



**Interoffice Memorandum**

November 23, 2020

**AGENDA ITEM**

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

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

FROM: Sonya L. Hill, Manager  
Head Start Division  
Contact: Khadija Pirzadeh, (407) 836-8912  
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – December 15, 2020**  
Filing of Head Start Policy Council Program Information and Updates  
for the Official County Record

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

Head Start Policy Council Meeting Minutes September 30, 2020  
Head Start Policy Council Program Information and Updates November 2020

**ACTION REQUESTED: Receipt and filing of Head Start Policy Council Meeting Minutes September 30, 2020 and Head Start Policy Council Program Information and Updates November 2020 for the official county record.**

SH/kp

- C: Carla Bell Johnson, Acting Assistant County Administrator
- Cristina Berrios, Assistant County Attorney, County Attorney's Office
- John Petrelli, Director, Risk Management and Professional Standards
- Yolanda Brown, Manager, Fiscal Division, Community and Family Services Department
- Jamille Clemens, Grants Supervisor, Finance Division
- Nanette Melo, Assistant Manager, Office of Management and Budget
- Auria Oliver, Management and Budget Advisor, Office of Management and Budget



ORANGE COUNTY GOVERNMENT  
 HEAD START  
**POLICY COUNCIL**  
**MEETING MINUTES**



2100 E. Michigan St  
 Orlando, FL 32806  
 (Webex)  
 September 30, 2020

Call to Order by: Maritza Vasquez, Chairperson at 2:00 p.m.  
 Roll Call by: Sandra Moore, Administrative Assistant

**Attended By:**

Jessica Vazquez	Aloma	Alternate
Rachel Padgett	Bithlo	Representative
Charlene Marsh	Callahan	Alternate
Hortensia Rodriguez	East Orange	Representative
Nouran Barakat	East Orange	Alternate
Maritza Vasquez	Engelwood	Representative
Shirohn Scott	Hal P. Marston	Alternate
Chaunte Martin	Pine Hills	Alternate
Paul Charles	Southwood	Alternate
Salomey Calixte	So Orlando YMCA	Representative
Milove Williams	WS/Elementary	Representative
Vanessa Lewis	BCC	BCC Alternate
Pamela Clark	OCPS	Community Rep

Quorum Established

**Staff:**

Sandra Moore	Main Office
Yvette Meade	Main Office
Sandra Ruff	Main Office
Avis McWhite	Main Office

**Chairperson Vasquez called for a motion to adopt the agenda**

Motion: Jessica Vasquez, Aloma Representative  
 Second: Chaunte Martin, Pine Hills Alternate  
 Motion carried with no objections

**Secretary's Report by Sandra Moore**

Highlights from the previous meeting of 8/31/20.

**Chairperson Vasquez called for a motion to accept the Secretary's Report**

Motion: Chaunte Martin, Pine Hills Alternate

Second: Salomey Calixte, SOYMCA Representative

Motion carried with no objections

**HR Report by Avis McWhite –**

Avis listed all separations and vacancies for August 2020

**Budget Report by Sandra Ruff**

**Status of BCC Agenda Items by Khadija Pirzadeh**

Two items were submitted for approval.

**Commissioner's Liaison Report by Vanessa Lewis**

Commissioner Siplin will be hosting the "Earn, Keep, Grow" event at Holden Heights Community Center on November 21, 2020, 10:00 – 2:00. There is a monthly newsletter available with District 6 updates. Go to [dist6@ocfl.net](mailto:dist6@ocfl.net) to subscribe.

**Officer's Report by Maritza Vasquez**

Ms. Vasquez presented a special offer from 5/3<sup>rd</sup> bank for staff and parents.

Ms. Vasquez expressed her appreciation for another year on the Policy Council and encouraged the incoming group to be involved in the upcoming school year.

**Chairperson Vasquez called for a motion to adjourn the meeting**

Motion: Salomey Calixte, SOYMCA Representative

Second: Paul Charles, Southwood Alternate

Motion Carried With No Objections

Meeting Adjourned at 2:33 p.m.

**Next Policy Council Meeting TBD**



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

Orange County Government

HEAD START

POLICY COUNCIL

PROGRAM

INFORMATION & UPDATES



Sonya L. Hill, Manager  
Head Start Division



NOVEMBER 2020



Orange County  
Community & Family Services Department  
Head Start Division



# POLICY COUNCIL MONTHLY MEETING

Who: **POLICY COUNCIL MEMBERS**

Date: **THURSDAY - NOVEMBER 19, 2020**

Time: **6:30 PM**

Location: **GOV-Great Oaks Village  
EVANS DINING HALL  
1768 E. MICHIGAN ST.  
ORLANDO, FL 32806**

**Childcare/very light snack  
provided for the children**

*Sandra Moore:*  
407-836-8913 or Email [Sandra.Moore2@ocfl.net](mailto:Sandra.Moore2@ocfl.net)

*Yvette Meade:*  
407-836-8921 or Email [Yvette.Meade@ocfl.net](mailto:Yvette.Meade@ocfl.net)

**PLEASE STAY SAFE!!!!  
SOCIALLY DISTANCING  
PLEASE WEAR MASK/FACE COVERING**



# AGENDA



Orange County Government ● Head Start Policy Council ● GOV Dining Hall  
1768 E. Michigan Street, Orlando, FL 32806  
November 19, 2020 ● 6:30 p.m.

1. *Call to Order – Chairperson*
2. *Roll Call – Secretary*
3. *Adoption of Agenda*
4. *Secretary Report*
  - a. *Review of Minutes from September 30, 2020*
5. **Budget Report**
6. **Status of BCC Agenda Items**
7. **Training: Early Childhood Education & Development**
8. **Policy Regulations (Program Instructions & Information Memorandum)**
  - a. **ACF-IM-HS-20-05**
  - b. **ACF-PI-HS-20-06**
  - c. **ACF-PI-HS-20-05**
9. **Community Representatives Election**
10. **New Business**
  - a. **Code of Conduct**
  - b. **Election of Officers**
11. **Adjourn**

*\* All unit reports with the exception of the Budget report are postponed until the December 2020 meeting to allow for training.*

**Head Start Policy Council**  
**Human Resources Committee**  
**October 2020 Actions**

**I. Pending Approval for hire**

Job Title	Candidate's Name

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

Job Title	Reason	Employee's Name
Teacher Assistant	Failure to Complete Probation	Toye Wright

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

Job Title	Reason	Employee's Name
Teacher Assistant	Health Reasons	Askalu Ghebrehiwet

**IV. Current Head Start Openings – As of 11/12/2020**

Job Title	Number of Positions	Potential Candidates in process for hire
Center Supervisor	4	
Licensed Practical Nurse	1	
Sr. Family Services Worker	1	
Teacher Assistant	8	
Teacher	3	
Monitoring & Eval Coordinator	1	
Sr. Fiscal Coordinator	1	

# Head Start Budget Summary October 2020

## Head Start Budget Summary

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

Unit Name	Current Budget 2020 - 2021	OCT	Encumbered	TOTAL Budget YTD	BALANCE	TOTAL YTD
7521 - ADMINISTRATION	\$1,421,045.00	\$42,478.60	\$13,541.65	\$42,478.60	\$1,365,024.75	3.94%
7522 - EDUCATION	\$10,940,056.00	\$559,087.66	\$67,067.50	\$559,087.66	\$10,313,900.84	5.72%
7523 - USDA ADMINISTRATION	\$189,735.00	\$8,138.01	\$0.00	\$8,138.01	\$181,596.99	4.29%
7524 - USDA OPERATIONS	\$1,380,829.00	\$12,138.42	\$222,367.00	\$12,138.42	\$1,146,323.58	16.98%
7525 - TRAINING	\$156,870.00	\$0.00	\$0.00	\$0.00	\$156,870.00	0%
7526 - DISABILITIES	\$393,707.00	\$18,625.40	\$59,241.24	\$18,625.40	\$315,840.36	19.78%
7527 - HEALTH AND DENTAL	\$355,930.00	\$12,441.88	\$0.00	\$12,441.88	343,488.12	3.50%
7528 - PCFE	\$2,010,555.00	81,195.99	\$0.00	\$81,195.99	1,929,359.01	4.04%
7534 - FACILITIES AND OPERATIONS	\$853,339.00	\$30,360.76	\$0.00	\$30,360.76	\$822,978.24	3.56%

## Budget Definitions

**OBJECT** – Object Code that defines a particular item or services.

**APPR** – An appropriation where a specific amount of money is placed for use in the appropriation. Appropriations are never to fall below zero. Fiscal can move money in appropriations.

**OBJECT NAME** – Description of Object Code

**CURRENT BUDGET** – Annual approved budget within Object Code.

**MONTH** – Amount spent in particular month.

**PROJECTED** – Projected amount to be spent with in Object Code based on Invoices and PCards.

**ENCUMBERED** – Amount placed in a Purchase Order to be used for expenses within an Object Code.

**YTD TOTAL** – Amount Spent Year to Date



**BALANCE – Budgeted** amount minus Amount Spent and Encumbered

**PROJECT BALANCE –** Balance minus Projected Amount

**2020-2021 Account Lines**

Units:

- 7001 – Head Start Funds
- 7401 – USDA Funds
- 8290 – VPK Funds

Department:

- 062 – Community and Family Services

Service Areas:

- 7001-062-7521 – Administration
- 7001-062-7522 – Education
- 7401-062-7523 – USDA Administration
- 7401-062-7524 – USDA Operations
- 7001-062-7525 – Training
- 7001-062-7526 – Disabilities
- 7001-062-7527 – Health and Dental
- 7001-062-7528 – Parent Family Community Engagement
- 7001-062-7534 – Facilities and Operations
- 8290-062-7538 – VPK

## **Notice of Grant Award**

Notice of grant award is a legal document given to the intended organization (Orange County Head Start) that indicates an award has been made and that funds may be requested from the designated Department of Health and Human Services (HHS) payment system or office. The notice of grant award shows the amount of Federal funds authorized for obligation and the budget period for the approved project. Grantees will find this information helpful, which outlines the conditions of their grant awards.

A Notice of Award (NoA), showing the amount of Federal funds authorized for obligation and any future-year commitments, is issued for each budget period in the approved project period (see "Project Period and Budget Period" below). Until an awarding office has issued a NoA for the initial budget period, any costs incurred by the applicant for the project are incurred at its own risk. The NoA sets forth pertinent information about the grant, including, but not limited to, the following:

- Grant identification number ("grant number")
- Statutory authority for the award and any applicable program regulations
- Name of recipient organization and Name of the PI/PPD
- Approved project period and budget period start and end dates
- Amount of Federal funds authorized for obligation by the recipient
- Amount of matching or cost sharing (if applicable)
- Amount of anticipated future-year commitments (if applicable)
- Names of the cognizant OPDIV/awarding office, PO, GMO, and GMS
- Applicable terms and conditions of award, either by reference or inclusion
- The HHS-assigned EIN (based on the IRS EIN), which must be used to request payment

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND
DEONARINE, VIDYA D	TEACHSTONE TRAINI	10/5/2020	10/6/2020	\$125.00	
DEONARINE, VIDYA D	KAPLAN EARLY LEARN	10/7/2020	10/8/2020	\$532.82	
DEONARINE, VIDYA D	KAPLAN EARLY LEARN	10/7/2020	10/8/2020	\$532.82	
DUCK, CORTINA	USPS PO 1169260806	9/30/2020	10/1/2020	\$9.85	7000
DUCK, CORTINA	WALMART.COM AX	9/30/2020	10/1/2020	\$2,785.54	7000
DUCK, CORTINA	WALMART.COM AA	10/1/2020	10/2/2020	\$745.00	7001
DUCK, CORTINA	READYREFRESH BY N	10/2/2020	10/5/2020	\$24.83	7001
DUCK, CORTINA	READYREFRESH BY N	10/2/2020	10/5/2020	\$13.98	7001
DUCK, CORTINA	AHCA SERVICE FEE	10/12/2020	10/13/2020	\$0.43	7001
DUCK, CORTINA	AGENCY FOR HEALTH	10/12/2020	10/13/2020	\$13.25	7001
DUCK, CORTINA	WATER - COFFEE DEL	10/12/2020	10/13/2020	\$2,125.76	7001
DUCK, CORTINA	READYREFRESH BY N	10/14/2020	10/14/2020	\$91.80	7000
DUCK, CORTINA	READYREFRESH BY N	10/14/2020	10/14/2020	\$91.80	7000
DUCK, CORTINA	READYREFRESH BY N	10/14/2020	10/14/2020	\$91.80	7000
DUCK, CORTINA	AGENCY FOR HEALTH	10/14/2020	10/15/2020	\$13.25	7001
DUCK, CORTINA	AHCA SERVICE FEE	10/14/2020	10/15/2020	\$0.43	7001
DUCK, CORTINA	READYREFRESH BY N	10/15/2020	10/16/2020	\$87.81	7001
DUCK, CORTINA	READYREFRESH BY N	10/15/2020	10/16/2020	\$87.81	7001
DUCK, CORTINA	READYREFRESH BY N	10/15/2020	10/16/2020	\$87.81	7001
DUCK, CORTINA	READYREFRESH BY N	10/15/2020	10/16/2020	\$87.81	7001
DUCK, CORTINA	READYREFRESH BY N	10/15/2020	10/16/2020	\$48.91	7001
DUCK, CORTINA	READYREFRESH BY N	10/15/2020	10/16/2020	\$48.91	7001
DUCK, CORTINA	READYREFRESH BY N	10/15/2020	10/16/2020	\$48.91	7001
DUCK, CORTINA	READYREFRESH BY N	10/15/2020	10/16/2020	\$90.81	7001
DUCK, CORTINA	READYREFRESH BY N	10/15/2020	10/16/2020	\$90.81	7001
DUCK, CORTINA	READYREFRESH BY N	10/15/2020	10/16/2020	\$90.81	7001
DUCK, CORTINA	KAPLAN EARLY LEARN	10/15/2020	10/19/2020	\$3,917.25	7001
DUCK, CORTINA	KAPLAN EARLY LEARN	10/16/2020	10/19/2020	\$1,269.00	7001
DUCK, CORTINA	AHCA SERVICE FEE	10/21/2020	10/22/2020	\$1.41	7001
DUCK, CORTINA	AGENCY FOR HEALTH	10/21/2020	10/22/2020	\$43.25	7001
DUCK, CORTINA	AGENCY FOR HEALTH	10/21/2020	10/22/2020	\$13.25	7001
DUCK, CORTINA	AGENCY FOR HEALTH	10/21/2020	10/22/2020	\$13.25	7001
DUCK, CORTINA	AHCA SERVICE FEE	10/21/2020	10/22/2020	\$0.43	7001
DUCK, CORTINA	AHCA SERVICE FEE	10/21/2020	10/22/2020	\$0.43	7001
DUCK, CORTINA	DISCOUNTSCH 80062	10/27/2020	10/28/2020	\$9,999.00	
DUCK, CORTINA	READYREFRESH BY N	10/28/2020	10/28/2020	(\$147.00)	
ELIBERT, MIGUERLINE	OFFICEMAX/OFFICED	9/29/2020	10/1/2020	\$88.99	7000
ELIBERT, MIGUERLINE	OFFICEMAX/OFFICED	9/29/2020	10/1/2020	\$399.40	7000
ELIBERT, MIGUERLINE	MARKETLAB INC	9/30/2020	10/1/2020	\$3,649.67	7000
ELIBERT, MIGUERLINE	OFFICEMAX/OFFICED	10/6/2020	10/7/2020	\$1,349.70	
ELIBERT, MIGUERLINE	KAPLAN EARLY LEARN	10/7/2020	10/8/2020	\$2,503.26	
ELIBERT, MIGUERLINE	DOLLARTREE	10/23/2020	10/26/2020	\$14.91	
ELIBERT, MIGUERLINE	DOLLAR TREE	10/23/2020	10/26/2020	\$42.60	
ELIBERT, MIGUERLINE	SCHOOL NURSE SUPP	10/27/2020	10/28/2020	\$329.80	

FLORES, DAISY	EB SPANISH ORLAND	10/13/2020	10/14/2020	(\$110.00)	7000
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062	7525	4030	ORANGE COUNTY BOCC- PCard
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**FUND: 7001 DEPT: 062 UNIT: 7521**

	OBJECT	APPR	OBJECT NAME
1	1120	3FA	REGULAR SALARIES and WAGES
	1130	3FA	OTHER SALARIES and WAGES
	1140	3FA	OVERTIME
	2110	3FA	FICA TAXES
	2120	3FA	RETIREMENT CONTRIBUTION
	2130	3FA	LIFE and HEALTH INSURANCE
	2200	3FA	PAYMENTS TO OPEB TRUST
OBJECT CATEGORY 1			
2	3125	3FB	INDIRECT COSTS
	3179	3FC	CONTRACT SVC EMPLOY AGENT
	3410	3FC	LOCAL TRAVEL
	3510	3FC	POSTAGE and MESSENGER SVCS
	3530	3FC	TOLL CHARGES
	3610	3FC	RENTAL OF EQUIPMENT
	3720	3FC	COMMUNICATIONS
	3820	3FC	MAINTENANCE OF EQUIPMENT
	3910	3FC	GRAPHIC REPROD SVCS
	4010	3FC	DUES and MEMBERSHIPS
	4020	3FC	SUBSCRIPTIONS
			OFFICE SUPPLIES (NOT INCLUDING
	4110	3FC	PRINTING)
	4115	3FC	MISCELLANEOUS OPERATING SUPPLIES
	4121	3FC	COMPUTER EQUIPMENT LESS THAN \$500
	4123	3FC	EQUIPMENT LESS THAN \$1000
	4412	3FC	PROMOTIONAL EXPENSES
	4418	3FC	EDUCATIONAL ASSISTANCE PROGRAM
	4422	3FC	SCHOLARSHIPS,AWARDS,BENEF
	4482	3FG	SELF INS-PROP CASUALTY

OBJECT CATEGORY 2

\*TOTAL UNIT\_CD 7521

11/02/2020 PAGE: 187

ORANGE COUNTY

Department 062

FY 2021 Monthly Expense Report

For the selected Department and Unit, by Object and Appropriation

Through 11/02/2020

**FUND: 7001 DEPT: 062 UNIT: 7522**

	OBJECT	APPR	OBJECT NAME
1	1120	3FE	REGULAR SALARIES and WAGES
	1130	3FE	OTHER SALARIES and WAGES
	1140	3FE	OVERTIME
	1155	3FE	COVID - SICK LEAVE

2110	3FE	FICA TAXES
2120	3FE	RETIREMENT CONTRIBUTION
2130	3FE	LIFE and HEALTH INSURANCE
2200	3FE	PAYMENTS TO OPEB TRUST
OBJECT CATEGORY 1		
2		
3167	3FF	AGENCIES
3170	3FF	JANITORIAL SVC and SUPPLY
3192	3FF	SOFTWARE LICENSING SUPPORT FEE
3350	3FF	OTHER INSURANCE and BONDS
3410	3FF	LOCAL TRAVEL
3520	3FF	MOVING EXPENSE-CO ASSETS
3530	3FF	TOLL CHARGES
3610	3FF	RENTAL OF EQUIPMENT
3620	3FF	LEASES-BUILDINGS/STRUCTURES
3710	3FF	UTILITIES
3720	3FF	COMMUNICATIONS
		MAINTENANCE OF BUILDINGS,
3810	3FF	IMPROVEMENTS, AND GROUNDS
3820	3FF	MAINTENANCE OF EQUIPMENT
3910	3FF	GRAPHIC REPROD SVCS
4020	3FF	SUBSCRIPTIONS
4040	3FF	LICENSE AND CERTIFICATION FEES
4110	3FF	PRINTING)
4115	3FF	MISCELLANEOUS OPERATING SUPPLIES
4116	3FF	EVENT/MEAL REIMBURSEMENTS
4121	3FF	COMPUTER EQUIPMENT LESS THAN \$500
4123	3FF	EQUIPMENT LESS THAN \$1000
4135	3FF	FOODandDIETARY
4175	3FF	CLOTHING AND WEARING APPAREL
4195	3FF	MISC SUPPLIES OR EXPENSES
4412	3FF	PROMOTIONAL EXPENSES
4418	3FF	EDUCATIONAL ASSISTANCE PROGRAM
4440	3FF	IMPROVEMTS TO NON-COUNTY ASSETS
4450	3FF	PARENT ACTIVITY FUND
4452	3FN	FIELD TRIPS-HEAD START
4482	3FG	SELF INS-PROP CASUALTY
6410	3FJ	EQUIPMENT
8120	3FF	AID TO OTHER GOVT AGENCIES

OBJECT CATEGORY 2

\*TOTAL UNIT\_CD 7522

11/02/2020 PAGE: 188

ORANGE COUNTY

Department 062

FY 2021 Monthly Expense Report

For the selected Department and Unit, by Object and Appropriation



Through 11/02/2020

**FUND: 7001 DEPT: 062 UNIT: 7525**

	OBJECT	APPR	OBJECT NAME
2	3185	3FH	CONTRACT SVC-TRAINING
	3197	3FH	OTHERWISE SPECIFIED
	3420	3FH	OUT OF COUNTY TRAVEL
	3610	3FH	RENTAL OF EQUIPMENT
	3620	3FH	LEASES-BUILDINGS/STRUCTURES
	3910	3FH	GRAPHIC REPROD SVCS
			BOOKS, COMPACT DISKS, VIDEOS, AND
	4020	3FH	SUBSCRIPTIONS
	4030	3FH	TRAINING AND EDUCATIONAL COST
	4040	3FH	LICENSE AND CERTIFICATION FEES
			OFFICE SUPPLIES (NOT INCLUDING
	4110	3FH	PRINTING)
	4115	3FH	MISCELLANEOUS OPERATING SUPPLIES
	4116	3FH	EVENT/MEAL REIMBURSEMENTS
	4418	3FH	EDUCATIONAL ASSISTANCE PROGRAM

OBJECT CATEGORY 2

\*TOTAL UNIT\_CD 7525

11/02/2020 PAGE: 189

ORANGE COUNTY

Department 062

FY 2021 Monthly Expense Report

For the selected Department and Unit, by Object and Appropriation

Through 11/02/2020

**FUND: 7001 DEPT: 062 UNIT: 7526**

	OBJECT	APPR	OBJECT NAME
1	1120	3FI	REGULAR SALARIES and WAGES
	1140	3FI	OVERTIME
	2110	3FI	FICA TAXES
	2120	3FI	RETIREMENT CONTRIBUTION
	2130	3FI	LIFE and HEALTH INSURANCE
	2200	3FI	PAYMENTS TO OPEB TRUST
OBJECT CATEGORY 1			
2	3195	3FK	CONTRACT SERVICES MEDICAL
	3410	3FK	LOCAL TRAVEL
	3530	3FK	TOLL CHARGES
	3720	3FK	COMMUNICATIONS
			BOOKS, COMPACT DISKS, VIDEOS, AND
	4020	3FK	SUBSCRIPTIONS
	4040	3FK	LICENSE AND CERTIFICATION FEES
	4110	3FK	PRINTING)
	4115	3FK	MISCELLANEOUS OPERATING SUPPLIES
	4121	3FK	COMPUTER EQUIPMENT LESS THAN \$500

4418	3FK	EDUCATIONAL ASSISTANCE PROGRAM
4482	3FG	SELF INS-PROP CASUALTY

OBJECT CATEGORY 2

\*TOTAL UNIT\_CD 7526

11/02/2020 PAGE: 190

ORANGE COUNTY

Department 062

FY 2021 Monthly Expense Report

For the selected Department and Unit, by Object and Appropriation

Through 11/02/2020

**FUND: 7001 DEPT: 062 UNIT: 7527**

	OBJECT	APPR	OBJECT NAME
1	1120	3FV	REGULAR SALARIES and WAGES
	1140	3FV	OVERTIME
	2110	3FV	FICA TAXES
	2120	3FV	RETIREMENT CONTRIBUTION
	2130	3FV	LIFE and HEALTH INSURANCE
	2200	3FV	PAYMENTS TO OPEB TRUST
OBJECT CATEGORY 1			
2	3179	3FW	CONTRACT SVC EMPLOY AGENT
	3195	3FW	CONTRACT SERVICES MEDICAL
	3410	3FW	LOCAL TRAVEL
	3530	3FW	TOLL CHARGES
	3720	3FW	COMMUNICATIONS
	4020	3FW	SUBSCRIPTIONS
	4110	3FW	PRINTING)
	4115	3FW	MISCELLANEOUS OPERATING SUPPLIES
	4121	3FW	COMPUTER EQUIPMENT LESS THAN \$500
	4123	3FW	EQUIPMENT LESS THAN \$1000
	4143	3FW	MEDandSURG SUPPLIES
	4418	3FW	EDUCATIONAL ASSISTANCE PROGRAM
	4482	3FG	SELF INS-PROP CASUALTY

OBJECT CATEGORY 2

\*TOTAL UNIT\_CD 7527

11/02/2020 PAGE: 191

ORANGE COUNTY

Department 062

FY 2021 Monthly Expense Report

For the selected Department and Unit, by Object and Appropriation

Through 11/02/2020

**FUND: 7001 DEPT: 062 UNIT: 7528**

OBJECT	APPR	OBJECT NAME
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1	1120	3FX	REGULAR SALARIES and WAGES
	1130	3FX	OTHER SALARIES and WAGES
	1140	3FX	OVERTIME
	2110	3FX	FICA TAXES
	2120	3FX	RETIREMENT CONTRIBUTION
	2130	3FX	LIFE and HEALTH INSURANCE
	2200	3FX	PAYMENTS TO OPEB TRUST
OBJECT CATEGORY 1			
2	3410	3FY	LOCAL TRAVEL
	3530	3FY	TOLL CHARGES
	3720	3FY	COMMUNICATIONS
			BOOKS, COMPACT DISKS, VIDEOS, AND
	4020	3FY	SUBSCRIPTIONS
	4110	3FY	PRINTING)
	4115	3FY	MISCELLANEOUS OPERATING SUPPLIES
	4121	3FY	COMPUTER EQUIPMENT LESS THAN \$500
	4123	3FY	EQUIPMENT LESS THAN \$1000
	4412	3FY	PROMOTIONAL EXPENSES
	4418	3FY	EDUCATIONAL ASSISTANCE PROGRAM
	4450	3FY	PARENT ACTIVITY FUND
	4482	3FG	SELF INS-PROP CASUALTY

OBJECT CATEGORY 2

\*TOTAL UNIT\_CD 7528

11/02/2020 PAGE: 192

ORANGE COUNTY

Department 062

FY 2021 Monthly Expense Report

For the selected Department and Unit, by Object and Appropriation

Through 11/02/2020

**FUND: 7001 DEPT: 062 UNIT: 7534**

	OBJECT	APPR	OBJECT NAME
1	1120	3FL	REGULAR SALARIES and WAGES
	1130	3FL	OTHER SALARIES and WAGES
	1140	3FL	OVERTIME
	2110	3FL	FICA TAXES
	2120	3FL	RETIREMENT CONTRIBUTION
	2130	3FL	LIFE and HEALTH INSURANCE
OBJECT CATEGORY 1			
			PAYMENTS TO OTHER GOVERNMENTAL
2	3167	3FM	AGENCIES
	3170	3FM	JANITORIAL SVC and SUPPLY
	3179	3FM	CONTRACT SVC EMPLOY AGENT
	3197	3FM	OTHERWISE SPECIFIED

3350	3FM	OTHER INSURANCE and BONDS
3410	3FM	LOCAL TRAVEL
3520	3FM	MOVING EXPENSE-CO ASSETS
3530	3FM	TOLL CHARGES
3610	3FM	RENTAL OF EQUIPMENT
3620	3FM	LEASES-BUILDINGS/STRUCTURES
3710	3FM	UTILITIES
3720	3FM	COMMUNICATIONS
3810	3FM	IMPROVEMENTS, AND GROUNDS
3820	3FM	MAINTENANCE OF EQUIPMENT
		INTERNAL FLEET MANAGEMENT
3825	3FD	CHARGES
3910	3FM	GRAPHIC REPROD SVCS
		OFFICE SUPPLIES (NOT INCLUDING
4110	3FM	PRINTING)
4123	3FM	EQUIPMENT LESS THAN \$1000
4126	3FM	TOOLS and SMALL IMPLEMENTS
4175	3FM	CLOTHING AND WEARING APPAREL
4195	3FM	MISC SUPPLIES OR EXPENSES
6410	3FO	EQUIPMENT

OBJECT CATEGORY 2

\*TOTAL UNIT\_CD 7534

**FUND: 7401 DEPT: 062 UNIT: 7523**

	OBJECT	APPR	OBJECT NAME
1	1120	3FQ	REGULAR SALARIES and WAGES
	1140	3FQ	OVERTIME
	2110	3FQ	FICA TAXES
	2120	3FQ	RETIREMENT CONTRIBUTION
	2130	3FQ	LIFE and HEALTH INSURANCE
	2200	3FQ	PAYMENTS TO OPEB TRUST
OBJECT CATEGORY 1			
2	3125	3FP	INDIRECT COSTS
	3410	3FR	LOCAL TRAVEL
	3530	3FR	TOLL CHARGES
	3820	3FR	MAINTENANCE OF EQUIPMENT
			OFFICE SUPPLIES (NOT INCLUDING
	4110	3FR	PRINTING)
	4418	3FR	EDUCATIONAL ASSISTANCE PROGRAM
	4482	3FS	SELF INS-PROP CASUALTY

OBJECT CATEGORY 2

\*TOTAL UNIT\_CD 7523

11/02/2020 PAGE: 212

ORANGE COUNTY

Department 062

FY 2021 Monthly Expense Report

For the selected Department and Unit, by Object and Appropriation

Through 11/02/2020

**FUND: 7401 DEPT: 062 UNIT: 7524**

	OBJECT	APPR	OBJECT NAME
1	1120	3FT	REGULAR SALARIES and WAGES
	1140	3FT	OVERTIME
	2110	3FT	FICA TAXES
	2120	3FT	RETIREMENT CONTRIBUTION
	2130	3FT	LIFE and HEALTH INSURANCE
	2200	3FT	PAYMENTS TO OPEB TRUST
OBJECT CATEGORY 1			
2	3170	3FU	JANITORIAL SVC and SUPPLY
	4110	3FU	OFFICE SUPPLIES (NOT INCLUDING PRINTING)
	4115	3FU	MISCELLANEOUS OPERATING SUPPLIES
	4123	3FU	EQUIPMENT LESS THAN \$1000
	4130	3FU	HOUSEHOLD AND KITCHEN SUPPLIES
	4135	3FU	FOODandDIETARY
	4482	3FS	SELF INS-PROP CASUALTY

OBJECT CATEGORY 2

\*TOTAL UNIT\_CD 7524

BUDGET	OCT	AMOUNT	YTD	BALANCE	USED YTD
839,811.00	28,172.89	.00	28,172.89	811,638.11	3.35
5,000.00	2,862.90	.00	2,862.90	2,137.10	57.26
2,764.00	123.88	.00	123.88	2,640.12	4.48
64,246.00	2,291.10	.00	2,291.10	61,954.90	3.57
83,981.00	2,818.80	.00	2,818.80	81,162.20	3.36
231,600.00	6,209.03	.00	6,209.03	225,390.97	2.68
8,077.00	.00	.00	.00	8,077.00	.00
1,235,479.00	42,478.60	.00	42,478.60	1,193,000.40	3.44
106,329.00	.00	.00	.00	106,329.00	.00
20,600.00	.00	13,541.65	.00	7,058.35	65.74
3,500.00	.00	.00	.00	3,500.00	.00
100.00	.00	.00	.00	100.00	.00
300.00	.00	.00	.00	300.00	.00
8,000.00	.00	.00	.00	8,000.00	.00
2,000.00	.00	.00	.00	2,000.00	.00
3,500.00	.00	.00	.00	3,500.00	.00
500.00	.00	.00	.00	500.00	.00
8,000.00	.00	.00	.00	8,000.00	.00
50.00	.00	.00	.00	50.00	.00
4,000.00	.00	.00	.00	4,000.00	.00
2,000.00	.00	.00	.00	2,000.00	.00
50.00	.00	.00	.00	50.00	.00
50.00	.00	.00	.00	50.00	.00
50.00	.00	.00	.00	50.00	.00
500.00	.00	.00	.00	500.00	.00
1,500.00	.00	.00	.00	1,500.00	.00
24,537.00	.00	.00	.00	24,537.00	.00
185,566.00	.00	13,541.65	.00	172,024.35	7.30
<b>1,421,045.00</b>	<b>42,478.60</b>	<b>13,541.65</b>	<b>42,478.60</b>	<b>1,365,024.75</b>	<b>3.94</b>

BUDGET	OCT	AMOUNT	YTD	BALANCE	USED YTD
6,706,000.00	366,596.68	.00	366,596.68	6,339,403.32	5.47
10,000.00	795.91	.00	795.91	9,204.09	7.96
5,000.00	87.86	.00	87.86	4,912.14	1.76
.00	.00	.00	.00	.00	.00

513,009.00	26,995.95	.00	26,995.95	486,013.05	5.26
670,600.00	36,944.10	.00	36,944.10	633,655.90	5.51
2,289,657.00	93,124.61	.00	93,124.61	2,196,532.39	4.07
100,512.00	.00	.00	.00	100,512.00	.00
10,294,778.00	524,545.11	.00	524,545.11	9,770,232.89	5.10
8,000.00	.00	8,145.00	.00	-145.00	101.81
100.00	647.73	.00	647.73	-547.73	647.73
45,000.00	.00	.00	.00	45,000.00	.00
100.00	.00	.00	.00	100.00	.00
10,000.00	.00	.00	.00	10,000.00	.00
100.00	.00	.00	.00	100.00	.00
1,000.00	.00	.00	.00	1,000.00	.00
5,000.00	.00	.00	.00	5,000.00	.00
100.00	32,716.70	.00	32,716.70	-32,616.70	32,716.70
100.00	839.37	.00	839.37	-739.37	839.37
18,000.00	.00	.00	.00	18,000.00	.00
100.00	338.75	.00	338.75	-238.75	338.75
100.00	.00	.00	.00	100.00	.00
100.00	.00	.00	.00	100.00	.00
3,000.00	.00	.00	.00	3,000.00	.00
100.00	.00	.00	.00	100.00	.00
22,000.00	.00	.00	.00	22,000.00	.00
72,850.00	.00	.00	.00	72,850.00	.00
5,500.00	.00	.00	.00	5,500.00	.00
100.00	.00	.00	.00	100.00	.00
11,150.00	.00	.00	.00	11,150.00	.00
234,188.00	.00	58,922.50	.00	175,265.50	25.16
200.00	.00	.00	.00	200.00	.00
100.00	.00	.00	.00	100.00	.00
1,500.00	.00	.00	.00	1,500.00	.00
4,000.00	.00	.00	.00	4,000.00	.00
100.00	.00	.00	.00	100.00	.00
500.00	.00	.00	.00	500.00	.00
15,360.00	.00	.00	.00	15,360.00	.00
183,530.00	.00	.00	.00	183,530.00	.00
3,250.00	.00	.00	.00	3,250.00	.00
50.00	.00	.00	.00	50.00	.00
645,278.00	34,542.55	67,067.50	34,542.55	543,667.95	15.75
10,940,056.00	559,087.66	67,067.50	559,087.66	10,313,900.84	5.72

BUDGET	OCT	AMOUNT	YTD	BALANCE	USED YTD
50,000.00	.00	.00	.00	50,000.00	.00
2,000.00	.00	.00	.00	2,000.00	.00
38,000.00	.00	.00	.00	38,000.00	.00
2,000.00	.00	.00	.00	2,000.00	.00
3,370.00	.00	.00	.00	3,370.00	.00
500.00	.00	.00	.00	500.00	.00
1,000.00	.00	.00	.00	1,000.00	.00
38,000.00	.00	.00	.00	38,000.00	.00
3,500.00	.00	.00	.00	3,500.00	.00
1,000.00	.00	.00	.00	1,000.00	.00
4,000.00	.00	.00	.00	4,000.00	.00
3,500.00	.00	.00	.00	3,500.00	.00
10,000.00	.00	.00	.00	10,000.00	.00
156,870.00	.00	.00	.00	156,870.00	.00
156,870.00	.00	.00	.00	156,870.00	.00

BUDGET	OCT	AMOUNT	YTD	BALANCE	USED YTD
223,978.00	13,602.88	.00	13,602.88	210,375.12	6.07
500.00	4.47	.00	4.47	495.53	.89
17,134.00	956.89	.00	956.89	16,177.11	5.58
22,398.00	1,360.74	.00	1,360.74	21,037.26	6.08
56,000.00	2,700.42	.00	2,700.42	53,299.58	4.82
1,795.00	.00	.00	.00	1,795.00	.00
321,805.00	18,625.40	.00	18,625.40	303,179.60	5.79
45,000.00	.00	59,241.24	.00	-14,241.24	131.65
2,200.00	.00	.00	.00	2,200.00	.00
300.00	.00	.00	.00	300.00	.00
2,400.00	.00	.00	.00	2,400.00	.00
1,500.00	.00	.00	.00	1,500.00	.00
500.00	.00	.00	.00	500.00	.00
3,000.00	.00	.00	.00	3,000.00	.00
12,000.00	.00	.00	.00	12,000.00	.00
50.00	.00	.00	.00	50.00	.00



500.00	.00	.00	.00	500.00	.00
4,452.00	.00	.00	.00	4,452.00	.00
71,902.00	.00	59,241.24	.00	12,660.76	82.39
393,707.00	18,625.40	59,241.24	18,625.40	315,840.36	19.78

BUDGET	OCT	AMOUNT	YTD	BALANCE	USED YTD
220,912.00	9,014.41	.00	9,014.41	211,897.59	4.08
500.00	98.66	.00	98.66	401.34	19.73
16,899.00	655.76	.00	655.76	16,243.24	3.88
22,091.00	911.31	.00	911.31	21,179.69	4.13
70,000.00	1,761.74	.00	1,761.74	68,238.26	2.52
897.00	.00	.00	.00	897.00	.00
331,299.00	12,441.88	.00	12,441.88	318,857.12	3.76
1,000.00	.00	.00	.00	1,000.00	.00
1,000.00	.00	.00	.00	1,000.00	.00
1,000.00	.00	.00	.00	1,000.00	.00
200.00	.00	.00	.00	200.00	.00
2,280.00	.00	.00	.00	2,280.00	.00
100.00	.00	.00	.00	100.00	.00
1,500.00	.00	.00	.00	1,500.00	.00
3,000.00	.00	.00	.00	3,000.00	.00
50.00	.00	.00	.00	50.00	.00
3,000.00	.00	.00	.00	3,000.00	.00
4,100.00	.00	.00	.00	4,100.00	.00
500.00	.00	.00	.00	500.00	.00
6,901.00	.00	.00	.00	6,901.00	.00
24,631.00	.00	.00	.00	24,631.00	.00
355,930.00	12,441.88	.00	12,441.88	343,488.12	3.50

CURRENT BUDGET	OCT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
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1,139,894.00	56,545.83	.00	56,545.83	1,083,348.17	4.96
10,000.00	.00	.00	.00	10,000.00	.00
5,000.00	86.58	.00	86.58	4,913.42	1.73
87,202.00	4,130.22	.00	4,130.22	83,071.78	4.74
350,000.00	6,135.25	.00	6,135.25	343,864.75	1.75
350,000.00	14,298.11	.00	14,298.11	335,701.89	4.09
13,910.00	.00	.00	.00	13,910.00	.00
1,956,006.00	81,195.99	.00	81,195.99	1,874,810.01	4.15
3,000.00	.00	.00	.00	3,000.00	.00
200.00	.00	.00	.00	200.00	.00
5,000.00	.00	.00	.00	5,000.00	.00
50.00	.00	.00	.00	50.00	.00
7,000.00	.00	.00	.00	7,000.00	.00
500.00	.00	.00	.00	500.00	.00
50.00	.00	.00	.00	50.00	.00
500.00	.00	.00	.00	500.00	.00
7,000.00	.00	.00	.00	7,000.00	.00
4,000.00	.00	.00	.00	4,000.00	.00
9,216.00	.00	.00	.00	9,216.00	.00
18,033.00	.00	.00	.00	18,033.00	.00
54,549.00	.00	.00	.00	54,549.00	.00
2,010,555.00	81,195.99	.00	81,195.99	1,929,359.01	4.04

CURRENT BUDGET	OCT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
136,032.00	6,572.00	.00	6,572.00	129,460.00	4.83
10,000.00	.00	.00	.00	10,000.00	.00
5,000.00	21.99	.00	21.99	4,978.01	.44
10,408.00	463.76	.00	463.76	9,944.24	4.46
13,603.00	659.40	.00	659.40	12,943.60	4.85
56,000.00	2,313.06	.00	2,313.06	53,686.94	4.13
231,043.00	10,030.21	.00	10,030.21	221,012.79	4.34
15,000.00	.00	.00	.00	15,000.00	.00
10,000.00	647.73	.00	647.73	9,352.27	6.48
7,000.00	.00	.00	.00	7,000.00	.00
5,000.00	.00	.00	.00	5,000.00	.00

10,000.00	.00	.00	.00	10,000.00	.00
4,000.00	.00	.00	.00	4,000.00	.00
7,000.00	.00	.00	.00	7,000.00	.00
700.00	.00	.00	.00	700.00	.00
30,000.00	.00	.00	.00	30,000.00	.00
390,000.00	18,504.70	.00	18,504.70	371,495.30	4.74
30,000.00	839.37	.00	839.37	29,160.63	2.80
2,700.00	.00	.00	.00	2,700.00	.00
40,000.00	338.75	.00	338.75	39,661.25	.85
30,000.00	.00	.00	.00	30,000.00	.00
21,196.00	.00	.00	.00	21,196.00	.00
500.00	.00	.00	.00	500.00	.00
1,500.00	.00	.00	.00	1,500.00	.00
10,000.00	.00	.00	.00	10,000.00	.00
5,000.00	.00	.00	.00	5,000.00	.00
200.00	.00	.00	.00	200.00	.00
500.00	.00	.00	.00	500.00	.00
2,000.00	.00	.00	.00	2,000.00	.00
622,296.00	20,330.55	.00	20,330.55	601,965.45	3.27
853,339.00	30,360.76	.00	30,360.76	822,978.24	3.56

CURRENT BUDGET	OCT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
113,112.00	5,818.56	.00	5,818.56	107,293.44	5.14
1,500.00	169.80	.00	169.80	1,330.20	11.32
10,030.00	439.37	.00	439.37	9,590.63	4.38
13,111.00	598.84	.00	598.84	12,512.16	4.57
42,000.00	1,111.44	.00	1,111.44	40,888.56	2.65
1,889.00	.00	.00	.00	1,889.00	.00
181,642.00	8,138.01	.00	8,138.01	173,503.99	4.48
6,543.00	.00	.00	.00	6,543.00	.00
1,000.00	.00	.00	.00	1,000.00	.00
50.00	.00	.00	.00	50.00	.00
50.00	.00	.00	.00	50.00	.00
100.00	.00	.00	.00	100.00	.00
50.00	.00	.00	.00	50.00	.00
300.00	.00	.00	.00	300.00	.00
8,093.00	.00	.00	.00	8,093.00	.00
189,735.00	8,138.01	.00	8,138.01	181,596.99	4.29

CURRENT BUDGET	OCT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
133,635.00	7,899.32	.00	7,899.32	125,735.68	5.91
500.00	.00	.00	.00	500.00	.00
10,223.00	564.39	.00	564.39	9,658.61	5.52
13,363.00	789.93	.00	789.93	12,573.07	5.91
84,000.00	2,884.78	.00	2,884.78	81,115.22	3.43
3,778.00	.00	.00	.00	3,778.00	.00
245,499.00	12,138.42	.00	12,138.42	233,360.58	4.94
1,500.00	.00	.00	.00	1,500.00	.00
500.00	.00	.00	.00	500.00	.00
1,000.00	.00	.00	.00	1,000.00	.00
50.00	.00	.00	.00	50.00	.00
3,300.00	.00	.00	.00	3,300.00	.00
1,114,946.00	.00	222,367.00	.00	892,579.00	19.94
14,034.00	.00	.00	.00	14,034.00	.00
1,135,330.00	.00	222,367.00	.00	912,963.00	19.59
1,380,829.00	12,138.42	222,367.00	12,138.42	1,146,323.58	16.98

## **Policy Council Meeting**

Thursday, November 19, 2020

### **Board Agenda Items Report**

By: Khadija Pirzadeh, Contract Administrator

The agenda items below were submitted for approval to the Orange County Board of County Commissions meetings scheduled on October 13 and October 27, 2020:

1. Ana G. Mendez University Affiliation Agreement related to Experiential Learning Placement Program.
2. Application to Operate a Licensed Child Care Facility (Mount Sinai Head Start)
3. Homeless Services Network Referral Agreement



**Interoffice Memorandum**

September 22, 2020

**AGENDA ITEM**

**TO:** Mayor Jerry L. Demings  
-AND-  
Board of County Commissioners

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

**FROM:** Sonya L. Hill, Manager  
Head Start Division  
**Contact:** Khadija Pirzadeh, (407) 836-8912  
Sonya Hill, (407) 836-7409

**SUBJECT:** **Consent Agenda Item – October 13, 2020**  
Florida Department of Children and Families  
Application for a License to Operate a Child Care Facility

The Head Start Division requests Board approval of a renewal license application between the Florida Department of Children and Families and Orange County. This license will allow the County to provide comprehensive early childhood development for preschool children and support to their families at Mount Sinai Head Start. The term of this license is from October 2, 2020 through October 2, 2021. The license fee of \$72 will be paid with Head Start funds. Childcare facility licensing is a requirement of state laws and Head Start performance standards.

This is a standard application for a license that is required by Florida Department of Children and Families for all licensed child care facilities.

**ACTION REQUESTED:** **Approval and execution of Florida Department of Children and Families Application for a License to operate a Child Care Facility at Mount Sinai Head Start. This application is only executed by Orange County.**

SH/kp:jam

c: Randy Singh, Deputy County Administrator  
Cristina Berrios, Assistant County Attorney, County Attorney's Office  
John Petrelli, Director, Risk Management and Professional Standards  
Yolanda Brown, Manager, Fiscal Division, Community and Family Services  
Jamille Clemens, Grants Supervisor, Finance Division  
Nanette Melo, Assistant Manager, Office of Management and Budget  
Auria Oliver, Management and Budget Advisor, Office of Management and Budget



Interoffice Memorandum

September 22, 2020

**AGENDA ITEM**

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

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

FROM: Sonya L. Hill, Manager  
Head Start Division  
Contact: Khadija Pirzadeh, (407) 836-8912  
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – October 13, 2020**  
Affiliation Agreement between Orange County, Florida  
Sistema Universitario Ana G. Mendez, Inc. related to  
Experiential Learning Placement Program

The Head Start Division requests approval of the Affiliation Agreement between Orange County, Florida and Sistema Universitario Ana G. Mendez, Inc. related to Experiential Learning Placement Program. The University provides accredited bilingual programs within various fields of study, such as Early Childhood Education, Social Work, Criminal Justice, Guidance Counselor Education, Community Health, and Forensic Sciences. The Agreement establishes Experiential Learning Placement to facilitate the placement of Ana G. Mendez University students at participating departments within the County. There is no cost to the County.

**ACTION REQUESTED: Approval and execution of Affiliation Agreement between Orange County, Florida and Sistema Universitario Ana G. Mendez, Inc. related to Experiential Learning Placement Program.**

SH/kp:jam

Attachment

c: Randy Singh, Deputy County Administrator  
Cristina Berrios, Assistant County Attorney, County Attorney's Office  
John Petrelli, Director, Risk Management and Professional Standards  
Yolanda Brown, Manager, Fiscal Division, Community and Family Services  
Jamille Cleriens, Grants Supervisor, Finance Division  
Nanette Melo, Assistant Manager, Office of Management and Budget  
Auria Oliver, Management & Budget Advisor, Office of Management and Budget



**Interoffice Memorandum**

October 7, 2020

**AGENDA ITEM**

**TO:** Mayor Jerry L. Demings  
-AND-  
Board of County Commissioners

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

**FROM:** Sonya L. Hill, Manager *Sonya Hill*  
Head Start Division  
**Contact:** Khadija Pirzadeh, (407) 836-8912  
Sonya Hill, (407) 836-7409

**SUBJECT:** **Consent Agenda Item – October 27, 2020**  
Agreement between Orange County, Florida and Homeless Services Network of Central Florida, Inc. for the purpose of Interagency Referral Agreement

The Head Start Division requests approval of the Agreement between Orange County, Florida and Homeless Services Network of Central Florida, Inc. for the purpose of Interagency Referral Agreement. The Homeless Services Network provides transitional and permanent housing services to the homeless population of Central Florida. The agency will also refer homeless children to the Head Start Program. There is no cost to the County.

**ACTION REQUESTED:** **Approval and execution of Agreement between Orange County, Florida and Homeless Services Network of Central Florida, Inc. for the purpose of Interagency Referral Agreement.**

SH/kp:jam

Attachment

- c: Carla Bell Johnson, Acting Assistant County Administrator
- Cristina Berrios, Assistant County Attorney, County Attorney's Office
- John Petrelli, Director, Risk Management and Professional Standards
- Yolanda Brown, Manager, Fiscal Division, Community and Family Services
- Jamille Clemens, Grants Supervisor, Finance Division
- Nanette Melo, Assistant Manager, Office of Management and Budget
- Auria Oliver, Management and Budget Advisor, Office of Management and Budget



**Orange County Head Start  
Policy Council  
Meeting: November 19, 2020  
Director's Program Information Update**

**National**

- The recently signed Coronavirus Aid, Relief, and Economic Security (CARES) Act designates \$750 million more for Head Start. The \$750 million for Head Start will help ensure that children and families who rely on the program continue receiving services like meals, health screenings, and pre-K education where possible. Programs are encouraged to use the funding to ensure programs are able to safely reopen. This funding will support the growth and development of children and families by creating a positive environment for them during this public health crisis.
- The Office of Head Start provided the Collaborating Actively in Meaningful Planning (CAMP) Series for all Head Start programs. The CAMP series was offered for six weeks, and programs were encouraged to watch this six-week conversation series to receive guidance on how to operate and information on funding, monitoring, ERSEA (eligibility, recruitment, selection, enrollment and attendance) human resources, transportation and quality improvement. **All members of the Orange County Head Start management team were required to watch all six weeks of the CAMP series. The series was particularly helpful with understanding how to spend the CARES, Act funds**
- The Office of Head Start (OHS) announced in the Federal Register a final rule updating the Designation Renewal System (DRS). OHS is confident the DRS has driven increases in the quality of Head Start and Early Head Start services, but believes improvements can be made to the system. This final rule includes revisions to three of the seven conditions of the DRS: the deficiency condition, the condition related to the Classroom Assessment Scoring System (CLASS®), and the fiscal condition related to audit findings. These changes will ensure OHS identifies those grantees where competition is the most warranted and more effectively holds grantees accountable, while also making the DRS more transparent. The new DRS conditions became effective October 27, 2020. OHS is urging programs to take time read the final rule. Orange County Head Start staff participated in a webinar sponsored by OHS.
- During the 2021 FY OHS has announced the Monitoring Process for Head Start. The Head Start Act Sec. 641A requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. As a result of the Coronavirus Disease 2019 (COVID-19) pandemic and public health emergency, all monitoring reviews for the 2020-2021 school year will be conducted virtually. This decision was based on two principles that have driven OHS's decisions and guidance to programs throughout this period: (1) taking decisive actions to support each program's success and (2) keeping the safety of children and staff paramount. Focus Area 1 & 2 will be completed virtual and CLASS has been suspended for the 2021 FY. Orange County Head Start believes as we are starting a new five year project period the program can be up for a FOCUS Area 1 review.

- October is National Head Start Awareness Month, National Head Start Association and the Head Start community celebrated Head Start's historical roots, current impact, and lasting legacy by bringing awareness to Head Start's work nationwide. Born in the heart of the Civil Rights Movement and the War on Poverty, Head Start's work has always been rooted in equity. This year, Head Start has embraced new calls for racial justice and taken the challenges brought on by the COVID-19 pandemic in stride, continuing to support families to provide equitable, comprehensive services.
- The Office of Head Start (OHS) is requiring all Head Start grantees to complete the CARES Act Spending Plan form in the Head Start Enterprise System. OHS is asking all grantees to identify the total amount of funds expected to be spent in various categories listed in the CARES Act Spending Plan. OHS understands budgets will still have to be flexible to meet changing needs. OHS is asking grantees to submit this data twice: once in the fall and once in the spring. For the first data collection the programs are required to submit the "CARES Act Spending Plan" form in the Head Start Enterprise System (HSES) by November 13, 2020.

### Regional

- Orange County Head Start Director had a virtual meeting with Regional Specialist, Maria Allaire, the Early Childhood Education Specialist.
- Orange County Head Start renewed the membership to the Region IV Head Start Association

### State

- Orange County Head Start submitted four nominations to the Florida Head Start Association for state awards. Nominees will move to Region IV award competition for Head Start programs. Orange County was notified of two awards received for the state of Florida. The Oral Health award for excellence in oral health services to Head Start children. Teacher Assistant, Marian Ibrahim won the Ron Herndon Scholarship. Ms. Ibrahim will move forward to the Region IV competition to compete for the \$1500 scholarship. Winners at the state level are recognized during the FHSA conference with a plaque and certificate.
- Orange County Head Start Director participated in the Florida Head Start Association two day virtual strategic planning meeting.
- The Florida Head Start Association (FHSA) contacted all programs that are members of the FHSA Community to notify programs of the Wage and Benefits Comparability Survey being conducted by FHSA. The Wages & Benefits Comparability survey is completed every three years, and shared with programs to ensure wages are equitable across the state.

### Local

- Orange County Head Start developed the reopening plan for all Head Start sites, It was reviewed with the 2019-2020 policy council and Orange County Administration.
- During the month of August 2020, Orange County Head Start participated in the 1<sup>st</sup> Virtual Pre Service training. The training was held over a period of four days. The staff provided awesome feedback regarding the training.
- Orange County Head Start started a training series with Child Plus University on the Program Information Report (PIR). All members of the management staff are

participating to ensure all service areas are aware of how to input, and track the information in the PIR system.

- Orange County Capital Project and Orange County Facility Management completed the one year building project to the Lila Mitchell center. The center passed the Department of Children & Families inspection and children will return to the center to new classrooms and building.
- Orange County Head Start worked with Mayor Demings MLK Initiative to discuss a plan for Reading Across the County Day, and establishing a reading corner & lending Library Projects

### **Early Childhood Development & Education**

- The Office of Head Start recognizes the importance of supporting parents and staff as they talk with children and each other about race and racism. The Office of Head Start provided resources that address how young children learn about race and ways to talk to children to help them cope. Orange County Head Start purchased numerous books for teaching children to embrace diversity.
- Orange County Head Start continues to offer virtual learning to over 250 students that selected the virtual format due to COVID-19. Teachers are providing services to the virtual students at the same time the face to face students receive instruction. Currently the iPad are being used. There is additional technology ordered to improve the services.
- Orange County Head Start sites observed National Head Start awareness month, Hispanic Heritage Month, Domestic Violence awareness and Breast Cancer awareness month with several events. Pictures from the events were shared across social media.

### **Childhood Health and Parental Services**

#### **Medical, Dental & Nutrition**

- Orange County Head Start Health unit nurses worked diligently to work with the Head Start families to receive the updated health records needed for school entry.
- Orange County Head Start Health Unit provided training to all teachers, teacher assistants and site directors on medication administration, and basic health care needs in the classroom.
- Nutritional Coordinators continued to work to review all the special diets category and purchase food needed for the start of school

### **Parent, Family & Community Engagement (PFCE)**

- Orange County Head Start provided numerous email and school messengers to all Head Start parents encouraging families to complete the Census. Parents were provided information such as letting them know how federal spending programs rely on information derived from the census to guide the distribution of funds to states, counties, cities, and households. The funds help communities provide services, including those that benefit children, such as special education and after-school programs, school lunch assistance, children's health insurance, child care, and housing. The teachers even provided classroom and at home activities that focused on the Census.

- Head Start families need comprehensive support, as the COVID-19 pandemic may create many challenges. Office of Head Start (OHS) encourages the program to be diligently providing resources and services to families experiencing homelessness. Programs should use creativity in serving families remotely during the COVID-19 emergency, including doing all they can to help families maintain their housing.
- Orange County Head Start is working hard to identify all homeless families and working closely with those families to receive housing. A monthly report has been established to ensure proper follow up services are being provided daily, weekly and monthly.

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

- Recruitment efforts continue in place to fill the remaining vacancies
- ERSEA Coordinator is working with Orange County Communications to post stories on social media regarding Head Start options
- Local news station aired a story on Head Start eligibility requirements and registration

#### **Fiscal Management**

- Contracts Administration worked on filing paper work for licensing for the Head Start sites located on Orange County Public School campuses.
- The Head Start Fiscal unit focused on the spending plan for the CARES Act funds received through the Office of Head Start. The fiscal unit processed purchases for personal protective equipment and technology.

#### **Meetings and Events for August-October**

- Board of Directors Meeting with Early Learning Coalition of Orange County
- Board of Directors Meeting with Florida Head Start Association
- Community & Family Services Division Manager meeting
- Annual Policy Council Governance Training
- Early Childhood Pandemic task force

#### **Upcoming Trainings & Webinars**

- Nov. 30 – Dec. 3, 2020 Virtual National Research Conference on Early Childhood 2020
- Nov. 19- Nov 20 Data Camp

## **Nutrition Monthly Report: October 2020**

Served **14,950 Breakfast** meals to children and **1,139 Breakfast** meals to adults

Served **15,173 lunch** meals to children and **1,184 lunch** to adults

Served **11,900 snacks** meal to children

Disallowances: **NONE**

**Operation dates for meals: 20**





COMMUNITY & FAMILY SERVICES DEPARTMENT  
HEAD START DIVISION  
Sonya L. Hill, Manager  
2100 East Michigan Street ■ Orlando, Florida 32806-4914  
407-836-6590 ■ fax:407-836-8981 ■ <http://www.orangecountyfl.net>

November 12, 2020

To: Policy Council Members  
From: Sonya L. Hill, Division Manager  
Subject: Transition Process for Resuming in Person Meetings

Governor Ron DeSantis' Executive Order allowing sunshine virtual Board of County Commissioners meetings expired on October 31, 2020. As Mayor Demings announced last week, Orange County will resume in person BCC meetings beginning on Tuesday November 10, 2020. We will implement a balanced and safe approach in our transition for the members and for public participation.

#### **IN PERSON ATTENDANCE REQUIREMENTS FOR MEMBERS OF THE PUBLIC**

Members of the public who elect to attend the meetings in person will be allowed to do so in accordance with the following Social Distancing Guidelines and Personal Protective Equipment (PPE) measures in effect

##### Temperature Checks

Citizens will have their temperature checked, as they enter the building.

##### Personal Protective Equipment (PPE) Measures

Members of the public must wear a mask or other face-covering while in the building.

##### Social Distancing Guidelines

We will continue to follow the social distancing guidelines provided by The Center for Disease Control (CDC) with reduced seating capacity and coordination of ingress and egress protocols for members of the public.

**Head Start management is currently working to secure a new location that will allow for ACCOMMODATIONS FOR POLICY COUNCIL MEMBERS VIRTUAL PARTICIPATION. At this time the current meeting location does not allow for virtual meetings because of the Wi-Fi restrictions. Below are the requirements to support a virtual meeting option.**

The Head Start Performance Standards requires a quorum of members be physically present. The Executive Committee and at least four members must be in person while the meeting is in session. Those who do not yet feel comfortable attending Policy Council meetings in person may choose virtual participation provided there is a quorum physically present. Members who choose the virtual participation option need to notify Yvette Meade or Sandra Moore of their decision one week in advance of the meeting. This will assist staff with logistics to facilitate your participation in the meeting.



## RESOURCES AND STRATEGIES TO SUPPORT CHILDREN WITH DISABILITIES AND THEIR FAMILIES DURING COVID-19

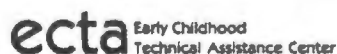
The Coronavirus disease 2019 (COVID-19) has deeply impacted early childhood programs, children and families, and their communities. This resource, jointly created by the Office of Special Education Programs (OSEP), the Early Childhood Technical Assistance Center (ECTA), the Office of Head Start (OHS), and the OHS TA National Centers may be helpful when seeking guidance and resources to help leaders, services providers, teachers, support staff, children, and families during this re-opening and continuity of services.

### GENERAL

- Keep Children Healthy during the COVID-19 Outbreak (CDC)  
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children.html>
- Resources to Support EI/ECSE During the COVID-19 Outbreak (DEC)  
<https://www.dec-sped.org/covid-19>
- Responding to COVID-19 E-book on ECLKC  
<https://eclkc.ohs.acf.hhs.gov/about-us/coronavirus/responding-covid-19>
- ECLKC Inclusion Webinars  
<https://eclkc.ohs.acf.hhs.gov/children-disabilities/article/inclusion-webinars>
- Teacher Time Special Episode  
<https://event.on24.com/wcc/r/2297474/5F6B37236346ABDCB421A9CC9D59C208?partnerref=MyPeers>
- ECLKC Ask the Expert Series: Caring for Children with Special Health Care Needs During Covid-19  
[https://goto.webcasts.com/starthere.jsp?ei=1317257&stp\\_key=d2e59e8f15&cid=e4eec95e36f0ca511a44ee9b1909390e](https://goto.webcasts.com/starthere.jsp?ei=1317257&stp_key=d2e59e8f15&cid=e4eec95e36f0ca511a44ee9b1909390e)
- Coronavirus (COVID-19) Resources (ECTA)  
<https://ectacenter.org/topics/disaster/coronavirus.asp>
- Information for Families of Children and Youth with Special Health Care Needs (AAP)  
<https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/COVID-19-Youth-with-Special-Health-Care-Needs.aspx>

### FAMILIES

- National Center on Parent, Family, and Community Engagement Parent Tip Sheet:  
<https://eclkc.ohs.acf.hhs.gov/publication/tips-family-services-staff-working-remotely-families>
- Supporting Children and Families During the COVID-19 Pandemic  
<https://ectacenter.org/topics/disaster/coronavirus-talking.asp>
- Family Resources on Remote Service Delivery and Distance Learning  
<https://ectacenter.org/topics/disaster/familiesathome.asp>
- Helping Children and Families Cope  
<https://challengingbehavior.cbcs.usf.edu/emergency/index.html>
- Wearing Masks  
[https://challengingbehavior.cbcs.usf.edu/docs/Wearing-Masks\\_Story.pdf](https://challengingbehavior.cbcs.usf.edu/docs/Wearing-Masks_Story.pdf)  
[https://challengingbehavior.cbcs.usf.edu/docs/Wearing-Masks\\_Tipsheet.pdf](https://challengingbehavior.cbcs.usf.edu/docs/Wearing-Masks_Tipsheet.pdf)  
[https://challengingbehavior.cbcs.usf.edu/docs/washing-hands\\_story.pdf](https://challengingbehavior.cbcs.usf.edu/docs/washing-hands_story.pdf)
- Helping Your Child During the Pandemic  
[https://challengingbehavior.cbcs.usf.edu/docs/Pandemic\\_family\\_infographic.pdf](https://challengingbehavior.cbcs.usf.edu/docs/Pandemic_family_infographic.pdf)
- Spanish version  
[https://challengingbehavior.cbcs.usf.edu/docs/Pandemic\\_family\\_infographic\\_sp.pdf](https://challengingbehavior.cbcs.usf.edu/docs/Pandemic_family_infographic_sp.pdf)





- Parent Information Centers  
<https://www.parentcenterhub.org/>
- Find your state parent information center  
<https://www.parentcenterhub.org/find-your-center/>
- COVID-19 Resources for Families  
<https://stemie.fpg.unc.edu/covid-19-resources-families-help-children-understand-covid-19>

## SOCIAL EMOTIONAL DEVELOPMENT/MENTAL HEALTH

- ECLKC Head Start Heals Campaign  
<https://eclkc.ohs.acf.hhs.gov/mental-health/article/head-start-heals-campaign>
- Social stories from ECLKC  
<https://eclkc.ohs.acf.hhs.gov/children-disabilities/article/social-stories>
- National Center for Pyramid Model Innovations Resources  
<https://challengingbehavior.cbcs.usf.edu/emergency/in:dex.html>
  - Tucker Turtle Takes Time to Tuck and Think at Home  
[https://challengingbehavior.cbcs.usf.edu/docs/TuckerTurtle\\_Story\\_Home.pdf](https://challengingbehavior.cbcs.usf.edu/docs/TuckerTurtle_Story_Home.pdf)
  - Spanish version  
[https://challengingbehavior.cbcs.usf.edu/docs/TuckerTurtle\\_Story\\_Home\\_SP.pdf](https://challengingbehavior.cbcs.usf.edu/docs/TuckerTurtle_Story_Home_SP.pdf)
  - Problem Solvers at Home  
[https://challengingbehavior.cbcs.usf.edu/docs/ProblemSolving\\_Story\\_Home\\_EN.pdf](https://challengingbehavior.cbcs.usf.edu/docs/ProblemSolving_Story_Home_EN.pdf)
  - Problem Solvers at Home Spanish version  
[https://challengingbehavior.cbcs.usf.edu/docs/ProblemSolving\\_Story\\_Home\\_SP.pdf](https://challengingbehavior.cbcs.usf.edu/docs/ProblemSolving_Story_Home_SP.pdf)
  - Why Can't I Go to School?  
[https://challengingbehavior.cbcs.usf.edu/docs/why-cant-i-go-to-school\\_Story.pdf](https://challengingbehavior.cbcs.usf.edu/docs/why-cant-i-go-to-school_Story.pdf)
  - Why Can't I Go to School? Spanish version  
[https://challengingbehavior.cbcs.usf.edu/docs/why-cant-i-go-to-school\\_Story\\_SP.pdf](https://challengingbehavior.cbcs.usf.edu/docs/why-cant-i-go-to-school_Story_SP.pdf)
- Head Start Center on Inclusion - Social Stories  
[http://headstartinclusion.org/social\\_stories](http://headstartinclusion.org/social_stories)
- Links to English and Spanish social stories that you can download  
<http://headstartinclusion.org/downloads>
- I Can Wear A Mask Social Story  
<https://www.autism.org/wp-content/uploads/2020/04/face-mask-social-story.pdf>

## PARTNERSHIPS

- Questions and Answers on Providing Services to Children with Disabilities during the Coronavirus Disease 2019 Outbreak  
<https://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/qa-covid-19-03-12-2020.pdf>
- Delivery of IDEA services during COVID-19 (ECTA)  
<https://ectacenter.org/topics/disaster/coronavirus-faq.asp>
- Video Conferencing for Early Intervention During the COVID-19 Pandemic (ECTA)  
[https://ectacenter.org/~pdfs/topics/disaster/Planning\\_for\\_the\\_Use\\_of\\_Video\\_Conferencing\\_in\\_EI\\_during\\_COVID-19\\_Pandemic.pdf](https://ectacenter.org/~pdfs/topics/disaster/Planning_for_the_Use_of_Video_Conferencing_in_EI_during_COVID-19_Pandemic.pdf)







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## REOPENING

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### REMOTE LEARNING

- From COVID-19 E-book – Services for Children with Disabilities  
<https://eclkc.ohs.acf.hhs.gov/children-disabilities/coronavirus/services-children-disabilities>
- Schedules and routines  
<https://eclkc.ohs.acf.hhs.gov/about-us/article/schedules-routines-home>
- Remote Service Delivery and Distance Learning  
<https://ectacenter.org/topics/disaster/tele-intervention.asp>
- Remote Service Delivery FAQs  
<https://ectacenter.org/topics/disaster/coronavirus-faq.asp#servicedelivery>
- State Guidance and Resources  
<https://ectacenter.org/topics/disaster/ti-state.asp>
- Provider and Educator Use of Technology  
<https://ectacenter.org/topics/disaster/ti-service.asp>
- An Inclusive Preschool During the Pandemic: Remote Learning at Big Walnut Elementary School  
<https://ectacenter.org/topics/disaster/ti-service.asp#bigwalnut>
- Preschool Remote Learning During the Pandemic at Tarver Elementary  
<https://ectacenter.org/topics/disaster/ti-service.asp#videos>
- Considerations for Increasing In-Person Activities and Making Infrastructure Adjustments for Part C During COVID-19  
<https://ectacenter.org/topics/disaster/coronavirus-re-opening-part-c.asp>

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### EQUITY AND INCLUSION

- Equitably Serving Children with Disabilities and their Families during Coronavirus (COVID-19)  
<https://ectacenter.org/topics/disaster/coronavirus-equity.asp>
- State Indicators and Elements of High-Quality Inclusion  
<https://ectacenter.org/topics/inclusion/indicators-state.asp>
- Local Program Indicators and Elements of High-Quality Inclusion  
<https://ectacenter.org/topics/inclusion/indicators-local.asp>
- Community Indicators and Elements of High-Quality Inclusion  
<https://ectacenter.org/topics/inclusion/indicators-community.asp>
- Early Care and Education Environment Indicators and Elements of High-Quality Inclusion  
<https://ectacenter.org/topics/inclusion/indicators-ecce.asp>
- National Center for Pyramid Model Innovations Equity Statement  
<https://challengingbehavior.cbcs.usf.edu/Implementation/Equity/index.html>
- National Center for Pyramid Model Innovations Reopening Resources  
<https://challengingbehavior.cbcs.usf.edu/emergency/index.html>
- Expelling Expulsion  
[http://www.pyramidmodel.org/wp-content/uploads/2016/11/expelling\\_expulsion.pdf](http://www.pyramidmodel.org/wp-content/uploads/2016/11/expelling_expulsion.pdf)
- Pyramid Model Consortium Webinar - Creating Anti-racist Early Childhood Spaces  
[https://challengingbehavior.cbcs.usf.edu/Training/Webinar/archive/2020/06-12/2020-06-12\\_creating-anti-racist-ec-spaces.html](https://challengingbehavior.cbcs.usf.edu/Training/Webinar/archive/2020/06-12/2020-06-12_creating-anti-racist-ec-spaces.html)



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## EVALUATIONS AND ASSESSMENTS

- Remote Evaluation and Assessment  
<https://ectacenter.org/topics/earlylid/screeneval.asp#remote>
- Evaluation and Assessment FAQs  
<https://ectacenter.org/topics/disaster/coronavirus-faq.asp#assessment>
- Assessment Practice Guides for Families  
<https://ectacenter.org/decrp/type-pg-family.asp#pg-family-assessment>

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## DATA

- Key Part C Data Considerations During COVID-19  
<https://dasycenter.org/wp-content/uploads/2020/07/Key-Part-C-Data-Considerations-During-COVID-19.pdf>
- EC Data Systems, Responding to COVID  
<https://dataqualitycampaign.org/wp-content/uploads/2020/06/DQC-FPL-Early-Childhood-Data-Systems-Responding-to-COVID-and-Building-for-the-Future.pdf>
- Integrated Data (Blog from Child Trends)  
<https://www.childtrends.org/blog/integrated-data-can-help-states-better-respond-to-and-recover-from-crises-like-covid-19>

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## TRANSITIONS

- CDC Guidance for Child Care Programs that Remain Open  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- From COVID-19 E-book - Summer Learning for Children with IEPs and IFSPs  
<https://eclkc.ohs.acf.hhs.gov/about-us/coronavirus/summer-learning-children-ieps-ifsp>
- Transition resources from ECTA  
<https://ectacenter.org/topics/transition/osep.asp>
- (Re)Opening ECTA  
<https://ectacenter.org/topics/disaster/coronavirus-faq.asp#servicedelivery>
- Transition resources from Parent Center Hub  
<https://www.parentcenterhub.org/transitionpreschool/>

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## NATIONAL HOTLINES

- If you or someone you know is experiencing negative mental health effects and need more immediate assistance, please reach out to SAMHSA's Disaster Distress Helpline (1-800-985- 5990) or the National Suicide Prevention Lifeline (1-800-273- TALK). Both are available 24/7, 365 days a year.
- National Parent Helpline for Parent Support: 1-855-4A PARENT (1-855-427-2736)
- National Domestic Violence Hotline is 1-800-799-SAFE (7233) or [www.thehotline.org](http://www.thehotline.org)
- StrongHearts Native Helpline at 1-844-7NATIVE (762- 8483) or [www.strongheartshelpline.org](http://www.strongheartshelpline.org)
- National Child Abuse Hotline: 1-800-4A-CHILD (422-4453) or [www.childhelp.org/childhelp-hotline](http://www.childhelp.org/childhelp-hotline)
- Substance Use - Alcoholics Anonymous (1-212-870-3400)
- National Association for Children of Alcoholics (1-888-554-COAS (2627)
- National Institute on Drug Abuse (NIDA) (1-301-443-1124)



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ECTA CENTER RESOURCES- *Coming Soon!*

- Screening Tools for Remote Administration
- Assessment Tools for Planning Instruction and Monitoring Young Children's Progress Remotely
- Gathering Information Remotely to Assist Teams with Determining Children's Eligibility for Part C Services
- Gathering Information Remotely to Assist Teams with Determining Children's Eligibility for Part B 619 Services
- Considerations for Increasing Face-to-Face Sessions for Inclusionary Preschools and Early Care Centers During COVID-19



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-06	2. Issuance Date: 10/28/2020
	3. Originating Office: Office of Head Start	
	4. Key Word: Administrative Simplification; Consolidating Grants; Combining Grants	

**PROGRAM INSTRUCTION**

**TO:** Head Start and Early Head Start Grantees

**SUBJECT:** Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships

**INSTRUCTION:**

On December 19, 2019, the Office of Head Start (OHS) published **ACF-PI-HS-19-02 Administrative Simplification for Consolidating Head Start Grants**. That Program Instruction informed grantees operating multiple Head Start grants of their ability to request to consolidate all of their grants into one grant or, at a minimum, consolidate two or more grants. The goal of that Program Instruction was to reduce the administrative and financial burden associated with managing multiple grants. It also described the benefits and risks of consolidating multiple grants.

This instruction expands on ACF-PI-HS-19-02 by providing an additional option for consolidation. The option is intended primarily for grantees that have both a traditional Head Start or Early Head Start grant and an Early Head Start-Child Care (EHS-CC) Partnership grant.

**Background**

Prior to fiscal year 2020, grantees requesting to consolidate multiple Head Start grants were limited to consolidating those that shared the same project code. These project codes include CH, CI, or CM for grant award numbers that operate traditional Head Start or Early Head Start programs, and HI, HM, or HP for grant award numbers that operate EHS-CC Partnership and Early Head Start Expansion programs.

Since the inception of the EHS-CC Partnership and Early Head Start Expansion programs, each appropriation set aside funding specifically for these programs. This required accounting of the program funding separate from the grant award funding associated with traditional Head Start and Early Head Start programs. The Further Consolidated Appropriations Act, 2020 (Public Law 116-94) provided greater flexibility by not delineating all of the funding for the EHS-CC Partnership and Early Head Start Expansion programs separately. This appropriation only delineated new funding of \$100 million specifically for EHS-CC Partnership and Early Head Start Expansion programs *for new awards scheduled to be made in the winter of 2021*.

Effective immediately, grantees may include multiple Head Start grants across all project codes in their consolidation requests. It is now possible for a grantee to have one grant for the operation of all of its programs, including Head Start, Early Head Start, and EHS-CC Partnerships. In these cases, the primary grant that assumes all approved funding, slot levels, service areas, and options will remain with the traditional Head Start grant or award number with project codes of CH, CI, or CM.

During the grant consolidation process, project period end dates are subject to change. The grant with the oldest project period — typically the grant scheduled to end the soonest — becomes the primary grant. If this grant is that of the EHS-CC Partnership, the traditional project will assume the project period end date of the EHS-CC Partnership grant, along with all approved funding, slot levels, service areas, and options included in the consolidation.

To further explain, take for example a consolidation between a CH project scheduled to end June 30, 2025, and an HP project scheduled to end June 30, 2024. During the consolidation, the CH project becomes the primary grant. However, the project end date will be adjusted to June 30, 2024, to prevent any component of the consolidated award from exceeding the five-year limit on a grant.

#### **Early Head Start-Child Care Partnership Slots**

If EHS-CC Partnership grants are consolidated with other grants, grantees will be required to document the number of EHS-CCP slots in the annual applications. For end-of-month enrollment reporting in the Head Start Enterprise System (HSES), grantees will continue to include partnership slots in the total count for Early Head Start.

#### **Request to Consolidate Grants**

Grantees interested in consolidating multiple Head Start or EHS-CC Partnership grants should contact their Regional Office to learn more about the options available. Along with the many benefits that come with consolidating multiple grants, grantees will continue to assume some risks that accompany the decision to operate under one award. These benefits and risks are further described in [ACF-PI-HS-19-02](#).

#### **Right of Refusal**

The Administration for Children and Families continues to reserve the right to deny or delay approval of requests to consolidate Head Start or EHS-CC Partnership grants.

Please contact your Regional Office should you have questions about requesting to consolidate grants.

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

/ Dr. Deborah Bergeron /

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
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	3. Originating Office: Office of Head Start	
	4. Key Word: Monitoring; CLASS®; COVID-19; FY 2021	

**INFORMATION MEMORANDUM**

**TO:** All Head Start and Early Head Start Grantees

**SUBJECT:** Fiscal Year (FY) 2021 Monitoring Process for Head Start and Early Head Start Grantees

**INFORMATION:**

Sec. 641A of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. As a result of the coronavirus disease 2019 (COVID-19) pandemic and public health emergency, all monitoring reviews for the 2020–2021 school year will be conducted virtually. This decision was based on two principles that have driven OHS's decisions and guidance to programs throughout this period: (1) taking decisive actions to support each program's success and (2) keeping the safety of children and staff paramount.

While prevalence or risk of COVID-19 varies from community to community, OHS recognizes that each program's energies are focused on making innovative programmatic changes in a fluid environment to serve as many children and families as safely as possible. OHS does not wish to distract from those critical efforts by adding the burden of planning and accommodating an on-site federal review team. OHS believes a virtual monitoring protocol more appropriately balances the need for monitoring with the on-the-ground challenges to which programs are actively responding at this time. Secondly, and as important, OHS is committed to protecting the health and safety of children and staff in OHS programs. It understands that having outside monitors visit programs, in some locations, may increase the risk of exposure to COVID-19. Limiting visitors to Head Start facilities is consistent with guidance on best practices from the U.S. Centers for Disease Control and Prevention on safely providing child care in group settings during the pandemic. Given the availability of a suitable virtual alternative, on-site OHS monitoring reviews as a general practice present an unnecessary risk at this unique time. However, OHS reserves the right to conduct special off-site or on-site reviews if they are determined to be necessary.

**FY 2021 Monitoring Overview**

Review Type	FY 2021 Implementation	Start Date
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Focus Area 1 (FA1)	FA1 reviews will continue to be conducted using a virtual format.	November 2020
Focus Area 2 (FA2)	FA2 reviews will be conducted virtually for the 2020–2021 program year.	January 2021
Classroom Assessment Scoring System (CLASS®)	OHS plans to suspend CLASS® reviews for the 2020–2021 school year.	Not Applicable
Follow-up	Follow-up reviews will be conducted virtually by your Regional Office.	Start dates will coincide with the end of the corrective action period.
American Indian and Alaska Native (AIAN) Reevaluations	AIAN reevaluation reviews will be conducted virtually by the applicable Regional Office.	Start dates will coincide with the Tribal DRS Consultation process and Plan to Improve Quality.

OHS will begin virtual monitoring of grantees in November 2020. Grantees who will receive a monitoring review in FY 2021 will receive a notification letter at least 45 days prior to the start of their review event. Grantees can expect a planning call with their assigned review lead to discuss the virtual schedule. It will include conversations on:

- Program Design and Management.
- Education and Child Development.
- Health Program Services.
- Family and Community Engagement.
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA).
- Fiscal Infrastructure.

During the FA1 and FA2 review processes, grantees will be asked questions about the use of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. They will also be asked about any adjustments made to program service delivery in response to the COVID-19 pandemic. OHS will request information regarding grantee service delivery model (e.g., in-person services, virtual services, or a hybrid of both) with the understanding that these operations may change throughout the program year.

If you have any questions or concerns regarding FY 2021 monitoring, please contact your Regional Office.

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

/ Dr. Deborah Bergeron /



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**PROGRAM INSTRUCTION**

**SUBJECT:** Final Rule on Designation Renewal System Changes

**INSTRUCTION:**

The Office of Head Start (OHS) announced in the **Federal Register** a final rule updating the Designation Renewal System (DRS). In the Improving Head Start for School Readiness Act of 2007, Congress required the U.S. Department of Health and Human Services (HHS) to both establish a DRS and to periodically review the system. HHS first established the DRS through a final rule in 2011, and has been regularly analyzing data on the implementation of the system and on the grantees required to compete. OHS is confident the DRS has driven increases in the quality of Head Start and Early Head Start services, but believes improvements can be made to the system.

This final rule includes revisions to three of the seven conditions of the DRS: the deficiency condition, the condition related to the Classroom Assessment Scoring System (CLASS®), and the fiscal condition related to audit findings. These changes will ensure OHS identifies those grantees where competition is the most warranted and more effectively holds grantees accountable, while also making the DRS more transparent.

**Key Changes from the Prior DRS Rule**

*Deficiency Condition*

Under this final rule, the DRS no longer requires competition for grantees with a single deficiency during their project period. While all deficiencies are serious and substantial or systemic, changing the condition to require competition if a grantee receives two deficiencies during the project period better reflects significant quality failures of an agency. Additionally, the change will appropriately put the focus on grantees having systems in place to ensure health and safety incidents do not occur or are quickly identified and rectified and on financial and human resource systems that support ongoing, high-quality operations.

*CLASS® Condition*

For the CLASS® condition, the final rule facilitates the use of CLASS® as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion while simultaneously establishing quality thresholds and raising the competitive thresholds (formerly minimum thresholds) for each domain of the CLASS®.

The quality thresholds are as follows: 6 for Emotional Support, 6 for Classroom Organization, and 3 for Instructional Support. These new thresholds represent the expectations of OHS for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus in teacher-child interactions, with support from OHS. For any grantee with a score below one or more of the quality thresholds, OHS will provide support for quality improvement. OHS will help ensure the grantee's coordinated approach to training and professional development is targeting those areas of teaching practices and teacher-child interactions that most need improvements. The establishment of quality thresholds is intended to build on existing program quality improvement efforts to enhance classroom interactions beyond any set floor and will include more intentional OHS support for such efforts through training and technical assistance supports across a variety of platforms.

The final rule also sets more rigorous competitive thresholds for all three CLASS® domains and represents the floor for quality in terms of teacher-child interactions. Any grantee with a CLASS® score below one or more of the competitive thresholds will be designated for competition. Specifically, the competitive threshold for Classroom Organization is raised from 3 to 5 and Emotional Support is raised from 4 to 5. These competitive thresholds increase the minimum standard of quality and set the expectation for programs to work toward moving into the high-quality range. Because Instructional Support is a domain in which grantees tend to score lower, but is nonetheless important for ensuring high-quality teacher-child interactions, we take a graduated approach to increasing the threshold for this domain. More specifically, the competitive threshold for Instructional Support is initially raised from 2 to an interim threshold of 2.3 for all CLASS® reviews conducted through July 31, 2025. For all CLASS® reviews conducted on or after August 1, 2025, the competitive threshold for this domain raises to 2.5. This approach recognizes where most grantees currently score in this domain and will allow sufficient time for grantees to make necessary quality improvements and gradually move to higher quality.

#### *Fiscal Condition*

For the fiscal condition, the final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

#### **Effective Date**

The new DRS conditions will be effective November 9, 2020. The prior DRS conditions will apply to all programs until the effective date of this final rule. In general, grantee performance before the effective date of the final rule is subject to the prior DRS conditions and grantee performance after the effective date is subject to the revised DRS conditions. There will be no retroactive implementation of the revised conditions to ensure grantees are not designated for competition based a condition on which they did not know they would be judged.

For all grantees that have been designated for competition under the prior conditions and a funding opportunity announcement (FOA) has not been posted, OHS will reexamine the existing data to determine if they also meet the revised conditions. The new second criterion added to the fiscal condition will not be considered. These grantees will be required to compete if they would also be required to compete under the revised conditions. OHS will send redetermination letters to this group of grantees either reconfirming their competitive status or notifying them of preliminary eligibility for non-competitive funding.

Preliminary non-competitive decisions made prior to the effective date of this final rule will not be revisited under the revised DRS conditions; these grantees will continue to be eligible for a noncompetitive new grant. Only in the rare case that such a grantee receives two or more deficiencies, a license revocation, suspension, debarment from any federal or state funds, disqualification from the Child and Adult Care Food Program, or an audit finding of a going concern before receiving their non-competitive five-year grant award would the grantee be required to compete. This would also have happened under the prior regulation, with the only difference being the number of deficiencies requiring competition.

### **Next Steps**

Programs are urged to take the time to read the final rule in its entirety, including the preamble and the text of the regulation. OHS will continue to provide direction, guidance, and resources that support our mission to prepare Head Start children and families for school and beyond.

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

/ Dr. Deborah Bergeron /

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