERT, MIGUERLINE	03/10/25	CDW GOVT #AD16S3D	\$ 27.00
ELIBERT, MIGUERLINE	03/11/25	AMAZON MKTPL	\$ 168.00
ELIBERT, MIGUERLINE	03/13/25	CDW GOVT #AD2RM1C	\$ 525.00
ELIBERT, MIGUERLINE	03/14/25	CDW GOVT #AD2X79G	\$ 120.00
ELIBERT, MIGUERLINE	03/14/25	WATER COFFEE DELIVERY	\$ 878.76
ELIBERT, MIGUERLINE	03/31/25	Amazon.com EB08X6D33	\$ 56.94
ELIBERT, MIGUERLINE	04/02/25	AMAZON MKTPL	\$ 1,690.90
INFANTE, SILVIO	02/27/25	THE HOME DEPOT	\$ 150.81
INFANTE, SILVIO	03/04/25	DIY PEST & LAWN PRODUCTS	\$ 151.80
INFANTE, SILVIO	03/04/25	THE HOME DEPOT	\$ 16.97
INFANTE, SILVIO	03/05/25	SQ AA-ABRA-KEY-DABRA LOC	\$ 25.00
INFANTE, SILVIO	03/17/25	THE HOME DEPOT	\$ 177.63
INFANTE, SILVIO	03/17/25	THE HOME DEPOT	\$ 177.63
INFANTE, SILVIO	03/24/25	THE HOME DEPOT	\$ 398.00
INFANTE, SILVIO	03/27/25	THE HOME DEPOT	\$ 88.44
INFANTE, SILVIO	04/01/25	IN BORRERO FACILITY SERV	\$ 3,628.40
INFANTE, SILVIO	04/01/25	THE HOME DEPOT	\$ 115.58
MOORE, SANDRA	02/28/25	ODP BUS SOL LLC	\$ 97.09
MOORE, SANDRA	03/04/25	AMAZON MKTPLACE PMTS	\$ (59.67)



# Credit Card Expenses

## March 31, 2025

MOORE, SANDRA	03/06/25	AMAZON MKTPL	\$ 29.98
MOORE, SANDRA	03/06/25	AMAZON MKTPL	\$ 64.14
MOORE, SANDRA	03/07/25	AMAZON RETA	\$ 458.86
MOORE, SANDRA	03/07/25	AHASLIDES	\$ 49.95
MOORE, SANDRA	03/10/25	INTERNATIONAL TRANSACTION	\$ 0.50
MOORE, SANDRA	03/13/25	AMAZON MKTPL	\$ 659.88
MOORE, SANDRA	03/14/25	UNITED TROPHY AND AWARDS	\$ 20.00
MOORE, SANDRA	03/14/25	UNITED TROPHY AND AWARDS	\$ 1,150.00
MOORE, SANDRA	03/14/25	AMAZON MKTPL	\$ 35.98
MOORE, SANDRA	03/17/25	ODP BUS SOL LLC	\$ 74.25
MOORE, SANDRA	03/17/25	ODP BUS SOL LLC	\$ 88.80
MOORE, SANDRA	03/18/25	AMAZON MKTPL	\$ 43.68
MOORE, SANDRA	03/18/25	AMAZON MKTPL	\$ 179.30
MOORE, SANDRA	03/19/25	AMAZON MKTPL	\$ 18.65
PERRY, DESHON	03/12/25	SSA - CENTRAL FLORIDA ZO	\$ 220.00
PERRY, DESHON	03/26/25	SSA - CENTRAL FLORIDA ZO	\$ 100.00
TEMPLE, REGINA	02/28/25	WM SUPERCENTER	\$ 103.76
TEMPLE, REGINA	02/28/25	INTERNATIONAL FOOD CLUB	\$ 65.45
TEMPLE, REGINA	03/04/25	PUBLIX #436	\$ 22.36
TEMPLE, REGINA	03/11/25	WM SUPERCENTER	\$ 94.49
TEMPLE, REGINA	03/11/25	INTERNATIONAL FOOD CLUB	\$ 65.45
VILLALOBOS, NANCY	03/05/25	NATIONAL HEAD START ASSO	\$ 3,995.00
VILLALOBOS, NANCY	03/05/25	SOUTHWES 5262318535095	\$ 565.96
VILLALOBOS, NANCY	03/06/25	NATIONAL CACFP SPONSORS	\$ 789.00
VILLALOBOS, NANCY	03/06/25	HS UNIVERSI	\$ 990.00
VILLALOBOS, NANCY	03/07/25	HILTON HOTELS ANATOLE	\$ 224.85
VILLALOBOS, NANCY	03/13/25	DELTA AIR 0062314692338	\$ 526.97
VILLALOBOS, NANCY	03/13/25	DELTA AIR 0062314704327	\$ 526.97
VILLALOBOS, NANCY	03/18/25	HS UNIVERSI	\$ 3,000.00
VILLALOBOS, NANCY	03/18/25	HS UNIVERSI	\$ 3,000.00
VILLALOBOS, NANCY	03/18/25	HS UNIVERSI	\$ 995.00
VILLALOBOS, NANCY	03/18/25	HS UNIVERSI	\$ 2,000.00
VILLALOBOS, NANCY	03/27/25	ACORN LEARNING	\$ 4,999.00
VILLALOBOS, NANCY	03/28/25	EB 2025 ACTIVE LISTEN	\$ 3,000.00
VILLALOBOS, NANCY	04/02/25	HYATT REG JACKSONVILLE	\$ 808.00
VILLALOBOS, NANCY	04/02/25	HYATT REG JACKSONVILLE	\$ 808.00

Total \$ 49,098.51

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

**I. Pending Approval for hire**

<b>Job Title</b>	<b>Candidate's Name</b>

**II. Termination from employment (Involuntarily)**

<b>Job Title</b>	<b>Reason</b>	<b>Employee's Name</b>

**III. Separation from employment (Voluntarily)**

<b>Job Title</b>	<b>Reason</b>	<b>Employee's Name</b>
Center Supervisor	Work Life Balance	Sonya Conover Culver
Family Service Worker	Family Reasons	Mercedes Rosa
Technician On-Call	End Temporary Employment	Schelita Scott

**III. Current Head Start Openings – As of 4/10/25**

<b>Job Title</b>	<b>Number of Positions</b>	<b>Potential Candidates in process for hire</b>
Sr. Family Service Worker	1	
Family Service Worker	2	
Maintenance Technician	1	
Teacher	12	
Teacher Assistant	11	
Behavior Inclusion Specialist	1	
Administrative Specialist	1	
Registered Nurse	1	
Center Supervisor	1	



# ORANGE COUNTY HEAD START 2024-2025



## ERSEA REPORT

MONTH: March YEAR: 2025

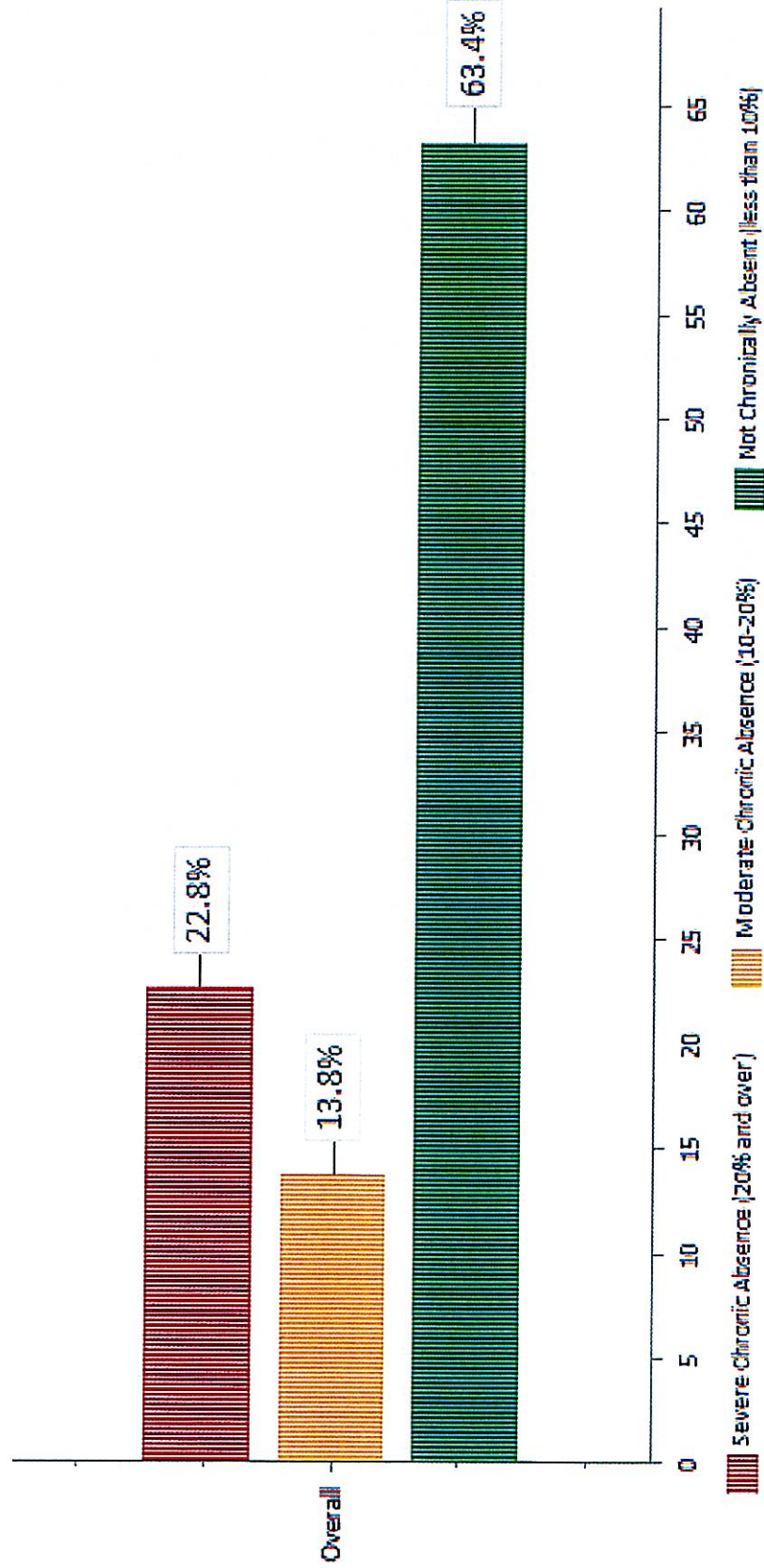
Sites	Funded Enrollment	Monthly Enrollment	10% IEP YTD	Drops YTD	Monthly Waiting List	Monthly New Applications 2024-2025	Monthly Applications 2025-2026	Monthly Attendance
Aloma	40	40	6	4	6	0	1	91%
Bithlo	34	30	5	0	0	1	2	84%
Callahan	49	48	2	9	0	0	0	84%
Dillard	36	36	4	4	14	0	4	91%
Dover Shores	54	54	3	8	13	1	6	95%
East Orange	112	102	13	38	0	0	6	86%
Engelwood	57	56	19	9	5	2	15	93%
Hal P Marston	80	78	6	10	10	2	5	87%
John Bridges	129	131	12	21	8	0	14	87%
Lila Mitchell	70	69	6	18	4	1	4	82%
Lovell	34	33	6	9	3	0	1	90%
McCoy	37	37	6	3	7	1	5	91%
Millennia	35	36	4	6	6	0	0	86%
Pine Hills	188	188	19	19	35	0	20	90%
Riverside	36	35	5	10	16	0	1	90%
S.O YMCA	54	53	6	11	3	5	7	88%
Southwood	109	109	10	14	10	3	14	93%
Taft	110	102	11	19	6	0	9	88%
Three Points	57	58	9	14	2	1	1	89%
Ventura	37	37	5	5	6	0	3	81%
WS ELC	86	74	10	19	5	1	2	83%
WS Elementary	57	58	3	4	1	1	4	85%
West Oaks	35	36	3	7	10	2	4	92%
OCHS Total	1536	1500	173 (11.7%)	26	170 (11.06%)	21	128	88%
Goal		-----	10%	-0-	10%			90%

## 2335 - Attendance Works Chronic Absence Charts

Program Term: Head Start 2024-2025 | All | Enrollment Status: Enrolled Only | Charts to Include: All | Graph By: Percentage of participants | Level: Per Agency | Time Frame: 3/01/2025 - 3/31/2025 | Page Break: None | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All

### CHRONIC ABSENCE (Percentage)

Orange County Head Start





## Recruitment Efforts per Site

Aloma	4	Tuscany at Aloma, Dentist of Winter Park, Orange County Public Library Southeast Branch and My Angels JJPEC
Bithlo		The Lighthouse Resource Center Food Pantry Event, Christmas Women's Club and the Christmas Civic Center .
Callahan	5	Grand Avenue Community Center, Orange Blossom Pediatrics, Orange County Clinic, Health Dept. Vaccinations and the Jackson Community Center
Dillard	4	Rosies Nails, Dollar General, All Haircut Barbershop and Servando's Mexican
Dover Shores	5	The Fire Station at Conway Rd, Iglesia Metodista Church, Nelly Nexil Food Pantry, Ninoska Medina Food Pantry and Ermelinda Bartolon
East Orange	3	Publix Food and Pharmacy, Johnny Clean Car Wash and St. Joseph Catholic Church
Engelwood	3	Presidente Supermarket, Hola Supermarket and La Primera Grocery
Hal P Marston	3	Palm Grove Apartments, Jernigan Gardens and Second Harvest
John Bridges	4	Sanitas, Miquenida Columbia Restaurant, Jechoneva Latino, Los Girasol Supermarket and the Willow Lake Apartments
Lila Mitchell	3	Alibi at Lake Lilly and The Lakeside Church Kid's Corner and the Flavor of Jamaica
Lovell	3	Lovell Elementary, Diva Spa Nails and Wekiva High School
McCoy	3	D'Arche Beauty Salon, LaRemana Beauty Salon and Karmely Beauty Salon.
Millenia Elementary	3	
Pine Hills	3	Divas Style Beauty Salon, Camilos Caval Beauty Salon and Millenia Nail and Spa.
		Negril Restaurant, OCPS Transportation-Pine Hills Elementary and the KFC on Hiawassee Rd.
Southwood	11	Pediatric Woods Recreational Center, The Villages Apartments, Embrace Health, Palmetto Elementary, Pineloch Elementary, Catalina Elementary, Millenia Elementary, Millenia Gardens Elementary and Shingle Creek Elementary
SO YMCA	3	Goldelm at Millenia West, Knights Inn and the Arrow Motel
Taft	4	My Little Town Kids, El Pilon Arepas Grill, Taft Neighborhood Children and Families and Fire Station #72
Three Points	N/A	N/A
Ventura	Same as Aloma	Tuscany at Aloma, Dentist of Winter Park, Orange County Public Library Southeast Branch and My Angels JJPEC
WS ELC	6	Millenia Cove, Murchinson Terrace Apts, Bella Vita Apts, Ruta Super Market, Crossroads Apts, The Smith Center and Family Dollar.
WS Elementary	3	Washington Shores Elementary Car Pick Up Line, Washington Shores Plaza and Walmart Parking Lot
West Oaks	3	Misty Oaks, The Residences at West Place and The Ellery at Lake Sherwood
Total	76	

## March 2025 Updates:

- Open Enrollment 2025-26: March 2025
- Updates Returning Enrollment: N/A / VPK: 535
- Funded Enrollment 2024-2025: 1536 Current / Full Day - Full Year 684



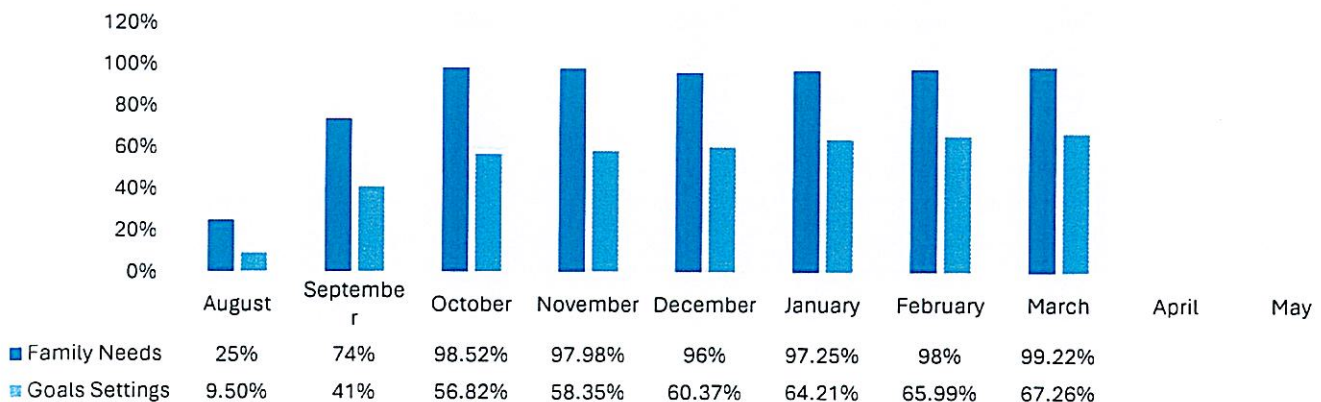
# FAMILY ENGAGEMENT

*Creating Connections, Building Bridges... Together.*

## Monthly Report: March 2025

Family Services Activities	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	April 2025	May 2025	June 2025
Number of Fatherhood Activities	19	24	22	21	21	22	24	26			
Number of Fatherhood Participants	265	391	419	367	362	387	433	276			
Number of Parent Educational Trainings Provided	23	19	13	16	14	13	11	10			
Number of Parents Attended	582	412	132	307	326	291	243	138			
Number of Families Experiencing Homelessness YTD	43	54	81	79	78	82	82	82			
Number of Families Acquired housing	6	3	5	3	1	0	0	0			
Number of ESL/GED Training	0	0	90	95	97	100	101	103			
Number of Parents involved in Health Education	0	0	0	466	478	495	518	527			

Chart Title



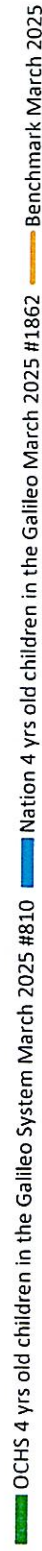


# March 2025

[illegible]



## 700



Benchmark February 2025												
App	CA	EM	ELA	LAN	LIT	L&R	N&SC	PD&H	S&ED	SS	TECH	SR
541	575	524	529	505	515	568	507	514	500	540	530	523



## 700

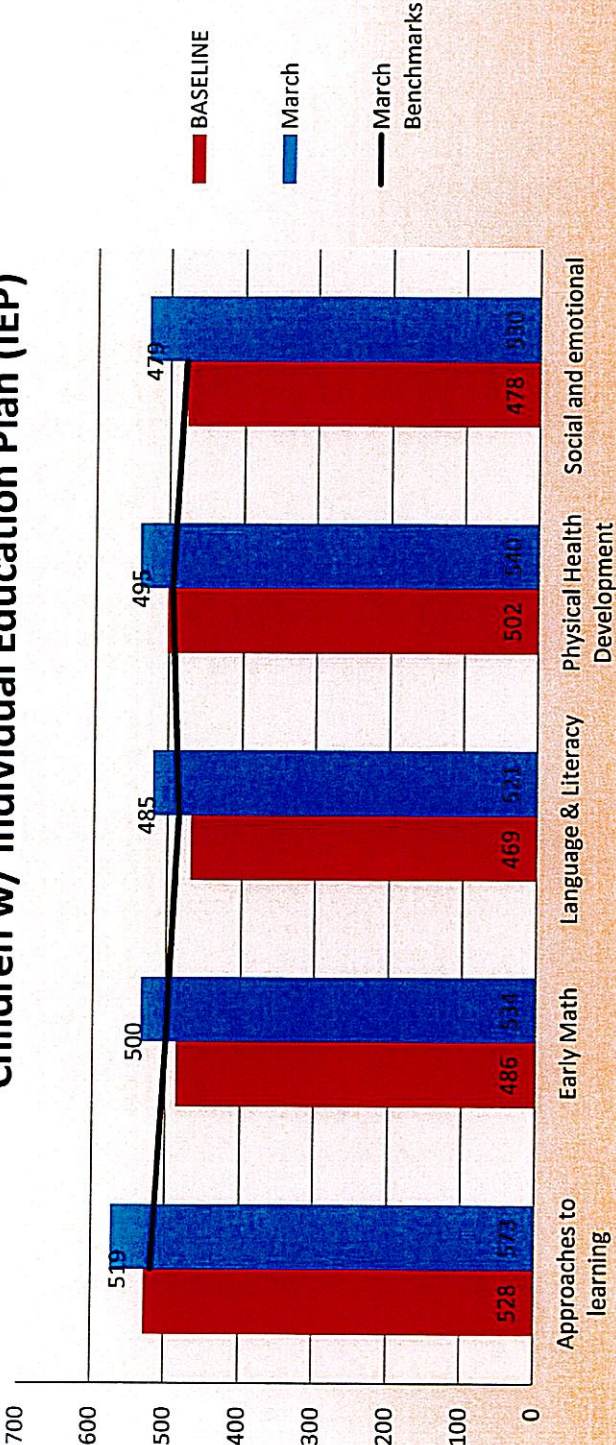


BENCHMARKS March 2025												
APL	CA	EM	ELA	LANG	LIT	LR	NS	PDH	SED	SS	TECH	SR
496	519	475	494	454	464	525	458	475	458	497	488	470

MENTAL HEALTH AND DISABILITY OUTCOMES ANALYSIS OCTOBER 2023

	BASELINE	March	March	Benchmarks
Approaches to learning	528	573		519
Early Math	486	534		500
Language & Literacy	469	521		485
Physical Health Development	502	540		495
Social and emotional	478	530		479

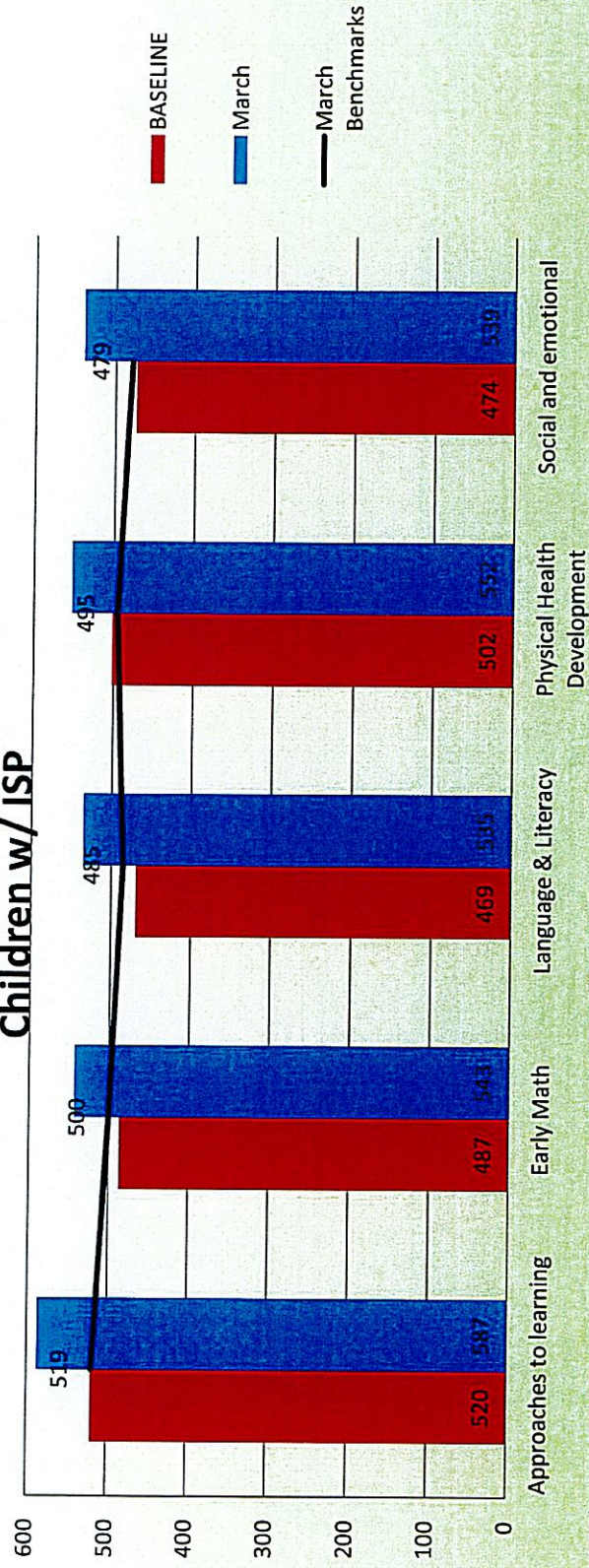
Orange County Head Start  
Children w/ Individual Education Plan (IEP)





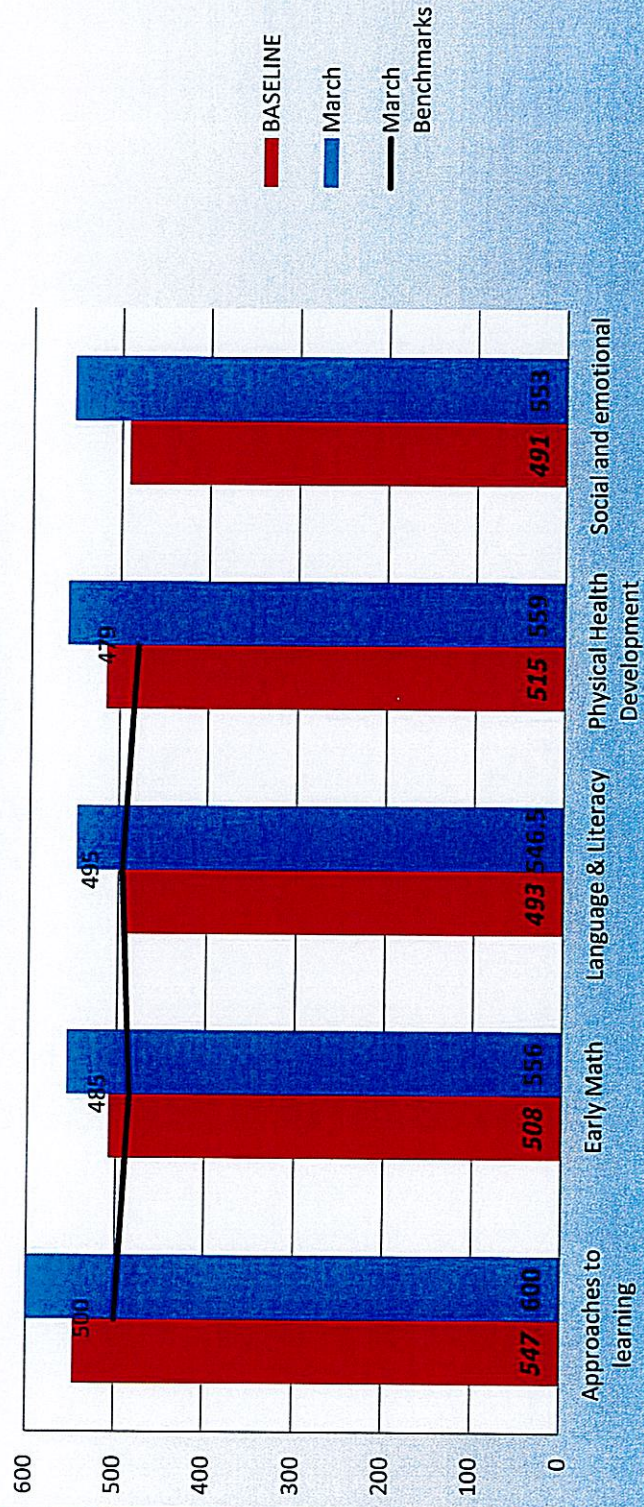
	BASELINE	March	March	Benchmarks
Approaches to learning	520	587		519
Early Math	487	543		500
Language & Literacy	469	535		485
Physical Health Development	502	552		495
Social and emotional	474	539		479

## Orange County Head Start Children w/ ISP



	BASELINE	March	March Benchmarks
Approaches to learning	547	600	519
Early Math	508	556	500
Language & Literacy	493	546.5	485
Physical Health Development	515	559	495
Social and emotional	491	553	479

## Orange County Head Start Children w/ Behavior Plan





Orange County Head Start Medical and Dental Unit Monthly Report

2024-2025 School Year

Program/Description	September	October	November	December	January	February	March	April	May
Total Number of HS children served (report 2001)	1372	1500	1494	1501	1482	1465	1500		
Number of children meeting requirement of health physicals: (report 3035)	1313	1459	1494	1499	1479	1454	1479		
The number of HS families referred for medical and/or dental services. (report 4120)	5	4	6	1	0	2	3		
Number of HS children medical home requirement (report 2001)	1456	1500	1500	1500	1472	1453	1402		
Number of HS children meeting immunization requirements (3320)	1344	1484	1494	1501	1482	1455	1463		
Number of HS children with a dental exam (report 3035)	1006	1311	1367	1382	1384	1478	1369		
Number of HS children needing dental treatment (report 3035)	209	260	271	312	318	319	176		
Number of Health Action Plan (report 2110)	278	306	319	321	326	327	329		
Number of sites visit by LPN & CNA monthly	10	22	23	23	23	47	54		

**1536 Funded**

## MAINTENANCE MONTHLY REPORT

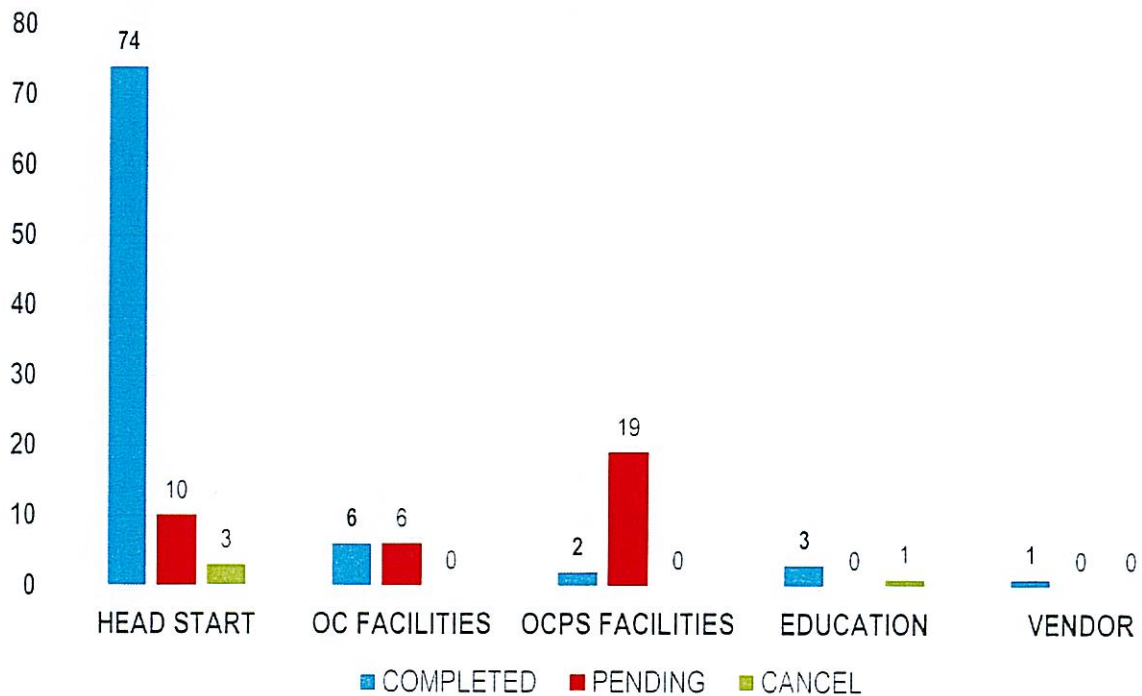
March 2025

### 1. WORK ORDERS

During March of 2025, a total of 125 work orders were created through ChildPlus and processed as follows:

ASSIGNED TO	COMPLETED	PENDING	CANCEL	TOTAL
HEAD START	74	10	3	87
OC FACILITIES	6	6	0	12
OCPS FACILITIES	2	19	0	21
EDUCATION	3	0	1	4
VENDOR	1	0	0	1
<b>TOTAL</b>	86	35	4	<b>125</b>

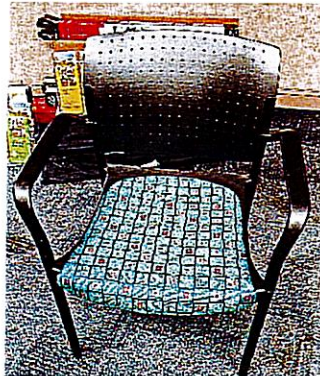
childplus work orders (125)  
March 2025





## 2. DELIVERY

- We received 9 chairs donated from Neighborhood Services Division and delivery to McCoy Center



## 3. RENOVATION

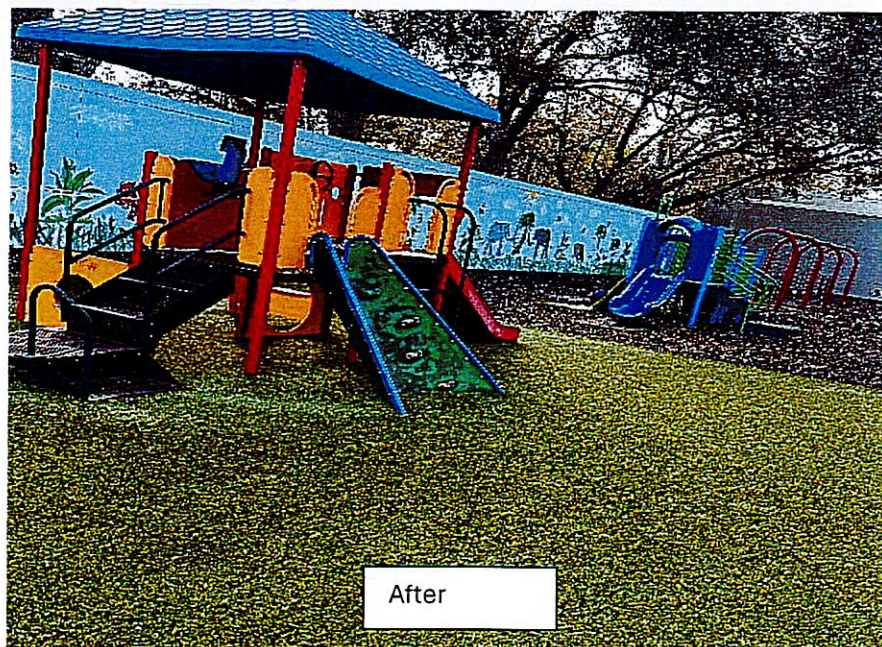
- We had the first ABC Carpets Cleaning of the year during this month (Spring Break).

CENTER	NAME	CARPETS	PRICE	TOTAL
1	Bithlo	6	19.3	115.8
2	Calahan	6	19.3	115.8
3	East Orange	12	19.3	231.6
4	Hal P Marston	12	19.3	231.6
	John Bridge	15	19.3	289.5
6	Lila Mitchell	8	19.3	154.4
7	Pine Hills	31	19.3	598.3
8	SO YMCA	6	19.3	115.8
9	Southwood	12	19.3	231.6
10	Taft	12	19.3	231.6
11	Aloma E.	4	19.3	77.2
12	Dillar E.	4	19.3	77.2
13	Dover Shores E.	6	19.3	115.8
14	Engelgood	6	19.3	115.8
15	Lovell	4	19.3	77.2
16	McCoy E.	4	19.3	77.2
17	Milenia E.	4	19.3	77.2
18	River Side	4	19.3	77.2
19	Trhree Points	6	19.3	115.8
20	Ventura	4	19.3	77.2
21	West Oak E.	4	19.3	77.2
22	WS E.	6	19.3	115.8
23	WS E. Annex	12	19.3	231.6
<b>TOTAL</b>		<b>188</b>	<b>19.3</b>	<b>3,628.4</b>



#### 4. SPECIAL PROJECTS

- We continues picking up leaves from Hal P Marston and doing pressure washer to the Playground and exterior wall witch were infected of caterpillars.





## 5. SPECIAL STUDIES:

### WATER REQUEST CONTROL

(January, February and March)

CENTER	FREQUENCY	TOTAL CLASS	QUANTITY	COMMENTS
Aloma	Monthly	2	4	
Bithlo	Monthly	2	4	
Callahan	Monthly	3	5	
Dillard E.	2 Months	2	4	Jan. and March no Request
Dover Shores E.	2 Months	3	6	
East Orange	Monthly	6	13	
Engelwood E.	Monthly	3	4	
Hal P Marston	Monthly	5	10	
John Bridges	2 Months	7	15	Feb. No Request
Lila Mitchell	Monthly	4	8	
Lovell E.	Monthly	2	4	
McCoy E.	-	2	4	Jan. Feb. and March No Request
Milenia E.	-	2	4	Jan. Feb. and March No Request
Pine Hills	March	10	20	Jan. and Feb. No Request
Riverside E.	-	2	4	Jan. Feb. and March No Request
Slouth Orlando YMCA	Monthly	3	8	
Southwood	Monthly	6	12	
Taft	2 Months	6	14	Feb. No Request
Three Points E.	Monthly	3	6	
Ventura E	Monthly	2	4	Two deliveres in february
WS E. Annex	Monthly	5	10	
WS E.	2 Months	3	4	Feb. and March no requested
West Oaks E.	Monthly	2	5	

**CHILPLUS WORK ORDERS (125)**  
**(March, 2025)**

#	Request Date	Prior	Description	Center	Assigned To	Status	Completion Date
876	3/31/2025	2 -	Classroom 6: Install the toothbrushing holder on the wall	East Orange Comi	Head Start	Completed	3/31/2025
875	3/31/2025	2 -	Classroom 5: Install the toothbrushing holder on the wall	East Orange Comi	Head Start	Completed	3/31/2025
874	3/31/2025	2 -	Classroom 4: Install the toothbrushing holder on the wall	East Orange Comi	Head Start	Completed	3/31/2025
873	3/31/2025	2 -	Classroom 3: Install the toothbrushing holder on the wall	East Orange Comi	Head Start	Completed	3/31/2025
872	3/31/2025	2 -	Classroom 2: Install the toothbrushing holder on the wall	East Orange Comi	Head Start	Completed	3/31/2025
871	3/31/2025	2 -	- Sink (metal) in all portables are deteriorated.	Engelwood Eleme	Head Start	Completed	3/31/2025
870	3/31/2025	2 -	- Sink (metal) in all portables are deteriorated.	Engelwood Eleme	Head Start	Completed	3/31/2025
869	3/31/2025	2 -	- Sink (metal) in all portables are deteriorated.	Engelwood Eleme	Head Start	Completed	3/31/2025
868	3/31/2025	2 -	- Sinks, bathrooms sinks, underneath toilets and bathroom baseboards need new caulk as it is stained.	Engelwood Eleme	Head Start	Completed	3/31/2025
867	3/31/2025	2 -	- Sinks, bathrooms sinks, underneath toilets and bathroom baseboards need new caulk as it is stained.	Engelwood Eleme	Head Start	Completed	3/31/2025
866	3/31/2025	2 -	- Sinks, bathrooms sinks, underneath toilets and bathroom baseboards need new caulk as it is stained.	Engelwood Eleme	Head Start	Completed	3/31/2025
865	3/31/2025	3 -	3/31/2025 11:25 a.m. Szul, Solimar Classroom 1: Install the toothbrushing holder on the wall	East Orange Comi	Head Start	Completed	3/31/2025
864	3/31/2025	2 -	The small sofa located at the library need to be fixed.	Southwood Comn	Head Start	Completed	3/31/2025
863	3/31/2025	2 -	The holder puppet that is located in the house area is not stable it needs to be fixed.	Southwood Comn	Head Start	Completed	3/31/2025
862	3/31/2025	2 -	The small table located at the house area is not stable, iot need to be fixed.	Southwood Comn	Head Start	Completed	3/31/2025
861	3/28/2025	2 -	3/28/2025 2:06 p.m. Cruz Mendez, Saul The ceiling light of 1 of our lamps in classroom 1 / portable 3 stopped working (2 light bulbs). A	Engelwood Eleme	OCPs	Open	



#	Request Date	Prior	Description	Center	Assigned To	Status	Completion Date
860	3/28/2025	1 -	3/28/2025 4:42 p.m. Lopez, Jacqueline classroom 5 needs a new toilet seat in the classroom bathroom at Taft	Taft Community	COC Facilities	Open	
859	3/28/2025	2 -	3/28/2025 11:09 AM Cruz Mendez, Saul Classroom 3 House area furniture need repair (see pictures)	Engelwood Eleme	Head Start	Completed	3/31/2025
858	3/28/2025	2 -	3/28/2025 11:05 AM Cruz Mendez, Saul - Classroom 2 Relaxed area by the bookshelf has 2 small chairs	Engelwood Eleme	Head Start	Completed	3/31/2025
857	3/28/2025	2 -	3/28/2025 11:03 AM Cruz Mendez, Saul - Classroom 2 wooden cabinet hinge is starting to get loose and needs repair.	Engelwood Eleme	Head Start	Completed	3/31/2025
856	3/28/2025	2 -	3/28/2025 11:01 AM Cruz Mendez, Saul - Classroom 2 Scutcheon plate from handrail in classroom 2's	Engelwood Eleme	Head Start	Completed	3/31/2025
855	3/28/2025	2 -	3/28/2025 10:57 AM Cruz Mendez, Saul Classroom 3 toothbrush holder door hinge is lose and needs to be glued. (See picture)	Engelwood Eleme	Head Start	Completed	3/31/2025
854	3/27/2025	1 -	3/27/2025 4:18 p.m. Ortiz, Princess Classroom 2 toilet is cracked in the front. PO	Lovell Elementary	OCPS	Open	
853	3/27/2025	2 -	3/27/2025 10:01 a.m. Davis Turner, Nicole Classroom 3 blinds are broken and need replacement.	Washington Shore	OCPS	Open	
852	3/27/2025	2 -	3/27/2025 10:00 a.m. Davis Turner, Nicole Classroom 2 blinds are broken and need replacement.	Washington Shore	OCPS	Open	
851	3/27/2025	2 -	3/27/2025 9:58 a.m. Davis Turner, Nicole Classroom blinds are broken and need replacement.	Washington Shore	OCPS	Open	
850	3/27/2025	2 -	3/27/2025 7:48 a.m. Aleman, Jacqueline classroom 1: tooth brush holder have to be assembly on the wall.	East Orange Com	Head Start	Completed	3/31/2025
849	3/26/2025	2 -	3/26/2025 1:33 p.m. Szul, Solimar 1-there are no retaining borders around the fence	East Orange Com	Head Start	Pending	
848	3/26/2025	2 -	3/26/2025 1:28 p.m. Szul, Solimar Good Morning,	East Orange Com	OC Facilities	Open	
847	3/26/2025	2 -	3/26/2025 12:35 p.m. Celestin, Rosemine Classroom 1 at the SOYMCA head start classroom is not working...water is not coming out. We have	South Orlando YM	Head Start	Completed	3/31/2025
846	3/24/2025	1 -	3/26/2025 11:09 a.m. Hall, Aturia Faulty Conductor Panel for the alarm system in the OCPS building.	Washington Shore	OCPS	Open	
845	3/26/2025	1 -	3/26/2025 10:54 AM Johnson-Hale, Tonya Multiple ant piles are on the playground Lila Mitchell	Lila Mitchell	OC Facilities	Completed	3/26/2025
844	3/26/2025	1 -	3/26/2025 10:19 AM Siddiqui, Aisha There is a changing table in the room that needs to be out from the classroom.	East Orange Com	Head Start	Pending	

#	Request Date	Prior	Description	Center	Assigned To	Status	Completion Date
843	3/25/2025	1 -	3/25/2025 3:45 PM Price-Brown, Tiffany Classroom #9: escutcheon plate on hand rail was observed loose.	Pine Hills Commu	Head Start I	Pending	
842	3/25/2025	1 -	3/25/2025 1:31 PM Siddiqui, Aisha Toilet has water running inside.	East Orange Com	OC Facilities	Open	
841	3/25/2025	1 -	3/25/2025 9:46 a.m. Robinson, Kimietta Office filing cabinet will not lock.	Millennia Element	Head Start I	Pending	
840	3/13/2025	2 -	Each classroom received a toothbrush holder that needs to be installed and attached to the wall near to the classroom sink.	Southwood Com	Education	Completed	3/17/2025
839	3/13/2025	2 -	Each classroom received a toothbrush holder that needs to be installed and attached to the wall near to the classroom sink.	Southwood Com	Head Start I	Completed	3/17/2025
838	3/13/2025	2 -	Each classroom received a toothbrush holder that needs to be installed and attached to the wall near to the classroom sink.	Southwood Com	OC Facilities	Completed	3/17/2025
837	3/13/2025	2 -	Each classroom received a toothbrush holder that needs to be installed and attached to the wall near to the classroom sink.	Southwood Com	Education	Completed	3/17/2025
836	3/13/2025	1 -	Each classroom received a toothbrush holder that needs to be installed and attached to the wall near to the classroom sink.	Southwood Com	Head Start I	Completed	3/13/2025
835	3/24/2025	2 -	Each classroom received a toothbrush holder that needs to be installed and attached to the wall near to the classroom sink.	Southwood Com	Head Start I	Completed	3/24/2025
834	3/24/2025	2 -	Classroom 1 does not have copy of the key gate. Please provide one.	Southwood Com	Head Start I	Completed	3/31/2025
833	3/24/2025	2 -	There two wagons in the playground that need to be fix because one of the screw is detached.	Southwood Com	OC Facilities	Completed	3/26/2025
832	3/24/2025	1 -	The playground has the caterpillars all around it.	Hal P Marston Co	Head Start I	Pending	
831	3/24/2025	2 -	8/26/2024 3:05 PM Cruz Mendez, Saul - Peeling paper in window seal (Portables 3, 4, 5) Portable 5 back window.	Engelwood Eleme	OCPS	Open	
830	3/24/2025	1 -	3/24/2025 8:51 AM Siddiqui, Aisha Ceiling lights are not working	East Orange Com	OCPS	Open	
829	3/24/2025	1 -	3/24/2025 7:57 a.m. Bermudez, Stacy One of the lights in the classroom is out.	Dillard Street Ele	OCPS	Open	
828	3/13/2025	2 -	The Health area requested to place a hook next to the teacher's office to hang the medication and first aid clear backpack.	Southwood Com	Head Start I	Completed	3/18/2025
827	3/13/2025	2 -	The Health area requested to place a hook next to the teacher's office to hang the medication and first aid clear backpack.	Southwood Com	Head Start I	Completed	3/18/2025



#	Request Date	Prior	Description	Center	Assigned To	Status	Completion Date
826	3/13/2025	2 -	The Health area requested to place a hook next to the teacher's office to hang the medication and first aid clear backpack.	Southwood Comm	Head Start I	Completed	3/18/2025
825	3/13/2025	2 -	The Health area requested to place a hook next to the teacher's office to hang the medication and first aid clear backpack.	Southwood Comm	Head Start I	Completed	3/18/2025
824	3/13/2025	2 -	The Health area requested to place a hook next to the teacher's office to hang the medication and first aid clear backpack.	Southwood Comm	Education	Completed	3/18/2025
823	3/13/2025	2 -	The Health area requested to place a hook next to the teacher's office to hang the medication and first aid clear backpack.	Southwood Comm	Head Start I	Completed	3/18/2025
822	3/11/2025	2 -	Classroom 5 - The power strip observed in reach of children in computer area, please change the location of the teacher's desk to remove the	Southwood Comm	Head Start I	Completed	3/13/2025
821	3/24/2025	2 -	Classroom 5 - Cushioned sofa observed broken at the bottom.	Southwood Comm	Head Start I	Cancelled	
820	3/24/2025	2 -	Classroom 3 - holes observed in quiet area chair and sofa cushion. Please check if you can fix it.	Southwood Comm	Education	Cancelled	
819	3/24/2025	2 -	Classroom 6 - The escutcheon plate is not observed behind toilet.	Southwood Comm	Head Start I	Completed	3/28/2025
818	3/24/2025	2 -	Classroom 5 - The escutcheon plate is not observed behind toilet.	Southwood Comm	Head Start I	Completed	3/28/2025
817	3/24/2025	2 -	Classroom 5- The sink is detached.	Southwood Comm	Head Start I	Completed	3/28/2025
816	3/13/2025	2 -	3/13/2025 10:24 AM Cruz Mendez, Saul Work Order recreated: Bathroom sink faucet in Portable 5 stays open for less than 5 seconds.	Engelwood Eleme	OCPS	Open	
815	3/13/2025	2 -	3/13/2025 10:22 a.m. Davis Turner, Nicole Bugneed to be removed in classroom 3 in light screen.	Washington Shore	Head Start I	Completed	3/13/2025
814	3/13/2025	2 -	The window's bottom was broken on the left side. The facility fixed it last month, but the plastic is cracked again and has come off in the middle.	Taft Community	COC Facilities	Open	
813	3/12/2025	2 -	3/12/2025 5:04 PM Cruz Mendez, Saul Work order was requested for the following: - Sinks, bathrooms sinks, underneath toilets and	Engelwood Eleme	OCPS	Open	
812	3/10/2025	2 -	3/24/2024 10:36 AM Cruz Mendez, Saul Updated: Deteriorated paint was observed on railing, rust and chipped or peeling paint was	Engelwood Eleme	OCPS	Open	
811	3/11/2025	2 -	3/11/2025 4:24 PM Cruz Mendez, Saul - Engelwood Classroom 3 needs 3 blind slats	Engelwood Eleme	Head Start I	Completed	3/18/2025
810	3/12/2025	2 -	3/12/2025 4:26 PM Watts, Teri Bithlo CR#1- Water Cooler stopped working.	Bithlo Community	Head Start I	Completed	3/24/2025

#	Request Date	Prior	Description	Center	Assigned To	Status	Completion Date
809	3/11/2025	2 -	3/11/2025 4:24 PM Cruz Mendez, Saul - Engelwood Classroom 2 needs 3 blind slats	Engelwood Eleme	Head Start I	Completed	3/18/2025
808	3/11/2025	2 -	3/11/2025 4:24 PM Cruz Mendez, Saul - Engelwood Classroom 1 needs 4 blind slats	Engelwood Eleme	Head Start I	Completed	3/18/2025
807	3/7/2025	1 -	Outlets cover are needed for classroom	Ventura Elementa	Head Start I	Completed	3/11/2025
806	3/12/2025	1 -	3/12/2025 9:23 a.m. Lopez, Jacqueline In classroom 5 in their dramatic play area, the stove is missing the plastic on the door. The	Taft Community C	Head Start I	Pending	
805	3/11/2025	2 -	ABC carpet needs to be clean	Ventura Elementa	Head Start I	Completed	3/11/2025
804	3/11/2025	2 -	ABC carpet needs to be clean	Ventura Elementa	Head Start I	Completed	3/11/2025
803	3/11/2025	2 -	The fire department request by using a hook the gate key needs to be hanging next to the exit door.	Southwood Comn	Head Start I	Completed	3/12/2025
802	3/11/2025	2 -	The fire department request by using a hook the gate key needs to be hanging next to the exit door.	Southwood Comn	Head Start I	Completed	3/12/2025
801	3/11/2025	2 -	The fire department request by using a hook the gate key needs to be hanging next to the exit door.	Southwood Comn	Head Start I	Completed	3/12/2025
800	3/11/2025		The fire department request by using a hook the gate key needs to be hanging next to the exit door.	Southwood Comn	Head Start I	Completed	3/12/2025
799	3/11/2025	2 -	The fire department request by using a hook the gate key needs to be hanging next to the exit door.	Southwood Comn	Head Start I	Completed	3/12/2025
798	3/11/2025	2 -	The fire department request by using a hook the gate key needs to be hanging next to the exit door.	Southwood Comn	Head Start I	Completed	3/12/2025
797	3/11/2025	2 -	3/11/2025 10:54 a.m. Pitter, Aeika Children's' computer desk has a chipped surface.	Dover Shores Elen	Head Start I	Pending	
796	3/11/2025	2 -	3/11/2025 10:52 a.m. Pitter, Aeika The cabinet the in dramatic play area is missing a magnet inside that helps to hold it together.	Dover Shores Elen	Head Start I	Pending	
795	3/10/2025	2 -	Today, during the fire inspection, they found out that still missing the two ceiling titles that need to be replaced on the FACP and the electrical	Southwood Comn	OC Facilities	Open	
794	3/10/2025	2 -	3/10/2025 7:41 a.m. Register, Charlene Cap on handwashing sink is missing. (Faucet knob opening)	West Oaks Elemer	OCPS	Open	
793	3/10/2025	2 -	3/10/2025 7:35 a.m. Register, Charlene Cap for toilet screw is missing. WO # 00075757	West Oaks Elemer	OCPS	Open	



#	Request Date	Prior	Description	Center	Assigned To	Status	Completion Date
792	3/10/2025	2 -	3/10/2025 7:32 a.m. Register, Charlene Light in front of Smartboard is blown. WO #00075755	West Oaks Eleme	OCPS	Open	
791	3/6/2025	2 -	Carpet needs to be cleaned.	Southwood Comn	Head Start	Completed	3/6/2025
790	3/6/2025	2 -	Carpet needs to be cleaned.	Southwood Comn	Head Start	Completed	3/6/2025
789	3/6/2025	2 -	3/07/2025 4:57 p.m. Ortiz, Princess The water from the water dispenser isn't working in classroom 1. Only drips of water comes out	Lovell Elementary	Head Start	Completed	3/4/2025
788	3/7/2025	2 -	3/7/2025 2:17 PM Cruz Mendez, Saul - Engelwood Bathroom door lock at classroom 3, Portable 5, is	Engelwood Eleme	OCPS	Completed	3/18/2025
787	3/7/2025	1 -	Outlet covers are needed for the classrooms and the Head Start office.	Ventura Elementa	Head Start	Completed	3/11/2025
786	3/7/2025	2 -	Carpet needs to be cleaned.	Southwood Comn	Head Start	Completed	3/6/2025
785	3/7/2025	1 -	microwave door hinge screws were observed loose and coming out	Southwood Comn	Head Start	Completed	3/7/2025
784	3/6/2025	2 -	Some of the legs from the tables located at the cafeteria need to be repainted.	Southwood Comn	Head Start	Completed	3/6/2025
783	3/6/2025	2 -	There are many leaves at the playground that need to be removed.	Southwood Comn	Head Start	Completed	3/6/2025
782	3/5/2025	1 -	3/06/2025 9:17 a.m. Ortiz, Princess In room 124 , there were several roaches.	Lovell Elementary	OCPS	Open	
781	3/5/2025	2 -	It is missing one vertical blind located at the cafeteria.	Southwood Comn	Head Start	Completed	3/6/2025
780	3/5/2025	2 -	3/05/2025 12:31 p.m. Lockwood, Monique A piece of the block area furniture has chipped off.	Dover Shores Elen	Head Start	Pending	
779	3/5/2025	2 -	3/05/2025 11:07 a.m. Lockwood, Monique Door from outside there is a slight space between inside and door.	Dover Shores Elen	OCPS	Open	
778	3/5/2025	1 -	3/5/2025 10:19 AM Wardsworth, Sha'Nel The water cooler stopped working in Classroom #1. It needs to either be repaired or replaced.	Three Points Elem	Head Start	Completed	3/28/2025
777	3/5/2025	2 -	3/5/2025 10:10 AM Wardsworth, Sha'Nel Yesterday the toilet overflowed in Classroom #1 causing water to go all on the carpet in the	Three Points Elem	OCPS	Open	
776	3/5/2025	2 -	3/05/2025 7:20 a.m. Bermudez, Stacy The vinyl border on the bottom part of the wall has fallen off.	Dillard Street Elen	OCPS	Completed	3/13/2025

#	Request Date	Priority	Description	Center	Assigned To	Status	Completion Date
775	3/4/2025	2 -	Leaves blown off the playground	Hal P Marston Cor	Head Start I	Cancelled	
774	3/4/2025	2 -	Carpet needs to be clean.	Southwood Comn	Head Start I	Completed	3/6/2025
773	3/4/2025	2 -	Carpet needs to be clean.	Southwood Comn	Head Start I	Completed	3/6/2025
772	3/4/2025	2 -	The light cover located in the hallway shows some small bugs.	Southwood Comn	Head Start I	Completed	3/4/2025
771	3/4/2025	2 -	Carpet needs to be cleaned.	Southwood Comn	Head Start I	Completed	3/7/2025
770	3/4/2025	1 -	3/4/2025 10:51 AM Siddiqui, Aisha East Orange Classroom 4 (Room K), big carpet is dirty. Needs to be clean.	East Orange Comn	Head Start I	Completed	3/18/2025
769	3/4/2025	2 -	3/11/2025 9:24 a.m. Watts, Teri OC facilities came and stated they will come fix during Spring Break while the children are not	Bithlo Community	OC Facilities	Completed	3/20/2025
768	3/4/2025	2 -	3/11/2025 9:25 a.m. Watts, Teri OC facilities said they will order the new seat should be in in a week.	Bithlo Community	OC Facilities	Completed	3/24/2025
767	3/4/2025	2 -	3/4/2025 10:27 AM Watts, Teri Bithlo CR#1- toilet needs new caulk. Bithlo CR#2 sink needs new caulk.	Bithlo Community	OC Facilities	Completed	3/6/2025
766	3/4/2025	2 -	The light cover located in the hallway shows some small bugs.	Southwood Comn	Head Start I	Completed	3/4/2025
765	3/4/2025	2 -	The light cover located inside the restroom shows some small bugs.	Southwood Comn	Head Start I	Completed	3/4/2025
764	3/4/2025		The light cover located inside the classroom shows some small bugs.	Southwood Comn	Head Start I	Completed	3/4/2025
763	3/4/2025	2 -	The light cover located inside the teacher's office shows some small bugs.	Southwood Comn	Head Start I	Completed	3/4/2025
762	3/4/2025	2 -	The blinds located at the therapy room are deteriorated, it need to be replace or fixed each blind.	Southwood Comn	Head Start I	Pending	
761	3/4/2025	2 -	I was informed that we can request to Owen the hand soap, we need 6 soap dispenser to be installed on each classroom close to the	Southwood Comn	OC Facilities	Open	
760	3/4/2025	2 -	The playground has weed that need to be removed.	Southwood Comn	Head Start I	Completed	3/7/2025
759	3/4/2025	2 -	Please check the playground equipment, some screws are rusty. Other equipment show that the paint is removed. See the picture.	Southwood Comn	Head Start I	Completed	3/7/2025



#	Request Date	Prior	Description	Center	Assigned To	Status	Completion Date
758	3/3/2025	1 -	There are weeds or some plants that need to be remove around the playground.	Southwood Comm	Head Start	Completed	3/6/2025
757	3/3/2025	2 -	Classroom 6 have some roaches around the children's cabinet	Southwood Comm	Vendor	Completed	
756	3/3/2025	1 -	3/03/2025 12:47 p.m. Ortiz, Evelyn There is a wet spot on the ceiling tile near the teacher desk.	Dillard Street Elem	OCPs	Open	
755	3/3/2025	1 -	3/3/2025 10:58 AM Price-Brown, Tiffany The hand washing sink inside classroom #7 needs to be caulked.	Pine Hills Commu	Head Start	Completed	3/4/2025
754	3/3/2025	1 -	3/3/2025 10:57 AM Price-Brown, Tiffany The hand washing sink inside classroom #4 needs to be caulked.	Pine Hills Commu	Head Start	Completed	3/4/2025
753	3/3/2025	2 -	3/3/2025 10:51 AM Price-Brown, Tiffany The hand washing sink inside classroom #2 needs to be caulked.	Pine Hills Commu	Head Start	Completed	3/4/2025
752	3/3/2025	2 -	3/03/2025 7:30 a.m. Ortiz, Princess The children scale is not working.	Lovell Elementary	Head Start	Cancelled	3/11/2025



## OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-25-03	2. Issuance Date: 03/19/2025
	3. Originating Office: Office of Head Start	
	4. Key Words: Nutrition	

**INFORMRMENT MEMORANDUM****TO:** All Head Start Recipients**SUBJECT:** Promoting Healthy Eating and Nutrition for Head Start Children and Families**IMFORMATION:**

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, emerging science (**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

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Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201  
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | Contact Us

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Orange County Community and Family Services Department  
Head Start Division

Human Resources

Procedure # 9.32

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**Use of Vehicles on County Time**

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STANDARD OPERATING PROCEDURES

**I. Use of Personal Vehicles – Orange County Administrative Regulations 2.12.08, Orange County Safety & Health Manual (5)(a-e)**

1. Employees may use their own personal vehicles during scheduled work time (**weekends included**) to conduct official County business.
2. Employees who use their own personal vehicles during scheduled work time are not covered for property damage to their own vehicles by the County's Risk Management Program. Reference OC Administrative Regulation 2.12.08 for further information.
3. All employees should have automobile liability coverage to adequate limits established in Chapter 627, Florida Statutes.

**II. Local Mileage – Orange County Administrative Regulations 7.10**

1. Mileage reimbursement is allowable whenever employees use their personal vehicles to conduct official County business.
2. Actual miles traveled must be documented on the *Statement of Local Mileage Expenses* Form.
3. Tolls and parking charges may also be reimbursed. Receipts must be submitted ~~in order~~ to get reimbursed **for** tolls (unless a transponder is used) and parking.
4. Mileage forms must be submitted to immediate supervisors for their signature.
5. All Mileage forms are due to the Administrative Facilitator ~~on~~ **by** the 5<sup>th</sup> of each month.

**III. Driving Procedures for County Vehicles – Orange County Administrative Regulations 8.07.01, 8.07.08, Orange County Safety & Health Manual (5)(a-e)**

1. **All employees prior to using a county vehicle will need to schedule one-on-one training with the Fiscal Program Manager (FPM) to review SOP 9.32 and the county's accident protocol. Once training is completed, the employee will sign a form confirming this training and the training document will be kept on file with the FPM.**
2. County vehicles are available for use by appointment. To schedule use of the vehicles, the **reservation book in the ~~Administrative Assistant~~ Fiscal Administrative Specialist (FAS) will be available to reserve vehicles. Employees shall complete the**



registration prior to using a county vehicle. should be contracted with enough notices to ensure availability.

3. Prior to driving the county vehicle, it is important to do a safety inspection to ensure that there are no visible safety hazards. If visible damage is observed, it should be reported immediately to the FAS Administrative Assistant. This documentation will be recorded along with mileage and gas in the 3 ring binder with the Vehicle Trip Report form, located in each vehicle. This will be completed at the beginning on each trip only. If minor damage is observed, it must be documented on the Vehicle Trip Report form. the damage must be reported immediately to the FPM or an immediate supervisor.

<b>Procedure # 9.32 (continued)</b>
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4. ~~The Vehicle Trip Report form must be completed in its entirety for each stop. The form must also include the number of passengers in the vehicle and service area.~~
5. When returning the county vehicle, it must be cleaned by removing all debris; the radio, air conditioner, and headlights must be turned off; and windows closed and doors locked prior to exiting the vehicle. Note: Eating is not permitted in the county vehicle. If the vehicle has food/debris this must be reported to maintain accountability from the previous driver.
6. ~~The Vehicle Trip Report form must be completed in its entirety before returning the keys to the Administrative Assistant.~~
7. If the fuel tank is less than **half full** it must be filled. To dispense fuel employees will scan their active county ID badge which documents who is dispensing the fuel. Note: There is no way to override the system if the employee does not have their badge.
8. ~~Radio frequency (RF) tags replace fuel cards as of December, 2014. When dispensing fuel instead of carrying the fuel card with the keys, the fuel hose nozzle will read the vehicle information from the RF tag.~~
9. The following is a list of fueling locations:
  - 644 Beulah RD., Winter Garden, 34787
  - 4200 S John Young Pkwy. Orlando, FL 32839
  - 1111 N. Rock Springs Rd., Apopka, 32703
  - ~~12050 E. Colonial Dr., Orlando, 32826~~
  - 4400 S. Vineland Rd., Orlando, 32811
  - 4631 Young Pine Road Orlando, FL 32829
  - 8100 President's Drive Orlando, FL 32809
  - ~~4737 S. Goldenrod Rd. Orlando, 32822~~
  - 475 W. Story Rd., Ocoee, 34761
  - 3258 Clarcona Rd., Orlando, 32703

- 1621 S. Alafaya Trail, 32828
- 2531 Forsyth Rd., Orlando, 32792
- 18753 Old Cheney Hwy, Orlando, 32820 (Bithlo)
- 3500 Golden Gem Rd., Zellwood, 32712
- 11442 Intermodel Way, Orlando, 32824 (Taft)

10. For travel outside of Orange County, prior approval from the Division Manager, or designee, is required.
11. Strict adherence to these procedures is expected from all staff driving county vehicles. Repeated non-compliance of these procedures will result in a temporary suspension from using the county vehicle. Subsequent occurrences may result in disciplinary action.

#### **IV. Orange County Administrative Regulations: 8.07.01 Monthly Vehicle Inspection**

1. Monthly, the Maintenance Management Coordinator (MMC) will check all vehicles for the following:
  - i. Automatic Transmission Fluid Level
  - ii. Motor Oil
  - iii. Windshield Washer Fluid
  - iv. Coolant Level (Make sure engine is cold)
  - v. Tire Pressure
2. Preventative Maintenance will be conducted by fleet as determined by mileage recorded at the fueling stations.
3. Upon notification, the MMC will take the vehicle to fleet for service.

<b>Procedure # 9.32 (continued)</b>
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#### **V. Orange County Administrative Regulations: 2.12.03, 2.12.04(c)(5) & 8.07.01 Safety & Health Manual (5)(a-e)**

1. Employees and any passenger(s) must use seat belts while riding in a county vehicle or his/her personal vehicle when conducting official county business.
2. Disciplinary action will be taken against employees driving county vehicles and not utilizing seat belts in accordance with Orange County Administrative Regulation 2.12.04(C)(5).
3. If any employee receives a citation from any law enforcement agency for not using a seat belt while on official county business, the employee will be personally responsible for satisfying any civil penalty related to the cited infraction, and subject to disciplinary action.



Revised 12/3/14, 2/19/18; 6/27/19

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**  
Office of Head Start

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Dear Head Start recipients,

The Office of Head Start will not approve the use of federal funding for any training and technical assistance (TTA) or other program expenditures that promote or take part in diversity, equity, and inclusion (DEI) initiatives. This includes expenditures for services provided by contractors or vendors. This guidance is consistent with the nondiscrimination provisions in Sec. 654 of the Head Start Act:

*(a) The Secretary shall not provide financial assistance for any program, project, or activity under this subchapter unless the grant or contract with respect thereto specifically provides that no person with responsibilities in the operation thereof will discriminate with respect to any such program, project, or activity because of race, creed, color, national origin, sex, political affiliation, or beliefs.*

With your next application submission, Head Start grant recipients should carefully review their annual funding application, including the budget and budget justification narrative, TTA plans, program goals, and any other supplemental materials to ensure they are in accordance with this guidance.

Please direct any questions regarding this guidance to your regional office.

/ Andrew Gradison /

Andrew Gradison  
Acting Assistant Secretary  
Administration for Children and Families

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## **Suggested Replacement Language for Eligibility Criteria Ranking Form**

### **"Families with Limited Access to Community Resources due to Residency or Documentation Barriers" (Verified through a partnering agency or disclosed during the intake process)**

- This phrasing highlights a family's access to resources, which is a key element in the community needs assessment, without labeling based on immigration status.
- Residency or documentation barriers" is broad enough to include undocumented immigrants, refugees, and recent arrivals without using specific terms like "immigrant" or "refugee."

### **"Families Experiencing Barriers to Enrollment or Public Services Due to Residency Status or Recent Arrival" (Verified through a community partner or reported during intake)**

- This highlights the challenge (barriers to services) rather than the group, and "recent arrival" is a neutral term that includes refugees, immigrants, and others.

### **"Households with Limited Civic Integration or Unverified Housing or Employment History" (Supported by documentation from community-based organizations or through intake screening)**

- Focuses on systemic challenges (lack of integration, documentation gaps) rather than immigration status, and it covers both formal and informal living/work situations, often common among unauthorized immigrants.

**Orange County Head Start**  
**Eligibility Priority Selection Criteria for 2025-2026**

Eligibility Priority Selection Criteria Requirements	Current Points 2024-2025	Approved Points 2025-2026	Proposed Points and criteria Update 2025-2026	Source
<b>Age Criteria</b>				
4 years	95	95	95	HSPPS
3 years	55	55	55	HSPPS
<b>Eligibility Criteria</b>				
Homeless McKinney Vento Act	500	500	500	HSPPS/CA 2022 Page 51-53
Homeless with limited English proficiency/unsheltered McKinney	510	510	510	HSPPS/CA 2022 Page 53
Foster Child	400	400	400	HSPPS
Public Assistance: Currently on TANF/SSI/SNAP	100	100	100	HSPPS/CA 2022 Page 42 & 96 - 100
Income eligible: 0%-25% Poverty Level	125	125	125	HSPPS
Income Eligible: 26%-50% Poverty Level	100	100	100	HSPPS
Income eligible: 51%-75% Poverty Level	75	75	75	HSPPS
Income eligible: 76%-100% Poverty Level	50	50	50	HSPPS
Over Income: Over 100% Poverty Level	0	0	0	HSPPS
<b>Disability Criteria</b>				
Diagnosed (Public School IEP)	300	300	300	CA2022 Page 58-60
Diagnosed (documented by professional)	100	100	100	CA2022 Page 58-60
Suspected (documented by professional)	25	25	25	CA2022 Page 58-60
Parent concerns (with no documentation)	10	10	10	CA2022 Page 58-60; Program Data Report 3501
<b>Family Risk Factors (choose all that apply)</b>				
Child Abuse/Neglected (documented by an agency)	10	10	10	CA2022 Page 75
Family without Access to Medical Care	10	10	10	CA2022 Page 62
Currently, one or both parents/legal guardians are unemployed and looking for employment	10	10	10	CA 2022 Page 38



Currently, income earned is not enough to cover rent and basic needs	10	10	10	CA 2022 Page 37 & 108
Foster, Kinship, legal guardian, relative caregivers (documented by an agency) or due to incarcerations of parents, substance abuse by parents, illness, disability, death, etc.	10	10	10	CA 2022 Page 75
Grandparents Caregivers or guardian	10	10	10	CA 2022 Page 75
Immigrants/Refugees (documented by an agency)	10	10	10	CA 2022 Page 26
Unauthorized immigrants unaffiliated with any agency	10	10	10	CA 2022 Page 26
<b>Barriers to Services</b> "Documented with or without an agency recommendation"	0	0	10	CA 2022 Page 26 Recommendation regarding changing "Barriers to Services"
Single Parent	10	10	10	CA2022 Page 29
Limited access to reliable, safe, and affordable transportation	10	10	10	CA2022 Page 36
Food insecurity (lack of food during the month/without food stamps)	10	10	10	CA 2022 Page 70 & 108
Child without access to medical care	10	10	10	CA 2022 Page 62
Child/family lack of English proficiency (recommended for no change)	10	10	10	CA 2022 Page 26-31
A sibling currently enrolled in Early Head Start or Head Start	10	10	10	CA 2022 Page 28, 40, 79, 96, 97, 108
<b>Child risk factors</b>				
Health chronic illness (documented by an agency)	10	10	10	CA 2022 Page 65
Child nutritional needs (special diet/WIC- Documented by a professional)	10	10	10	CA 2022 Page 69
<b>Transition and Continuation of Services</b>				
Transitioning from Early Head Start/Head Start Program	200	200	200	HSPPS
2024-2025 Eligible Waitlisted Child	10	10	10	N/A

Policy Council Approval: April 24, 2025

BCC Approval: