

# Capital Area Community Action Agency

## Head Start Policy Council Meeting

### AGENDA

September 15, 2016

6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Policy Council Orientation
5. Election of Officers
6. Consent
  - a. Policy Council Minutes
7. Action
  - a. Financial Report
  - b. Personnel Actions
8. Center Updates- What's working and what's not?
9. Education Manager's Report
10. Director's Report
11. Office of Head Start Updates
12. Chairperson's Report
13. Other Business
14. Meeting Adjourned

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**Next Meeting: Scheduled for October 20, 2016**



United Way of the Big Bend

309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043

[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



**Capital Area Community Action Agency Head Start**

POLICY COUNCIL ORIENTATION AND ELECTIONS  
SEPTEMBER 15, 2016

50 YEARS OF OPPORTUNITY  
HEAD START 1965-2015

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Capital Area Community Action Agency **Welcome to the Policy Council**

OUR GOAL

To ensure that all three and four year old children that participate in Head Start enter school ready to learn

PROGRAM PHILOSOPHY

All children can succeed if given the proper tools to learn and develop in a healthy way. By providing them with a variety of educational experiences in all domains of learning, we foster cognitive development as well as creativity and self-expression

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Capital Area Community Action Agency **Overview**

*We must open the doors of opportunity. But we must also equip our people to walk through those doors.*  
President Lyndon B. Johnson

- In January 1964, President Lyndon B. Johnson declared a "War On Poverty"
- Goal was to eradicate the causes of poverty by creating job opportunities, increasing productivity, and enhancing the quality of life
- Led to Economic Opportunity Act of 1964 and included programs such as: Job Corps, Urban/Rural Community Action, VISTA, Project Head Start and many more.

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## Overview



***For 50 years, Head Start has been the premier model for providing the whole child an opportunity for success in school and in life.***

Since the summer of 1965, more than 31 million children have benefitted from Head Start's comprehensive services - they have become business women and men, professors, teachers, lawyers, mayors, Members of Congress, athletes, foundation Presidents, Grammy-winning musicians, poets, and parents.

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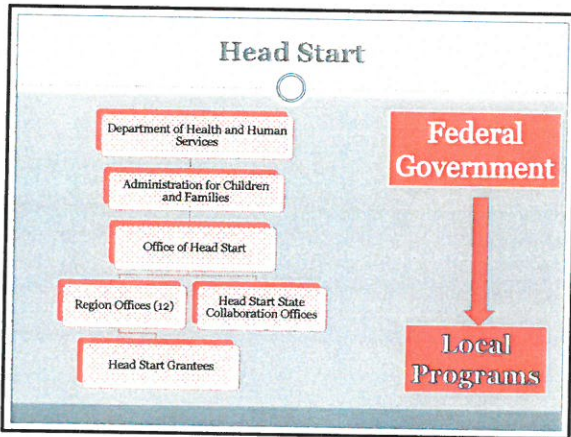
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## Capital Area Community Action Agency



### Community Action's Mission

Our mission is to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives, and our community.

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## Community Action Overview



- **Emergency Assistance**
  - Utilities
  - Rent Assistance
  - Emergency shelter
- **Stability**
  - Weatherization – insulation, weather stripping, appliances
- **Self-Sufficiency**
  - Getting Ahead in a Just Gettin' By World
  - Staying Ahead
- **Prevention - Head Start**
  - Voluntary Pre-Kindergarten

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## Purpose of Head Start



**Promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development—**

- (1) in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and
- (1) through the provision to low-income children and their families of health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.

**Head Start Act (Sec 636)**

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## Early Childhood Education




Learning Centers




Special Visitors




Field Trips



Outdoor Activities



Large & Small Group



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## What We Do



**Head Start comprehensive services include:**

- Education
- Screenings and follow-up for health, development, and behavior
- Health and safety
- Social and emotional health
- Nutrition
- Family goal-setting
- Social services
- Transition services
- Services for children with disabilities



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## What We Do



- Comprehensive services are delivered in a learning environment that is individualized to support children's growth in the five essential domains.
- A minimum of 10 percent of a program's total enrollment must be children with disabilities.
- Additionally, Head Start services are designed to be responsive to each child and family's ethnic, cultural, and linguistic heritage.



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## What We Do



- Head Start services are responsive to each child and family's ethnic, cultural, and linguistic heritage.
- Head Start encourages the role of parents as their child's first and most important teachers.
- Programs build relationships with families that support positive parent-child relationships, family well-being, and connections to peers and community.



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## In Order to Continue to Serve




**Our agency must...**

- Have an **ACTIVE** Policy Council!
- Meet regulations:
  - **FEDERAL PERFORMANCE STANDARDS**
  - State of Florida Child Care licensing regulations
  - HS Policy and Procedures

Continuous improvement of Head Start is crucial to success

*Parents are the reason Head Start still exists today!!!*

**IN-KIND FORMS** must be **completed and matched** by all volunteers!!




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## ELECTION OF POLICY COUNCIL OFFICERS




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## Policy Council Eligibility



- **The Policy Council must be comprised of two types of representatives:**
  - parents of currently enrolled children
  - community representatives
- At least **51%** of the members must be **parents/guardians of currently enrolled children**
- All parent members must be elected or re-elected annually
- All community representatives must be selected annually
- Each center elects 1 representative and 1 alternate for every 50 children in the center
- Each representative has **1 vote** in Policy Council

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## Officers' Roles




**CHAIRPERSON**

- Presides at all meetings and maintain order
- Helps to set agenda
- Serves on committees and coordinates activities
- Works closely with the Head Start Director
- Acts as the official representative of the Council
- Is knowledgeable of the By-laws, HS policies and requirements and performs other duties as assigned

**VICE-CHAIRPERSON**

- presides in absence of the Chairperson or whenever the chair is vacated
- performs other duties as needed




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## Officers Roles Continued



- The **SECRETARY** shall record the minutes of every Policy Council meeting and maintain copies of important information including: by-laws, standing rules, roster of members, and performs other duties as assigned.
- The **TREASURER** shall be responsible working with the Fiscal Office on reporting financial information. When there are PC funds, this person is responsible for reporting on them.




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## WHAT CAN YOU EXPECT WHILE SERVING ON POLICY COUNCIL?




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## Policy Council



- **SHARE** with the council the parent engagement activities at your child's center
- **APPROVE** or disapprove policies brought to the Policy Council
- **GIVE** input on hiring staff, designing new program options, evaluating the program and so much more
- **TRAVEL** as a representative of HS parents and the agency to trainings or events

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## Policy Council



- **Be respected as a HS parent and an important member of a decision making team**
- **Need to attend a mandatory Policy Council training for PC members**
- **Receive travel dollars from your home to meetings and back (\$0.445 per mile)**
- **Free babysitting or receive a \$7.25 reimbursement per hour to help with babysitting costs**
- **Receive a healthy dinner at the monthly meeting**

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**YOU WILL LEARN MORE  
THAN YOU COULD EVER  
IMAGINE AND YOU CAN  
AND WILL MAKE A  
DIFFERENCE!!!**



**EVERY  
ACCOMPLISHMENT  
STARTS WITH  
THE DECISION  
TO TRY.**

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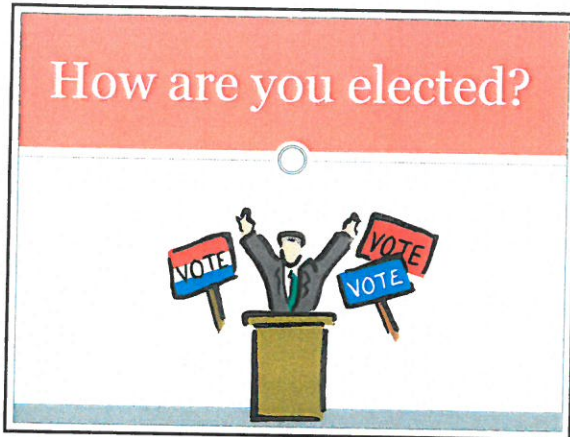
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Capital Area Community Action Agency

### Are you ready?



**In order to be a Policy Council Representative for your child's center, you should know:**

- You must be the parent or legal guardian of a HS/EHS child
- You cannot be related to any HS/EHS staff
- You cannot be a HS/EHS staff
- You must be free of convictions of any crime against a child.
- Background disclosure—information will be kept **confidential!**
- Able to attend once a month **evening** meetings

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### Election



- You may **nominate yourself**
- You may **nominate another parent**
- If you are interested you will be asked to tell the group **why they should vote for you**
- If you are nominated **you may decline the nomination**
- Each parent/guardian in the group votes for the person of their choice.

*Listen to your inner genius. Those who do, often end up changing the world.*



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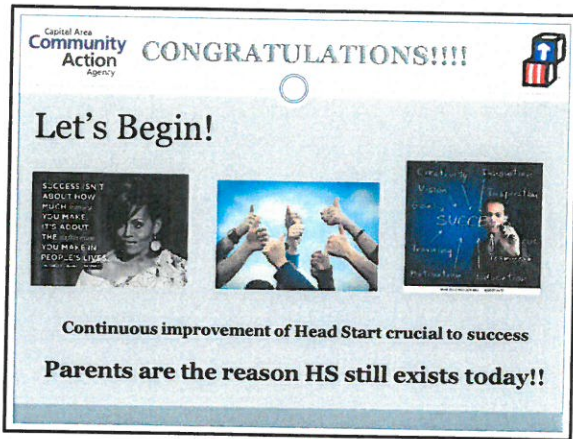
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# Head Start Policy Council Meeting

## Minutes

August 25, 2016

6:00pm

1. Meeting called to order at 6:21 pm
2. Roll call was taken by Luciana Brown. Representatives present included the following: Na'sheida Francois (R), Lauren Johnson (R), Luciana Brown, (R), Tiffany Similien (CR), and Charlean Lanier, Cassiana Spralading (guest)

Capital Area Community Action Agency staff present included the following people: Darrel James, Nichele Rolle, Venita Treadwell, and Laura Ward (via Phone), Tim Center

3. We now have a quorum.
4. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council.

A Motion to approve the minutes was made by Charlean Lanier. The motion was seconded by Lauren Johnson. The motion was approved and carried forward.

5. Action

- a. Financial Report- The financial report was reviewed by Laura Ward.

A motion to accept and approve the financial report was made by Charlean Lanier. The motion was seconded by Luciana Brown. The motion was approved and carried forward.

- b. Personnel Actions- Ms. Venita Treadwell reviewed with the personnel information for the following individuals that have been recommended to be hired

- Luretha Murry
- Shanika Hill
- Laretta Smith
- Lavonne Spearman
- Biscegelia Jones

Lauren Johnson asked for clarification on the hiring of siblings. Ms. Treadwell stated that those who are related will not be hired to work at the same center.

The policy council members thanked Ms. Treadwell for the great presentation of information.

A motion to accept and approve the hiring of the candidates pending background checks was made by Charlean Lanier. The motion was seconded by Lauren Johnson. The motion was approved and carried forward.

6. Governance Screener: Last year the Head Start Director, Policy Council Chair, and Board Chair meet to ensure that the program had a strong governance system in place. The findings from last year were reviewed and it was discussed that the appropriate individuals will be conducting this screener again. The screener organizes the Head Start requirements to help organizations to identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.
7. Center Updates: What's working and What's not:
  - a. Cassiana (South City) No updates at this time as her son just started head start and is new to the program.
  - b. Lauren
    - i. Asked could the teachers wear identification so that it is clear to identify who is staff. Ms. Treadwell did state the staff badges are pending to be completed but will look into providing a temporary badge.
    - ii. Security: It was brought up by other parents that there was questions about the security of the campus and how is access restricted to keep the children safe. Cassiana also provided feedback and concerns about being able to access the campus. The council along with staff discussed the current plan in place. The program will look into other concerns and bring resolution to them as well as update the parents on their security concerns.
8. Director's Report: Mr. Center reviewed the attached Director's Report.
9. Education Manager's Report:

Ms. Venita thanked Charlean and Luciana for assisting with pre-service workshops.

Ms. Venita also covered the programs safety procedures. Every month we are required to do a fire drill. The drills are done in a safe and simple manner. One fire drill is done during the nap time and another is done following an alternate route. In addition to the fire drill we have severe weather, bomb threat, armed person, bus, pedestrian, and health safety.

Luciana wanted to ensure that the kids are being instructed to brush their teeth twice a day. Ms. Venita stated that they are, however she will still reinforce with the teachers.
10. Office of Head Start Updates: There are no updates to provide this month.
11. Chairperson's Report: No report provided for review.

12. Other Business: Ms. Kristin reviewed and discussed the Class scores provided and the timeline and expectations for the future.
13. The meeting was adjourned at 7:51pm.

Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Ten Months Ended 7/31/2016

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue				
4000 Government Contracts - FEDERAL	3,281,002	2729579	(551423)	83%
4010 Government Contracts - STATE	526,000	443930	(82070)	84%
4020 Government Contracts - LOCAL	60,000	53332	(6668)	89%
Total Revenue	<u>3,867,002</u>	<u>3226841</u>	<u>(640161)</u>	83%
Expenditures				
6010 Salaries & Wages	1,758,236	1412889	345347	80%
6110 Fringe	501,308	394956	106352	79%
6180 Staff Screenings	1,800	1964	(164)	109%
6210 Indirect Costs	451,795	356348	95447	79%
6310 Travel - In Area	2,000	1303	697	65%
6410 Office Supplies	9,000	7058	1942	78%
6415 Program Supplies	22,500	21726	774	97%
6420 Classroom Supplies	25,403	18372	7031	72%
6430 Kitchen Supplies	16,000	16151	(151)	101%
6440 Medical/Dental Supplies	1,500	901	599	60%
6510 Copies/Printing/Copier	8,200	5879	2321	72%
6600 Postage and Delivery Expense	1,480	1049	431	71%
6710 Contractual Services/Professional	47,500	47749	(249)	101%
6720 Speech Services	34,143	33876	267	99%
6740 Mental Health Services	7,260	15891	(8631)	219%
6750 Health/Fitness	72,098	66592	5506	92%
6810 Rent/Space Cost	184,000	146157	37843	79%
6820 Utilities	62,616	54142	8474	86%
6830 General Liability and Property	21,000	22373	(1373)	107%
6840 Communications	37,530	44149	(6619)	118%
6850 Repairs and Maintenance-	217,474	217201	273	100%
6910 Equipment Maintenance	16,500	13226	3274	80%
6920 Vehicle Expense	23,500	25137	(1637)	107%
6930 Equipment Lease	8,500	6305	2195	74%
6940 Technology	28,000	15809	12191	56%
7010 Fees, Licenses, and Permits	6,000	4704	1296	78%
7020 Dues/Subscriptions	6,000	4980	1020	83%
7100 Volunteer	750	69	682	9%
7320 Expendible Equipment	30,600	23202	7398	76%
7410 Registration Fees	4,000	4415	(415)	110%
7420 Training/Meetings/Workshops	28,577	29013	(436)	102%
7430 Staff Development	1,500	2371	(871)	158%
7440 Advisory/Board Member	2,400	1890	510	79%
7450 Advertising	7,500	9486	(1986)	126%
7460 Parent Activities	1,134	616	518	54%
7510 Raw Food Cost	<u>219,198</u>	<u>187414</u>	<u>31784</u>	85%
Total Expenditures	<u>3,867,002</u>	<u>3215365</u>	<u>651637</u>	83%
Excess Revenue over (under)	0	<u>11476</u>	<u>11476</u>	

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the Month Ending July 31, 2016

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		53,332			
Grants - Other Not for Profits		18,510			
In-Kind Revenue		427,855			
VPK		217,088			
		<b>716,785</b>	<b>87%</b>	<b>103,466</b>	<b>13%</b>

<u>July 2016 Credit Card Expenses</u>	<u>Fund Code</u>	<u>GL Code</u>	<u>Expenses</u>
DTIS UPS Projects - Background Screening	1064	6180	137.00
Office Depot	1064	6410	60.71
Oriental Trading, Staples	1064	6410	466.70
Office Depot	1064	6410	88.97
Gate - Gas	1064	6920	132.69
Gate - Gas	1064	6920	20.00
Hancock - Annual Fee	1064	7010	35.00
Hancock - Annual Fee	1064	7010	35.00
Early Education & Care - Training	1064	7420	30.00
Early Education & Care - Training	1064	7420	10.00
Early Education & Care - Training	1064	7420	55.00
Early Education & Care - Training	1064	7420	116.43
Olive Garden, Walmart - Policy Council	1064	7440	<u>122.90</u>
			1.310.40
Total HANCOCK CC - HANCOCK BANK			<u>1,310.40</u>



AUTHORIZATION FOR PAYMENT

RECEIVED  
AUG 18 2016

Date Received 08/18/2016

Date Submitted 08/18/2016

Vendor Name Hancock Bank

Group or Invoice # 072716 NR

Payment Amount \$ 232.90

Notes  
Account #6706  
Nichele Richards Card

Prepared or  
Submitted by

Printed Name Judy Green

Signature Judy Green

8-18-16

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	<u>7430 7420</u>	255	600	\$ 55.00	
1064	7440 (Policy Council)	255 (Food)	600	\$ 8.93	
1064	6920	255 <u>fuel</u>	600	\$ 20.00	
1064	7440 (Policy Council)	255 (Food)	600	\$ 113.97	
1064	<u>7520 (Annual Fee) 7010</u>	255	600	\$ 35.00	
TOTAL				\$ 232.90	\$ 0.00

*Training class/Keerina Forrest*

Finance Department Only

Session Date APR 16 2016 03:13

Check Date \_\_\_\_\_ Check # \_\_\_\_\_

Bank.

BANK  
61750  
ORLEANS LA 70161-1750

Visa BusinessCard  
Statement of Account  
Issued by Whitney Bank

RECEIVED  
JUG 18 2016

MEMO STATEMENT

Account Number

4802 3910 0009 6706

Statement Date

07/27/16



NICHELE RICHARDS  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729

\*\*N0001372

STATEMENT MESSAGES

Hancock Bank is a trade name of Whitney Bank. Whitney Bank issues your Hancock Bank credit card and owns your card account.

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
06-29	06-28	24431066181026951820006	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL <i>lost receipt</i>	M55.00✓
07-20	07-20	74270846202100006305054	0000	BRANCH PAYMENT - THANK YOU	M248.97cr
07-22	07-21	24445006204400319470437	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	✓M8.93✓
07-25	07-22	24692166204000595346079	5542	GATE 1194 Q80 TALLAHASSEE FL	✓M20.00✓
07-25	07-21	24164076204140174200006	5812	OLIVE GARDEN 00012369 TALLAHASSEE FL	✓M113.97✓
07-27	07-27		0000	ANNUAL FEE	M35.00

*inclass/Keerina Forrest*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07/27/16	4802-3910-0009-6706	NEW PURCHASES AND OTHER CHARGES <i>no</i> 232.90
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 248.97
Toll Free 1-800-448-8812		<b>STATEMENT TOTAL</b> 16.07cr
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,500.00

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Area  
**Community  
 Action**  
 Agency

**AUTHORIZATION FOR PAYMENT**

**RECEIVED**  
 AUG 12 2016

Date Received 08/11/2016

Date Submitted 08/12/2016

Vendor Name Hancock Bank

Group or Invoice # 072716KJ

Payment Amount \$ 613.70

Notes  
 Account #7303  
 Kristin Jackson's Card

Prepared or  
 Submitted by

Printed Name Judy Green

Signature Judy Green

8/12/16

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	<u>7420</u> 7430 (DCF Training)	256 (Regina Span)	600	\$ 10.00	
1064	6180 (Background Screening)	250 (Ollie Harris)	600	\$ 68.50	
1064	<u>6410</u> 7420 (Pre-Service)	255	600	\$ 307.91	supplies for training materials
1064	6180 (Background Screening)	256 (Carol Jones)	600	\$ 68.50	
1064	<u>6410</u> 7420 (Pre-Service)	255 (Center Directors)	600	\$ 57.74	supplies for Directors
1064	<u>6410</u> 7420 (Pre-Service)	255 (Center Directors)	600	\$ 35.98	61
1064	<u>6410</u> 7420 (Pre-Service)	255 (Center Directors)	600	\$ 65.07	11
<b>TOTAL</b>				\$ 613.70	\$ 0.00

\*\*\*\*\*  
 Finance Department Only

Session Date APR 16 0803 HTB

Check Date \_\_\_\_\_

Check # \_\_\_\_\_

Bank.

HANCOCK BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

Visa BusinessCard  
Statement of Account  
Issued by Whitney Bank

RECEIVED  
AUG 12 2016

MEMO STATEMENT

Account Number  
4802 3920 0002 7303

Statement Date  
07/27/16

KRISTIN JACKSON  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729  
\*\*N0001369

STATEMENT MESSAGES

Hancock Bank is a trade name of Whitney Bank. Whitney Bank Issues your Hancock Bank credit card and owns your card account.

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
06-28	06-27	24431065180026367500938	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00
06-30	06-29	24435656181083701429608	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
07-04	06-30	24789306183809201609535	5964	ORIENTAL TRADING CO 402-9393111 NE	M307.91
07-08	07-08	24435656190083309701324	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
07-20	07-20	7427084620210006304974	0000	BRANCH PAYMENT - THANK YOU	M537.47cr
07-25	07-24	24445006207400168366667	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M57.74
07-27	07-25	24164076208105001717809	5943	STAPLES 00110726 TALLAHASSEE FL	M35.98
07-27	07-25	24164076208105001717783	5943	STAPLES 00110726 TALLAHASSEE FL	M65.07

for Training materials  
or Directors

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07/27/16	4802-3920-0002-7303	NEW PURCHASES AND OTHER CHARGES <i>th</i> 613.70
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES 0.00
		CREDITS 537.47
		<b>STATEMENT TOTAL 76.23</b>
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

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Capital Area  
**Community  
Action**  
Agency

**AUTHORIZATION FOR PAYMENT**

**RECEIVED**  
AUG 18 2016

Date Received 08/18/2016

Date Submitted 08/18/2016

Vendor Name Hancock Bank

Group or Invoice # 072716DJ

Payment Amount ~~\$ 273.39~~ 258.40 (AS)

Notes  
Account #6623  
Darrel James Card

Prepared or  
Submitted by

Printed Name Judy Green

Signature Judy Green

8-18-16

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	<del>7520</del> (Annual Fee) <u>7010</u>	255	600	\$ 35.00	
1064	<del>6415</del> <u>6410</u>	255	600	\$ 14.37	
1064	<del>7430</del> <u>7430</u> Class for recruiting Forrest	255	600	\$ 30.00	Tires for recruitment signs
1064	6920	255	600	\$ 43.00	Class for Keenan Forrest
1064	<del>6415</del> <u>7450</u>	255	600	\$ 19.35	Gas
1064	6920	255	600	\$ 46.00	Signs for Advertise
<del>1064</del>	<del>6415</del>	<del>255</del>	<del>600</del>	<del>\$ 14.99</del>	<del>\$ 14.99</del>
1064	<del>6415</del> <u>6410</u>	255	600	\$ 26.99	Gas for printer
1064	6920	255	600	\$ 12.69	Returned to school
1064	6920	255	600	\$ 31.00	Gas
<b>TOTAL</b>				<del>\$ 273.39</del>	\$ 14.99

258.40

Finance Department Only

Session Date APR 16 08 03 11 B

Check Date \_\_\_\_\_

Check # \_\_\_\_\_

CK BANK.

HANCOCK BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

Visa BusinessCard  
Statement of Account  
Issued by Whitney Bank

REIVED  
6 1 8 2016

MEMO STATEMENT

Account Number

4802 3900 0050 6623

Statement Date

07/27/16



DARREL JAMES  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729

\*\*N0001376

STATEMENT MESSAGES

Hancock Bank is a trade name of Whitney Bank. Whitney Bank issues your Hancock Bank credit card and owns your card account.  
Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
06-28	06-28		0000	ANNUAL FEE	M35.00
06-30	06-29	24231686182091031638329	5399	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	M14.37
06-30	06-29	24431066182026955617050	8351	EARLY EDUC & CARE INC .ECKIDS.ORG FL	M30.00
07-04	07-01	24692166184000417762895	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00
07-07	07-05	24164076188105005545861	5943	STAPLES 00110726 TALLAHASSEE FL	M19.35
07-14	07-12	24692166195000462001733	5542	GATE 1194 Q80 TALLAHASSEE FL	M46.00
07-18	07-15	74445746198200176009078	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M14.99cr
07-18	07-15	24445746198200176008810	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M14.99cr
07-18	07-15	24445746198200176008992	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M26.99
07-20	07-20	74270846202100006305112	0000	BRANCH PAYMENT - THANK YOU	M868.15cr
07-21	07-19	24692166202000468355712	5542	GATE 1194 Q80 TALLAHASSEE FL	M12.69
07-21	07-19	24692166202000468355720	5542	GATE 1194 Q80 TALLAHASSEE FL	M31.00

commitment signs  
reem Forrest  
advertise  
Call for printer  
Returned to short  
nter

STATEMENT DATE

07/27/16

ACCOUNT NUMBER

4802-3900-0050-6623

ACCOUNT SUMMARY

NEW PURCHASES AND OTHER CHARGES	273.39
NEW CASH ADVANCES	0.00
CREDITS	881.14
<b>STATEMENT TOTAL</b>	<b>607.75cr</b>
TOTAL IN DISPUTE	0.00
CREDIT LIMIT	3,000.00

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

<b>ACF</b>  <b>Administration</b>  <b>for</b>  <b>Children and Families</b>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-16-04	2. Issuance Date: 09/01/2016
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Program Performance Standards; HSPPS; Revision; Final Rule; Regulation	

**PROGRAM INSTRUCTION**

**TO:** All Head Start and Early Head Start Grantees, including Delegate Agencies and Early Head Start-Child Care Partnership Grantees

**SUBJECT:** Head Start Program Performance Standards (HSPPS) Final Rule

**INSTRUCTION:**

The Office of Head Start (OHS) announced in the Federal Register the first comprehensive revision of the **Head Start Program Performance Standards (HSPPS)** since their original release in 1975. The publication of this regulation marks an important milestone in the history of the Head Start program. The new standards build upon 50 years of leadership in comprehensive early childhood services and will further raise the quality of Head Start programs. The new HSPPS are streamlined, simplified, and reorganized to improve clarity and transparency to support high-quality program delivery and minimize administrative burden.

This final rule has been nearly a decade in the making, fulfilling Congress’s call for a review and revision of the Program Performance Standards in the bipartisan *Improving Head Start for School Readiness Act of 2007*. The new standards were developed by incorporating the growing body of research on effective early care and education, consultation from subject matter experts and representatives from grantees and Indian tribes, and thoughtful consideration of the 1,000 public comments received on the Notice of Proposed Rulemaking (NPRM). The result is a new set of standards that reinforces Head Start’s position as a leader in the field of comprehensive early education, reflects best practices for teaching and learning, allows local flexibility, and reduces the number of federal requirements by approximately one-third.

**Key Changes from Current Program Performance Standards**

The most significant change in the new standards is requiring programs, over time, to offer longer service duration, which research links to stronger child outcomes. The new standards require that all Head Start center-based programs offer at least 1,020 annual hours of service for preschoolers by August 1, 2021, with at least 50 percent of their center-based preschool slots meeting this requirement

by August 1, 2019. Early Head Start center-based programs must also provide 1,380 annual hours of service by August 1, 2018. These requirements will help programs to meet children’s learning needs while allowing local flexibility to design schedules that best meet community and family needs.

This extended timeline allows substantially more time than was proposed in the NPRM to allow a sufficient period of time for program planning, while still ensuring that more children will gain greater access to increased learning experiences needed for strong outcomes. The final rule also reserves authority for the Secretary of the U.S. Department of Health and Human Services to reduce the requirement based on available funding.

A second major focus of the new standards is to solidify the critical role of parents in the program, which has been a long-standing cornerstone of the Head Start program. The final rule clearly acknowledges that parents are their children’s best advocates, better articulates family partnership services requirements, and maintains the parent committee requirement. We also revised the governance impasse procedures to require mediation or arbitration if necessary to resolve disputes between the governing body and the Policy Council. These changes reflect our belief that parents are foundational to Head Start’s success and that the program’s two-generation approach is integral to its impact on children and families.

### **Effective Date**

The new Head Start Program Performance Standards are effective as of November 7, 2016, which is 60 days after their publication. However, in order to afford grantees a reasonable period of time to implement certain provisions that have changed significantly from previous standards, the final rule allows programs additional time to comply with these specific provisions. The compliance dates for the applicable provisions can be found in the final rule under *SUPPLEMENTARY INFORMATION, Table 1: Compliance Table*. We urge grantees to use this interim period to make adjustments as needed to assure full compliance with the new HSPPS.

The following provisions have a compliance date of **August 1, 2017**:

- §1302.22(c)(1) – Early Head Start home-based service duration
- §1302.32(a)(1)(ii) and (iii); §1302.32(a)(2); and §1302.32(b) – Curricula for center-based and family child care programs
- §1302.33(b)(1), (2), and (3); §1302.33(c)(2) and (3) – Assessment
- §1302.35(d)(1) through (3) – Curriculum for home-based programs
- §1302.53(b)(2) – Quality Rating and Improvement Systems (QRIS)
- §1302.53(b)(3) – Data systems
- §1302.90(b)(2), (4) and (5) – Complete background check procedures
- §1302.92(c) - Coordinated coaching strategy and coaching staff qualifications
- §1302.101(b)(4) – Management of program data

The following provisions have a compliance date of **August 1, 2018**:



- §1302.21(c)(1) – Early Head Start center-based service duration
- §1302.91(e)(4)(ii) – Child Development Specialist staff qualifications
- §1302.91(e)(6)(i) – Home visitor staff qualifications

The following provisions have a compliance date of **August 1, 2019**:

- §1302.21(c)(2)(iii) and (v) – Head Start center-based service duration: 50 percent of slots at 1,020 annual hours

The following provision has a compliance date of **August 1, 2021**:

- §1302.21(c)(2)(iv) – Head Start center-based service duration: 100 percent of slots at 1,020 annual hours

### **Implementation Support**

In order to support the Head Start community in understanding and successfully implementing the new standards, we will offer a comprehensive series of training and technical assistance (T/TA) supports across a variety of platforms over the 2016–2017 program year. These opportunities will be targeted to stakeholders at every level—from grantee management staff, boards, and Policy Councils to federal and contract staff and T/TA providers.

To establish a common, in-depth understanding of the new HSPPS and expectations for implementation that will lay the groundwork for consistent support to grantees across the country, we held an in-person training for federal program specialists last month. Throughout this program year, we will deliver a series of interactive webinars and webcasts to help grantees explore, understand, and fully implement the new HSPPS, with strategies for working with staff, governing bodies, and families as programs make changes to adopt the new standards. Our support for grantees will begin with a webcast and question and answer session with OHS leadership. There will also be a virtual HSPPS Showcase that will address specific areas of the new standards, which will become available on the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) in early September. We will host monthly webinars to support understanding and implementation for grantees, T/TA providers, Regional Office staff, and other stakeholders. More information about these monthly opportunities will be available soon.

Additionally, OHS staff and T/TA providers will be presenting on the new standards at regional, state, and national conferences throughout the fall, winter, and spring. Our initial T/TA period will culminate with the OHS Birth to 5 Leadership Institute for management teams in the spring to consolidate and build upon the learning that has taken place throughout the program year.

### **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. Programs are also encouraged to participate in the OHS web-based and in-person T/TA opportunities that will be offered during this program year. Programs will need to discuss and plan for the implementation of the new standards with their staff, governing bodies, and parents. OHS and

our T/TA partners will continue to provide direction, guidance, and resources that support fulfilling our promise to prepare our children and families for school and beyond.

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

/ Blanca Enriquez /

Blanca Enriquez  
Director  
Office of Head Start