

# Capital Area Community Action Agency

**Head Start Policy Council Meeting**  
2813 South Meridian Street, Tallahassee  
Conference Call # 641.715.3580  
September 20, 2018  
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
  - a. Policy Council Minutes
5. Action
  - a. Financial Report
  - b. Personnel Actions
  - c. Safety Practice Procedures
  - d. Officer Elections
6. Center Updates- What's Working and What's Not
7. Program Updates
  - a. Early Childhood Development Manager
  - b. Family & Community Engagement Manager
8. Director's Report
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

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**Next Meeting: Scheduled for October 18, 2018**



United Way of the Big Bend

309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Head Start Policy Council Meeting

## Minutes

August 16, 2018

6:00pm

1. Meeting called to order at 6:13 pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson (CR), Tiffany Similien (CR), Heather Harris (R), Geraldine Kersaint (R), Yolandria Donald (R), Letisha Moore (R), and Luciana Brown (CR).

Capital Area Community Action Agency staff present included the following people: Tim Center, Kristin Reshard, Nichele Rolle, Darrel James, Venita Treadwell, Nina Self, Jasmine Colbert, and Cynthia Valencic.

Guest present included Kristy Macroy, Kara Palmer Smith, and Donecia Hills.

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as written

5. Action Items

- a. Financial Report- The financial report and narrative was reviewed by Cynthia Valencic. We are at 80% of our revenue and 76% of our expenditures through the end of June. We are at 87% of our in-kind amount as of June 30th. Cynthia reviewed credit card statements and explained we received credits back from a field trip. There were no questions about the budget.

Motion to approve the financial budget was made by Lauren Johnson and seconded by Heather Harris. Motion approved and carried forward.

- b. Personnel Actions- Venita Treadwell presented Falandria Randolph for teacher assistant at Louise B. Royal. Ms. Treadwell shared information about Ms. Randolph.

Motion to approve the financial budget was made by Geraldine Kersaint and seconded by Heather Harris. Motion approved and carried forward.

6. Extended Day: Tim and Venita conducted discussion on the Extended Day program. Head Start hired/ hiring teachers that will teach extended day only, separate from Head Start program. There will be 3 classes at South City and 1 at Louise B. Royal. Tiffany Similien asked what time does extended day end. Venita answered from 2:15 to 5:30. Lauren wanted to know how many part time positions are available and how many positions have been filled. Ms. Treadwell stated that there are 5 positions and 5 have been filled and she has 2 interviews in the next week. Ms. Treadwell explained that it has been challenging to find individuals with the credentials needed that actually want to work part time. Tiffany asked if we've contacted colleges to recruit some of the students and Ms. Treadwell explained she has however, they are not required by the school board to have the 40 hours but Head Start is. Lauren Johnson asked is there a current waiting list for VPK extended day and Darrel James responded yes. Lauren also wanted to know if they can start teaching and then complete their hours. Kristin Reshard stated yes however, they have to complete a certain course before they are hired.

7. Center Updates:

Geraldine (Mabry)- Geraldine has noticed positive change at her center and feels it will be a school year. She appreciates that the teacher doesn't have to leave classroom if they need anything; there is a support staff available to help. Her child's class has already started writing their names. Geraldine would like to see a different entry way to the portable classroom because it is disturbing to the smaller classroom when you have to walk through their class to get outside to the portable. Geraldine also liked the Orientation.

Letisha (South City)- Letisha appreciates the fact the children are going outside first thing in the morning; she feels it is a good transition. There was a concern from some parents/ staff about the dirt and grass and children being dirty in the morning as well as weather. Venita explained that many children need that transition time in the morning because it helps them to regulate their day. Head Start follows all policies regarding weather. The teachers at her center are nurturing, loving, and caring.

Heather (Royal)- Heather noticed staff are putting more input on academics which she appreciates. Her son loves that he has a specific job in his classroom. Parking seems to be better at Royal.

Yolandria (South City)- Yolandria is excited about the new school year and the new scholastic readers the children will be receiving. Everything has been going well so far at her center.

8. Director's Report: Tim reviewed the attached Director's report. Tim suggested we add program updates on our agenda for Policy Council.

9. Office of Head Start Updates: No updates at this time.

10. Chairperson's Report: No chairperson's report at this time.

11. Other Business: Darrel discussed Ready Rosie, a research based parenting program that provide emails to parents on import real life issues, which include learning activities, parent activities, and modeling. Darrel also informed the parents that we now have the ability to send mass text, so they will be receiving messages as reminders to parent meetings and other events. Lauren asked are we able to track progress and data from Ready Rosie. Darrel stated yes, Ready Rosie can track engagement. Venita stated the teachers will receive environmental science training from St. Marks which helps them teach STEM. We will be having a science fair again this year. Nichele mentioned that Stephanie from fiscal recommended a friend who is involved with a program called Read a Poem to a Child and they will be coming to our centers to read to our students.
  
12. The meeting was adjourned at 7:26 p.m.

**Head Start Programs Financial Statement Narrative  
For the Nine Months Ending July 31, 2018  
Capital Area Community Action Agency**

As of July 31, 2018, we have completed ten months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue for the Head Start programs to be around 83% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 85% and 81% respectively, with net income of \$166,125.

Year to Date in-kind and non-Federal share match totals \$766,043 which is 88% of the \$866,176 total match required for the fiscal year ending September 30, 2018.

**Expenditure Variances and Explanations**

The Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage. Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, the following explanations are provided. It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

Program Supplies- is over the benchmark budget partly due to compliance needs. In August and September, staff will need to plan how to best use the remaining budget and hold off making unnecessary purchases until October.

Copies/Printing – is over the budget primarily due to a large purchase of toners but there have been higher than average overages for the contracted printer at headquarters. Staff should be instructed to use grayscale whenever possible.

Communications – is slightly over the budget due to a number of maintenance issues. This is expected to continue through the end of the year. Any overage remaining in this category will be covered by unused budget in office supplies, expendable equipment and advertising

Technology- is over budget for renewals of technology for various programs which are paid at the beginning of the fiscal year. There should not be any more expenses charged here for the remainder of the year.

Dues and Subscriptions - is over budget due to the payment of a 3 yr subscription to I Cloud Subscription.

**Head Start Programs Financial Statement Narrative  
For the Nine Months Ending July 31, 2018  
Capital Area Community Action Agency**

Registration Fees – is a front loaded expense as well that will even out over the course of the year.

Raw Food Cost – is slightly over budget but is expected to be a bit lower after implementation of the newly rented kitchen.

Capital Area Community Action Agency  
Statement of Revenue and Expenditures - Head start Programs  
For the Ten Months Ended 7/31/18

		Total		Total Budget	
		Budget - Current Year		Variance -	
		Original	Actual	Original	%
<b>Revenue</b>					
4000	Government Contracts - FEDERAL	3,464,698	2,888,859	(575,839)	83%
4010	Government Contracts - STATE	690,701	626,014	(64,687)	91%
4020	Government Contracts - LOCAL	53,500	49,349	(4,151)	92%
4100	Grants - Other Not-for-Profits	15,000	12,504	(2,496)	83%
4210	Contributions- Restricted	0	14,309	14,309	
	<b>Total Revenue</b>	<u>4,223,899</u>	<u>3,591,036</u>	<u>(632,863)</u>	85%
<b>Expenditures</b>					
6010	Salaries & Wages	2,002,769	1,592,772	409,997	80%
6110	Fringe	562,524	452,681	109,843	80%
6120	FICA	0	0	0	
6180	Staff Screenings	3,500	517	2,984	15%
6210	Indirect Costs	526,503	419,858	106,645	80%
6310	Travel - In Area	4,250	3,550	700	84%
6315	Travel - Out of Area	0	0	0	
6410	Office Supplies	9,000	6,094	2,906	68%
6415	Program Supplies	21,650	20,026	1,624	92%
6420	Classroom Supplies	43,270	19,435	23,835	45%
6430	Kitchen Supplies	35,000	16,222	18,778	46%
6440	Medical/Dental Supplies	1,000	237	763	24%
6510	Copies/Printing/Copier Maintenanar	10,000	13,678	(3,678)	137%
6600	Postage and Delivery Expense	1,700	1,325	375	78%
6710	Contractual Services/Professional	30,000	18,475	11,525	62%
6715	Contractual Services – Health/Disc	169,988	143,972	26,016	85%
6810	Rent/Space Cost	200,330	172,079	28,251	86%
6820	Utilities	62,500	64,378	(1,878)	103%
6830	General Liability and Property Insu	21,000	19,345	1,655	92%
6840	Communications	37,530	43,034	(5,504)	115%
6850	Repairs and Maintenance-	139,743	127,721	12,022	91%
6910	Equipment Maintenance	14,000	13,548	452	97%
6920	Vehicle Expense	37,350	34,951	2,399	94%
6930	Equipment Lease	8,500	8,423	77	99%
6940	Technology	11,500	14,715	(3,215)	128%
7010	Fees, Licenses, and Permits	3,000	977	2,023	33%
7020	Dues/Subscriptions	5,000	5,084	(84)	102%
7100	Volunteer	0	0	0	
7320	Expendable Equipment	8,430	2,289	6,141	27%
7410	Registration Fees	2,000	1,975	26	99%
7420	Meetings/Workshops/Training	28,813	17,572	11,241	61%
7430	Training/Staff Development	41,498	26,105	15,393	63%
7440	Advisory/Board Member	2,500	980	1,520	39%
7450	Advertising	5,500	2,350	3,150	43%
7460	Parent Activities	1,200	125	1,075	10%
7510	Raw Food Cost	172,351	160,420	11,931	93%
	<b>Total Expenditures</b>	<u>4,223,899</u>	<u>3,424,911</u>	<u>798,988</u>	81%
	Excess Revenue over (under)	<u>0</u>	<u>166,125</u>	<u>166,125</u>	
	Expenditures				

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the 10 Months Ending July 31, 2018

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		49,350			
Grants - Other Not for Profits		14,504			
In-Kind Revenue		334,278			
VPK/SR		367,911			
	<b>866,176</b>	<b>766,043</b>	<b>88%</b>	<b>100,133</b>	<b>12%</b>



Vendor Name	Fund Code	Cod e	Effective Date	Expenses	Document Description	Transaction Description
HANCOCK	1064	6410	7/27/201	53.98	ACCT#XXXX7303- KRISTIN JACKSON	OFFICE SUPPLIES FOR CLASS TRAINING
HANCOCK	1064	6410	7/27/201	4.28	ACCT#XXXX6623-DARREL JAMES	SUPPLIES FOR RECRUITMENT EVENT
HANCOCK	1064	6850	7/27/201	403.12	ACCT#XXXX7366- NINA SINGLETON	REMOVAL OF RACOONS AT LB ROYAL
HANCOCK	1064	6920	7/27/201	91.07	ACCT#XXXX6982-FATIMA OLEABHIELE	FUEL FOR CO. TRUCK
HANCOCK	1064	6920	7/27/201	45.00	ACCT#XXXX6623-DARREL JAMES	FUEL FOR CO. CAR
HANCOCK	1064	6920	7/27/201	50.00	ACCT#XXXX6623-DARREL JAMES	FUEL FOR CO. CAR
HANCOCK	1064	6920	7/27/201	51.00	ACCT#XXXX6623-DARREL JAMES	FUEL FOR CO. CAR
HANCOCK	1064	6920	7/27/201	15.05	ACCT#XXXX6982-FATIMA OLEABHIELE	FUEL FOR CO. CAR
HANCOCK	1064	7010	7/27/201	35.00	ACCT#XXXX6706-NICHELE RICHARDS	VISA ANNUAL FEE
HANCOCK	1064	7430	7/27/201	1,555.74	ACCT#XXXX6623-DARREL JAMES	HOTEL FOR MULTIPLE STAFF-ONE GOAL SUMMER
HANCOCK	1064	7430	7/27/201	83.46	ACCT#XXXX6623-DARREL JAMES	PARKING FEE- ONE GOAL SUMMER CONFERENCE
HANCOCK	1064	7430	7/27/201	500.00	ACCT#XXXX6623-DARREL JAMES	REGISTRATION FEES- ONE GOAL SUMMER
HANCOCK	1064	7430	7/27/201	468.44	ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF- RENTAL CAR
HANCOCK	1064	7430	7/27/201	4.27	ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	11.17	ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	15.05	ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	16.87	ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	24.09	ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	44.47	ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	33.00	ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FUEL FOR RENTAL CAR
HANCOCK	1064	7430	7/27/201	50.00	ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FUEL FOR RENTAL CAR
HANCOCK	1064	7430	7/27/201	4.62	ACCT#XXXX6706-NICHELE RICHARDS	FOOD - PARENT ENGAGEMENT CONF- NEW
HANCOCK	1064	7430	7/27/201	10.82	ACCT#XXXX6706-NICHELE RICHARDS	FOOD - PARENT ENGAGEMENT CONF- NEW
HANCOCK	1064	7430	7/27/201	1.63	ACCT#XXXX6706-NICHELE RICHARDS	FOOD- PARENT ENGAGEMENT CONF-NEW
HANCOCK	1064	7430	7/27/201	4.94	ACCT#XXXX6706-NICHELE RICHARDS	FOOD- PARENT ENGAGEMENT CONF-NEW
HANCOCK	1064	7430	7/27/201	8.69	ACCT#XXXX6706-NICHELE RICHARDS	FOOD- PARENT ENGAGEMENT CONF-NEW
HANCOCK	1064	7430	7/27/201	31.22	ACCT#XXXX6706-NICHELE RICHARDS	FOOD- PARENT ENGAGEMENT CONF-NEW
HANCOCK	1064	7430	7/27/201	417.00	ACCT#XXXX5810- VENITA TREADWELL	ONE GOAL SUMMER CONF.-HOTEL
HANCOCK	1064	7430	7/27/201	417.00	ACCT#XXXX5810- VENITA TREADWELL	ONE GOAL SUMMER CONF.-HOTEL
HANCOCK	1064	7430	7/27/201	417.00	ACCT#XXXX5810- VENITA TREADWELL	ONE GOAL SUMMER CONF.-HOTEL
HANCOCK	1064	7430	7/27/201	6.40	ACCT#7600- TIM CENTER	PARKING FEE FOR HEAD START ASSOCIATION MTG
HANCOCK	1064	7450	7/27/201	585.00	ACCT#XXXX6623-DARREL JAMES	SIGNS FOR BUSES
HANCOCK	1064	7450	7/27/201	75.73	ACCT#XXXX6623-DARREL JAMES	T-SHIRTS FOR STAFF

HANCOCK	1064	7450	7/27/201	75.00	ACCT#XXXX6706-NICHELE RICHARDS	SITE TO HOST RECRUITMENT EVENT
HANCOCK	1064	7450	7/27/201	<u>195.45</u>	ACCT#XXXX6706-NICHELE RICHARDS	T-SHIRTS FOR STAFF
				<u>5,805.56</u>		
LOWE'S	1064	6415	7/31/201	89.01	ACCT#9084241- JULY 2018	SWING(RCPT \$93.70 LESS \$6.68 SALES TAX (TO BE
LOWE'S	1064	6415	7/31/201	232.67	ACCT#9084241- JULY 2018	ACCT#9084241- JULY 2018
LOWE'S	1064	6415	7/31/201	<u>45.48</u>	ACCT#9084241- JULY 2018	STORAGE BINS
				<u>367.16</u>		
Cards				6,172.72		

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING

57945

Payee HANCOCK WHITNEY BANK  
 Vendor ID HANCOCK CC Account #

57945  
 8/9/2018

Invoice	Description
072718-NR	[REDACTED] NICHELE RICHARDS (ROLI

Amount  
 \$403.25

Hancock Whitney Bank  
 MAHAN  
 08/10/18 13:57

Seq: 0082 ID: 101764 CB: 7124

[REDACTED]  
 Credit Card Payment \$403.25  
 Posting Date: 08/10/18  
 Thank you for banking with us.

\$403.25

LMP40 MP CHECK

Rev 1/17



10447 (11/17) J187161

Card not FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-17	07-16	24492158197894082838855	8661	PAYPAL *OASISCCTR 402-935-7733 CA	✓ M75.00 ✓
07-18	07-18	74270848199100009416453	0000	BRANCH PAYMENT - THANK YOU	M360.82
07-23	07-20	24226388202091007108766	5411	WAL-MART #1077 TALLAHASSEE FL	✓ M35.88 ✓
07-23	07-20	24431068202091456000018	7338	395 SHIRTS TALLY LLC TALLAHASSEE FL	✓ M195.45 ✓
07-25	07-24	24226388206091008642561	5411	WAL-MART #5022 NEW ORLEANS LA	✓ M4.94 ✓
07-25	07-23	24427338205710011647878	5814	CHICK-FIL-A #01370 TALLAHASSEE FL	✓ M8.69 ✓
07-26	07-24	24755428206172069393212	5812	HILTON CRESCENT MKTPL NEW ORLEANS LA	✓ M1.63 ✓
07-26	07-24	24755428206172069391216	5812	HILTON DRAGOS NEW ORLEANS LA	✓ M31.22 ✓
07-27	07-27		0000	ANNUAL FEE	✓ M35.00 ✓
07-27	07-24	24427338207710043869399	5814	RAISING CANE'S #135 NEW ORLEANS LA	✓ M4.62 ✓
07-27	07-25	24431068207722763826654	5814	VILLA FIK 2803 NEW ORLEANS LA <i>lost receipt. Advout.</i>	✓ M10.82 ✓

*Handwritten signature and date 8/13/18*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18	[REDACTED]	
CUSTOMER SERVICE CALL  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 403.25
		NEW CASH ADVANCES .00
		CREDITS 360.82
		<b>STATEMENT TOTAL 42.43</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

Payee HANCOCK WHITNEY BANK  
Vendor ID HANCOCK CC

Account #:

57941  
8/9/2018

Invoice	Description
072718-DJ	[REDACTED] DARREL JAMES

ount  
\$3,019.01

Hancock Whitney Bank  
MAHAN  
08/10/18 13:58

Seq: 0095 ID: 101764 CB: 7124

Credit Card Payment \$3,019.01  
Posting Date: 08/10/18

Thank you for banking with us.

\$3,019.01

LMP40 M/P CHECK

Rev 1/17



10447 (11/17) J187161

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-28	06-27	24431068178286053800014	7338	395 SHIRTS TALLY LLC TALLAHASSEE FL	M75.73V
07-02	06-28	24445008180100215031309	5391	DOLLAR-GENERAL #4821 MONTICELLO FL	M4.28V
07-02	06-29	24141668181017041378414	7333	FASTSIGNS TALLAHASSEE FL	M585.00V
07-04	07-02	24692168184100007907805	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00V
07-09	07-05	24692168187100569301089	5542	GATE 1194 Q80 TALLAHASSEE FL	M50.00V
07-13	07-11	24692168193100683350659	5542	GATE 1194 Q80 TALLAHASSEE FL	M51.00V
07-16	07-14	24692168195100101127679	4722	OCI HOTEL RESVGETAROOM 800-292-0712 TX	M1,555.74V
07-18	07-18	74270848199100009416370	0000	BRANCH PAYMENT - THANK YOU	M1,723.03V
07-19	07-18	24013398199003749479034	8299	CREATIVE CENTER FOR CHILD TALLAHASSEE FL	M500.00V
07-23	07-21	24073148203900011291114	3503	SHERATON TAMPA RIVERWALK TAMPA FL 697454 ARRIVAL: 07-17-18	M83.46V
07-25	07-23	24427338205710011646052	5814	CHICK-FIL-A #01370 TALLAHASSEE FL - <i>Refer to New Orleans Trng.</i>	M7.15V
07-26	07-24	24755428206172069389178	5812	HILTON RIVER BLENDS NEW ORLEANS LA	M8.25V
07-26	07-25	24013398206005291296576	5814	MANDARIN EXPRESS #544 RIV NEW ORLEANS LA	M12.31V
07-26	07-24	24755428206172069390176	5812	HILTON DRAGOS NEW ORLEANS LA	M31.22V
07-27	07-25	24755428207262070665184	5812	HILTON CRESCENT MKTPL NEW ORLEANS LA	M4.37V
07-27	07-24	24427338207710043869407	5814	RAISING CANE'S #135 NEW ORLEANS LA	M5.50V

*Food  
New Orleans Trng*

*OK 8/31/18*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 3,019.01
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 1,723.03
		STATEMENT TOTAL 1,295.98
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING #

Payee HANCOCK WHITNEY BANK  
 Vendor ID HANCOCK CC

Account #

57947  
 57947  
 8/9/2018

Invoice	Description
072718-TC	TIM CENTER

mount  
 \$1,931.32

Hancock Whitney Bank  
 MAHAN  
 08/10/18 14:00

Seq: 0089 ID: 101764 CB: 7124

Credit Card Payment \$1,931.32

Posting Date: 08/10/18

Thank you for banking with us.

\$1,931.32

LMP40 M/P CHECK

Rev 1/17



10447 (11/17) J187161

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-29	06-28	24492158179894398301376	7392	PAYPAL *GULF POWER 402-935-7733 FL	M200.00 ✓
07-02	06-20	24431068180200946100199	4121	RIGOBERTO TAXI ALBUQUERQUE NM	M20.00 ✓
07-02	06-29	24692168180100921140669	3530	RENAISSANCE HOTELS SEA ORLANDO FL 013841 ARRIVAL: 06-27-18	M205.38 ✓
07-12	07-11	24492158192894904435315	7392	PAYPAL *GULF POWER 402-935-7733 FL	M200.00 ✓
07-16	07-12	24445008194200113041832	7011	SANDESTIN GOLF/BEACH SANDESTIN FL 0000611393 ARRIVAL: 07-11-18	M149.00 ✓
07-16	07-12	24445008194200113041915	7011	SANDESTIN GOLF/BEACH SANDESTIN FL 0000611400 ARRIVAL: 07-11-18	M149.00 ✓
07-17	07-16	24431068197026617091362	4816	ADOBE *ACROPRO SUBS 800-833-6687 CA	M14.99 ✓
07-18	07-18	74270848199100009416511	0000	BRANCH PAYMENT - THANK YOU	M1,324.86 ✓
07-18	07-17	24431068199207088501109	7523	FT BROOK GAR TAMPA FL	M6.40 ✓
07-18	07-17	24692168198100594079376	5942	AMAZON.COM AMZN.COM/BILL WA	M484.64 ✓
07-23	07-20	24906418201057916817873	7399	WPY*UNITED WAY OF THE BIG 855-4693729 CA	M25.00 ✓
07-23	07-23	24692168204100544663594	4722	EXPEDIA 7367868994330 EXPEDIA.COM WA	M193.91 ✓
07-25	07-24	24224438206104025165360	5812	NEWK'S EXPRESS CAF TALLAHASSEE FL	M15.00 ✓
07-25	07-24	24224438206104025165352	5812	NEWK'S EXPRESS CAF TALLAHASSEE FL	M103.00 ✓
07-26	07-25	24492158206637038580074	7372	LO AND CO DESIGN LO AN LOANDCO.CO FL	M120.00 ✓
07-27	07-27		0000	ANNUAL FEE	M35.00 ✓

*8/6/18*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,931.32
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 1,324.86
		STATEMENT TOTAL 606.46
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERA1

Payee HANCOCK WHITNEY BANK  
 Vendor ID HANCOCK CC  
 Account

57943  
 57943  
 8/9/2018

Invoice	Description
072718-KJ	[REDACTED] KRISTIN JACKSON (RE

Amount
\$53.98

Hancock Whitney Bank  
 MAHAN  
 08/10/18 13:58

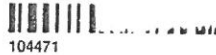
Seq: 0084 ID: 101764 CB: 7124

[REDACTED]  
 Credit Card Payment \$53.98  
 Posting Date: 08/10/18  
 Thank you for banking with us.

\$53.98

LMP40 M/P CHECK

Rev 1/17



10447 (11/17) J187161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-23	07-19	24445748201500584456813	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M53.98

*goc*  
 -8/3/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 53.98
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 53.98
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,000.00



Payee HANCOCK WHITNEY BANK  
Vendor ID HANCOCK CC

Account #:

57942  
8/9/2018

Invoice	Description
072718-FOA	FATIMA OLEABHIELE (ALEXAI

ount  
\$1,506.34

Hancock Whitney Bank  
MAHAN  
08/10/18 13:59

Seq: 0085 ID: 101764 CB: 7124

Credit Card Payment \$1,506.34  
Posting Date: 08/10/18

Thank you for banking with us.

\$1,506.34

LMP40 M/P CHECK

Rev 1/17



104471

10447 (11/17) J18/161

visit visasavingsedge.com.

Hancock Whitney Business Credit

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-18	07-18	74270848199100009416438	0000	BRANCH PAYMENT - THANK YOU	M96.46
07-18	07-18	74270848199100009416354	0000	BRANCH PAYMENT - THANK YOU	M1,959.13
07-18	07-17	24445008199000965713511	5411	PUBLIX #852 TALLAHASSEE FL	M11.17
07-18	07-17	24445008199400130897316	5411	WM SUPERCENTER #1960 TAMPA FL	M24.09
07-19	07-17	24000978199642403531806	5812	JAMAICAN TROPICALE TAMPA FL	M16.87
07-20	07-18	24269798200500700992003	5812	ULELE 0601 TAMPA FL	M44.47
07-20	07-19	24022078201016008462825	5541	SUNOCO 0299185900 TAMPA FL	M50.00
07-23	07-20	24224438203101063778800	5812	TACO BUS LUTZ LUTZ FL	M4.27
07-23	07-20	24326888201200299200764	5812	TOOJAYS DWNTWN TAMPA TAMPA FL	M15.05
07-23	07-20	24692168202100708184827	5542	GATE 1194 Q80 TALLAHASSEE FL <i>fuel</i>	M15.05
07-23	07-20	24316058202548305015613	5542	SHELL OIL 57545056806 LUTZ FL	M33.00
07-23	07-20	24391218202825738605428	3389	AVIS RENT-A-CAR 1 TALLAHASSEE FL	M468.44
07-26	07-25	24431068207400184001120	5251	ACE HDWE APALACHICOLA FL	M77.74
07-26	07-25	24427338206720004548446	5541	PIGGLY WIGGLY #381 APALACHICOLA FL <i>fuel</i>	M91.07
07-26	07-25	24431068207400184000676	5251	ACE HDWE APALACHICOLA FL	M239.20
07-27	07-26	24431068208400185000542	5251	ACE HDWE APALACHICOLA FL	M415.92

*9/13/18*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,506.34
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 2,055.59
		STATEMENT TOTAL 549.25 <i>dr</i>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

Payee HANCOCK WHITNEY BANK  
 Vendor ID HANCOCK CC

Account #:

57949  
 8/9/2018

Invoice	Description
072718-VT	VENITA TREADWELL

Int  
 \$1,318.95

Hancock Whitney Bank  
 MAHAN  
 08/10/18 13:56

Seq: 0080 ID: 101764 CB: 7124

Credit Card Payment \$1,318.95  
 Posting Date: 08/10/18  
 Thank you for banking with us.

\$1,318.95

LMP40 M/P CHECK

Rev 1/17



104471

10447 (11/17) J187161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-04	07-03	24431068185026489419521	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	/M10.00 ✓
07-10	07-09	24431068191026420683385	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	/M10.00 ✓
07-10	07-09	24431068191026420710261	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	/M10.00 ✓
07-12	07-11	24231688193400003549914	5812	PANERA BREAD #600984 TALLAHASSEE FL	/M13.99 ✓
07-12	07-11	24445008193000923712361	5411	PUBLIX #1051 TALLAHASSEE FL	/M23.96 ✓
07-18	07-18	74270848199100009416479	0000	BRANCH PAYMENT - THANK YOU	M894.75
07-23	07-20	24906048202040100046115	3504	HILTON TAMPA TAMPA FL 0000701520 ARRIVAL: 07-17-18	/M417.00 ✓
07-23	07-20	24906048202040100046123	3504	HILTON TAMPA TAMPA FL 0000701521 ARRIVAL: 07-17-18	/M417.00 ✓
07-23	07-20	24906048202040100047303	3504	HILTON TAMPA TAMPA FL 0000701522 ARRIVAL: 07-17-18	/M417.00 ✓

9/3/18  
 CR

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18		
CUSTOMER SERVICE CALL  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,318.95
		NEW CASH ADVANCES .00
		CREDITS 894.75
		<b>STATEMENT TOTAL 424.20</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACCOUNT

Payee HANCOCK WHITNEY BANK  
Vendor ID HANCOCK CC

Account #:

946  
57946  
3/9/2018  
\$568.12

Invoice	Description
072718-NS	NINA SINGLETON (SELF)

Hancock Whitney Bank  
MAHAN  
08/10/18 13:59

Seq: 0087 ID: 101764 CB: 7124

Credit Card Payment \$568.12

Posting Date: 08/10/18

Thank you for banking with us.

\$568.12

LMP40 M/P CHECK

Rev 1/17



104471

10447 (11/17) J187101

Card for FREE today, visit [visabanking.com](http://visabanking.com)

TRANSACTION DETAIL

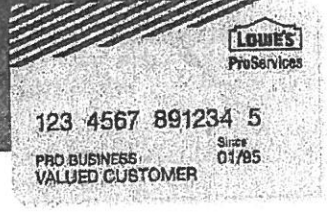
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-29	06-28	24492158179740281924495	8999	SQ *CRITTER GETTER TALLAHASSEE FL	M161.25
07-04	07-03	24492158184740235985686	8999	SQ *CRITTER GETTER TALLAHASSEE FL	M80.62
07-04	07-03	24692168184100187429026	8999	SQ *CRITTER GETTER TALLAHASSEE FL	M161.25
07-04	07-03	24692168184100141796882	8999	SQ *LOCK BUSTERS, INC. DB TALLAHASSEE FL	M165.00
07-18	07-18	74270848199100009416339	0000	BRANCH PAYMENT - THANK YOU	M4,366.35

*Handwritten signature and date: 8/31/18*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18	[REDACTED]	
<p><b>CUSTOMER SERVICE CALL</b></p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 568.12
		NEW CASH ADVANCES .00
		CREDITS 4,366.35
		<b>STATEMENT TOTAL 3,798.23 cr</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

*gpc 9/8/2018*

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CAPITAL AREA COMM ACTION

Visit us at [www.lowes.com/credit](http://www.lowes.com/credit)  
Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$1,744.28
- Payments	\$1,744.28
- Other Credits	\$86.97
+ Purchases/Debits	\$3,008.36
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$2,921.39</b>
Credit Limit	\$11,000.00
Available Credit	\$8,041.00
Statement Closing Date	08/02/2018
Days in Billing Cycle	31

Payment Information	
New Balance	\$2,921.39
Total Minimum Payment Due	\$122.00
Payment Due Date	08/28/2018

der

07/05/2018  
352325342  
\$64.06  
*include sales tax quantity 4.47*  
8 *credited 7/09/18*

Transaction Summary				Amount
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	
07/03	07/03	53113	STORE 0417 TALLAHASSEE FL	\$39.48
07/05	07/05	24296	STORE 0417 TALLAHASSEE FL	\$177.08
07/05	07/05		STORE 0417 TALLAHASSEE FL	(\$82.50)
07/06	07/06	10144	STORE 0716 TALLAHASSEE FL	\$31.68
07/09	07/09	34158	STORE 0417 TALLAHASSEE FL	\$19.50
07/09	07/09	96721	LOWE'S INTERNET FUL WILKESBORO NC	\$64.06
07/09	07/09		LOWE'S INTERNET FUL WILKESBORO NC <i>sales tax credit</i>	(\$4.47)
07/11	07/11	28620	STORE 0417 TALLAHASSEE FL	\$41.75
07/11	07/11	94640	LOWE'S INTERNET FUL WILKESBORO NC	\$261.40
07/16	07/16	98000	STORE 0716 TALLAHASSEE FL	\$80.75
07/16	07/16	29848	STORE 0716 TALLAHASSEE FL	\$10.74
07/16	07/16	92401	LOWE'S INTERNET FUL WILKESBORO NC <i>includes sales tax</i>	\$95.69
07/16	07/16	90437	LOWE'S INTERNET FUL WILKESBORO NC	\$45.69
07/16	07/16	90548	LOWE'S INTERNET FUL WILKESBORO NC	\$131.10
07/17	07/17	29985	STORE 0716 TALLAHASSEE FL	\$28.80

(850) 386-5022

p.m. (ET)

937

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**PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.**

**NOTICE:** We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

I be charged



PO Box 4019  
 Gulfport, MS 39502-4019  
 Return Service Requested



Page: 1 of 1

Statements Dates  
 07/01/2018 - 07/31/2018

Account Number:  
 4620332

Images:  
 0

RECEIVED  
 JUL 08 2018

389 110000 001  
**CAPITAL AREA COMMUNITY ACTION AGENCY  
 HEAD START POLICY COUNCIL  
 PARENT ACTIVITY FUND  
 309 OFFICE PLAZA DR  
 TALLAHASSEE FL 32301**

**\*ZERO CHECKS\* E0**

**ON 5/25/18, WE BECAME HANCOCK WHITNEY BANK. VISIT  
 HANCOCKWHITNEY.COM/OUR-NEXT-STEP FOR MORE DETAILS AND FAQs.**

**Checking Account Summary**

PREVIOUS BALANCE	1,187.68	AVERAGE BALANCE	
+ 0 CREDITS	.00	1,187.68	
- 0 DEBITS	.00	YTD INTEREST PAID	
- SERVICE CHARGES	.00	.00	
+ INTEREST PAID	.00		
ENDING BALANCE	1,187.68		

**• Balance By Date**

Date	Balance	Date	Balance	Date	Balance
06/30	1,187.68				



110000001

*bc*  
 8/18

# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** September 19, 2018

---

The following memo serves as my update to the Community Action Head Start Policy Council and Board of Directors.

### Staffing

Head Start staffing assignments for teaching staff are filled. Extended Day staffing is still being built up as students enroll. Teaching staff hours will be discrete to Head Start and run 7:00 to 3:00 pm permitting an hour of professional development at the end of each day.

### Facilities

Updated checklists and processes are being implemented in classrooms and Centers in response to HHS Monitoring report. ChildPlus has been updated to collect work orders to provide more efficient tracking.

### Curriculum

No new reports on curriculum issues. The focus with staff is in documenting in the online portal the individualized educational metrics about the students.

### Enrollment

Centers are at full enrollment. Some dropouts have prompted waiting list recruitment.

### Federal and State Regulations

No changes to regulations at this point.

### Budget

Head Start Budget year ends September 30 – trying to spend down balance.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Supplemental Funds Available to Increase Program Hours in Head Start and Early Head Start

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 [eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-18-05](https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-18-05)

## Supplemental Funds Available to Increase Program Hours in Head Start and Early Head Start ACF-PI-HS-18-05

U.S. (United States) Department of Health and Human Services

ACF  
Administration for Children and Families

1. Log Number: ACF-PI-HS-18-05
2. Issuance Date: 09/10/2018
3. Originating Office: Office of Head Start
4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2018; Funding Increase; Increased Program Hours; Duration

### Program Instruction

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

Subject: Supplemental Funds Available to Increase Program Hours in Head Start and Early Head Start

#### Instruction:

The Office of Head Start (OHS) announces the availability of approximately \$295 million to be awarded for increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start and Early Head Start center-based, family child care, and locally-designed programs. Of the \$295 million that may be available for award, \$257.4 million is available under Consolidated Appropriations Act of 2018 (Pub. L. 115-141), and additional funding may be available under fiscal year (FY) 2019 appropriations. Awards made under this Program Instruction (PI) are subject to the availability of federal funds.

This funding is not available to grants funded under the Early Head Start Expansion and Child Care Partnership appropriations.

OHS (Office of Head Start) will award funds to grantees eligible under this PI (Program Instruction). Funding is noncompetitive. OHS (Office of Head Start) expects to award funds to eligible grantees in each of the 50 states, the District of Columbia, U.S. territories, and the Republic of Palau, pending

fundable applications. Subject to appropriations, funds awarded would become part of a grantee's base funding in future years.

### **Eligibility**

Eligibility criteria for Head Start and Early Head Start (EHS) grantees, including American Indian and Alaska Native (AIAN) and Migrant and Seasonal Head Start (MSHS) grantees, are described in this section.

Funds will be awarded in priority order by condition listed below. In the event fundable requests exceed available funding, conditions with lower priority will not be funded.

Grantees will not be awarded funding under this opportunity to extend program hours beyond 1,020 hours for Head Start center-based slots nor to extend program hours beyond 1,380 hours for family child care and EHS (Early Head Start) center-based slots.

For all grantees, eligibility will be determined using the data from the Program Schedule Verification Amendment in the Head Start Enterprise System (HSES), including grantees that have successfully competed and received awards since July 1, 2018.

Grantees meeting one or more of the conditions below are eligible to receive funds for the program(s) where the condition applies. Conditions are listed in priority order.

### **Conditions of Eligibility**

- **Condition 1:** EHS (Early Head Start) programs operating less than 100 percent of family child care and/or center-based slots at 1,380 hours  
Eligible grantees may apply for funding to increase up to 100 percent of their Early Head Start center-based or family child care slots to operate for 1,380 hours.
- **Condition 2:** Head Start programs operating less than 100 percent of family child care slots at 1,380 hours  
Eligible grantees may apply for funding to increase up to 100 percent of their Head Start family child care slots to operate for 1,380 hours.
- **Condition 3:** MSHS (Migrant and Seasonal Head Start) programs serving predominantly infants and toddlers and operating less than 45 percent center-based slots at 1,380 hours  
Eligible grantees may apply for funding to increase up to 45 percent of their infant and toddler center-based slots to operate for 1,380 hours.
- **Condition 4:** Head Start programs operating double session variations with less than 45 percent of total center-based slots at 1,020 hours, and proposing to convert part-day, double session variations to single sessions  
Eligible grantees may apply for funding to increase their percentage of Head Start center-based slots that operate for 1,020 hours up to 45 percent or, for very small programs, one classroom (which may exceed 45 percent in total).
- **Condition 5:** Head Start programs operating less than 45 percent of center-based slots at 1,020 hours  
Eligible grantees may apply for funding to increase their percentage of Head Start center-based slots that operate for 1,020 hours up to 45 percent or, for very small programs, one classroom (which may exceed 45 percent in total).



- **Condition 6:** EHS (Early Head Start) programs operating a locally-designed option (LDO) with a combination model of classroom hours and home visits  
Eligible grantees may apply for funding to increase their hours of service.
- **Condition 7:** Head Start programs operating an LDO (locally-designed option) with a combination model of classroom hours and home visits  
Eligible grantees may apply for funding to increase their hours of service.

### ***Ineligible***

- Requests proposed to supplant existing subsidies or other funding. For example, grantees using other funding sources, such as State or private funding, to operate slots for longer annual hours cannot apply to use this Head Start funding in lieu of existing streams of funding. OHS (Office of Head Start) will use current program schedule data to determine eligibility for this funding.
- Grantees not meeting any of the seven conditions outlined above
- Requests to increase enrollment
- Requests proposed to increase other program costs not associated with extending service hours for applicable slots

### **Applying for Funds**

Applicants must submit all required materials, as explained below, by December 1, 2018.

Eligible applicants must submit an **Amendment to Increase Program Hours** in HSES (Head Start Enterprise System). Application for these funds is voluntary. Further instructions are available in HSES (Head Start Enterprise System).

### ***Content of Applications***

Applicants must address the following requirements in their application. The Application and Budget Justification Narrative should begin with a Table of Contents, use 12-point font, and should not exceed 20 pages.

### ***Application and Budget Justification Narrative***

Applicants must base their approach on the most recent community assessment and the program's priorities for selection of children with the highest need for services.

For each condition of eligibility for which the applicant is requesting funding, specify the following:

- Identify the condition(s) by number (e.g., Condition 1, Condition 2, etc.).
- Indicate the number of children proposed to receive increased hours of service under each applicable condition.
- Explain the rationale for increased program hours and discuss how the proposed changes will meet the identified needs of children and families for each applicable condition.
- Explain staffing increases for each applicable condition.
- Identify the sites at which the services are proposed, why these sites were selected, the proposed number of classrooms, and the proposed number of children to be served for each applicable condition.
- Specify the timetable and dates, by site, when services will be fully implemented for each applicable condition.

OHS (Office of Head Start) expects applicants will be fully operational at the increased service hours not later than the 2019–20 school year.

Applicants must ensure the proposed program schedule accurately reflects the total funded enrollment and includes the total annual fully increased hours of service for children. **Incomplete schedules may not be considered for funding.**

**Budget Requirements**

Grantees may have varying start dates by group based on their program model, available facilities, training, and supplies. OHS (Office of Head Start) is requesting an initial budget that will consist of funding for start-up and operations that will occur prior to each grantee's FY (fiscal year) 2020 funding date. OHS (Office of Head Start) reserves the right to issue initial funding in one or multiple awards based on available funding, grantee annual funding months, and the intended timeline for implementation of services. Additionally, OHS (Office of Head Start) requires a Standard Form (SF)-424A object class category breakdown of ongoing annual costs to accurately plan future national funding and to determine the cost of ongoing services by grant.

Grantee training and technical assistance (T/TA) set-asides will not increase under this appropriation. However, consistent with current budgeting authority, grantees may elect to use a portion of operational funding, both in start-up and ongoing costs, for T/TA (training and technical assistance) purposes.

**Budget for Initial Award**

All initial awards will be effective **March 1, 2019**.

Applicants will enter the detailed budget for the initial award that includes pro-rated operations and start-up requests in the budget data fields that populate to the SF-424A of the **Amendment to Increase Program Hours** in HSES (Head Start Enterprise System).

The initial award amount requested should indicate funding needed from March 1, 2019 (FY (fiscal year) 2019) to your FY (fiscal year) 2020 annual funding date. Applicants should consider the funds needed to scale up and provide services until the start of their FY (fiscal year) 2020 annual funding, based on the timelines indicated in the narrative. The maximum number of months to include is displayed in the table below.

Annual Funding Month												
Maximum no. of months to include in initial budget request based on scale-up, services to be provided, and requested start-up	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.
	7	8	9	10	11	12	13	14	15	16	17	18



*When proposing the initial budget, consider the implementation date of services by group/condition and the funds needed to scale up and provide such services. Identify requested start-up as a separate line item.*

Start-up costs must be identified as a separate line item in the SF-424A. Itemize and explain requests in the Narrative. Approval of start-up costs is not guaranteed. Start-up funds are negotiated at the time of award and are based on reasonableness, necessity, and the availability of funds.

Examples of start-up activities include classroom supplies, licensing, training, background checks for additional staff, busses, and space costs.

### **Facilities**

Requests for funds to purchase, construct, or complete major renovations are subject to Facilities, 45 CFR § 1303 Subpart E of the Head Start Program Performance Standards. Applicants are encouraged to submit 45 CFR § 1303 materials with the application for funds to ensure timely review prior to award.

### **Budget for 12-Month (Annual) Operations**

Applicants will provide a budget that includes the ongoing annual cost to increase program hours. The budget should be broken out by object class category on the SF-424A as "12-Month Budget" in the **Amendment to Increase Program Hours**. Further instructions are available in HSES (Head Start Enterprise System).

In future budgets, these amounts may be added to the base CANs for Head Start and Early Head Start. Applicants must provide a narrative that describes the intended use of annual supplemental funds necessary to support the ongoing operating costs for the increased hours of service.

### **Deadline**

All applications (Amendment to Increase Program Hours) must be submitted in HSES (Head Start Enterprise System) not later than December 1, 2018.

Please direct any questions regarding this PI (Program Instruction) to your Regional Office.

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

/ Deborah Bergeron /

Deborah Bergeron  
Director  
Office of Head Start

See PDF Version of Program Instruction:

Supplemental Funds Available to Increase Program Hours in Head Start and Early Head Start[PDF, 236KB]