

Capital Area **Community Action** Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Conference Call # 712.770.5505 Code 598472
February 20, 2020
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. Self-Assessment Timeline
 - d. Nomination for Board Representation
6. School Readiness Scores and HSELOF
7. Center Updates- What's Working and What's Not
8. Program Updates
9. Director's Report
10. Office of Head Start Updates
11. Chairperson's Report
12. Other Business
13. Meeting Adjourned

Next Meeting: Scheduled for TBD



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityAction.org



Head Start Policy Council Meeting

Minutes

January 16, 2020

6:00 pm

1. Meeting called to order at 6: 04pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson, Lakeisha Lloyd, Kim Wilson, Yolonda Ervin, Ralph Campbell, Sheila Hicks, Katisa Donaldson, and Ashley Stockton.

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

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 typed.

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). We are operating on a 9 month budget. Revenue and expenditures is at 26% respectively. Non-federal share match is at 27%. We are over in some line items and over in others (please refer to financial report). Some line items are over the benchmark. Contractual Services is over the benchmark due to the assessments of the children. Lauren asked Tim how the adjustment of staffing (mentioned on report) will affect daily operations and budget. Tim stated approximately \$10,000 a month needs to be adjusted and this was just to inform the policy council and hopefully the answers will be given in the next meeting, however should not affect daily operations. Lauren asked what was the raw food cost RFP. Tim answered the question and Darrel gave insight on the raising raw food cost. Darrel stated the cost of meals for 42 plus adults was never added to the budget.

A motion to hear the financial report was made by Lakeisha Lloyd and second by Katisa Donaldson. Motion accepted. Vote was taken to approve the receipt of the financial report with amendments to the budget to be reviewed by the Policy Council; all in favor and none opposed. Vote passed.

- b. Personnel Actions- No Personnel actions at this time.

6. Field Trip Policy- Mrs. Treadwell reviewed the new field trip policy which includes learning environment, safety, and transportation. Parents will now have to sign a sheet in the classroom stating they were informed of the trip. (Please see attached policy)
7. Safety Review- Staff was trained on January 6th regarding active shooters. Mrs. Treadwell also discussed different safety procedures. Kim asked to we have an active shooter drill. Mrs. Treadwell stated yes we conduct fire drills as well as emergency drills. In a real situation the director will contact the main office and the main office will do a mass communication to parents.
8. CLASS Scores, HSELOF, PFCE Outcomes- Kristin reviewed the CLASS Scores noting that the scores were low due to new teachers who may need a little more training. The scores from the winter assessment did improve. Kristin stated the coaching plan is working and we will continue to follow it. Lauren asked was the scores from fall done internally or externally; Kristin responded internally but winter assessment scores were done externally.
9. Center Updates

Lakeisha Lloyd- Everything is going well at Mabry. A parent had an issue but was able to resolve it with the teacher.

Sheila Hicks- No updates at this time. Sheila also discussed a situation regarding her daughter being out due to not having a doctor's note. Kristin addressed it.

Kim Wilson- Kim discussed an issue where a child had to be out due to ringworm. Kim stated the doctor stated children should not be excluded from school for ringworm. Darrel explained that the child needs to be treated and we need a doctor's note saying the child was seen at the doctor. Kristin explained that we are governed by Caring for Our Children Basics and there are a few differences with Leon County Schools so some of the policies are more stringent.

Yolonda Ervin- Everything is going well so far. She would like to suggest that teachers talk to parents in private regarding their student so other parents don't over hear. Mrs. Treadwell stated she will discuss confidentiality in her Director's meeting and thanked her for bringing it to her attention.

Ralph Campbell- All is well.
10. Director's Report: Tim informed the Policy Council that a specialist from HHS will be visiting next week and may want to meet with the Policy Council. Tim asked Nichele to contact Carol Cofie to see what kind of training/ visit is expected and what time will members need to attend. Tim asked for suggestions on ways to improve the Policy Council if they are needed. Tim stated we will not be accepting new VPK students this year due to time constraints and testing. We are looking to expand school readiness to Mabry and Louise B. Royal. Tim stated we will find out if the grant was approved in summer 2020.
11. Program Updates- Darrel shared we met our funded enrollment for December however we did not meet the average daily attendance. We were at 83% instead of 85%. Darrel checked to

ensure parents received Ready Rosie updates and asked the Policy Council to encourage other parents to utilize it.

12. Office of Head Start Updates: We were encouraged to apply for disaster recovery funds through office of Head Start.
13. Chairperson's Report: No chairperson's report at this time.
14. Other Business: No other business at this time.
15. The meeting was adjourned at 7:29 p.m.

**Head Start Financial Statement Narrative
For the Three Months Ending December 31, 2019
Capital Area Community Action Agency**

As of December 31, 2019, we have completed three months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 33% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 38% and 37% respectively, 4% above expectations, with mostly restricted net income of \$19,691. This mostly restricted net income is expected to be completely spent prior to grant end.

Year to Date Non-Federal Share (NFS) Match reported totals \$253,726, which is 38% of the \$660,993 total match required for the fiscal year ending June 30, 2020.

Expenditure Variances and Explanations

The Head Start 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 ninth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, 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.

Salaries, Fringe and Indirect – is 3-4% over benchmark budget but, if watched closely, should come in at budget with the reduction in June labor costs.

Program Supplies – is currently over the benchmark budget due to an abundance of needs at the beginning of the year.

Postage and Delivery Expenses – are under benchmark considerably due to a credit received in December.

Contractual Services/Health-Disabilities – is over the budget benchmark due to the large number of assessments that are done during the first 3 months of the school year. This item is expected to decrease in following months.

Repairs & Bldg Maintenance – Nonrecurring – is over the benchmark budget due to a large number of repairs in the centers as well as extra lawn services.

Equipment Maintenance – is above benchmark budget but there is a pending credit for January that should bring this line item back in line.

**Head Start Financial Statement Narrative
For the Three Months Ending December 31, 2019
Capital Area Community Action Agency**

Vehicle Expense - is over the budget benchmark due to payment of the auto insurance binder but is expected to decrease in following months.

Dues and Subscriptions – is currently over the benchmark budget but should level out over the course of the year.

Technology – is over budget primarily due to the yearly Teaching Strategies subscription and virtual learning software. This is a category that uses most of its budget at the beginning of the school year and, with a 9 month budget, the funds do not cover the yearly fees.

Meetings/Workshops/Training and Training/Staff Development - are over the budget benchmark due to a number of trainings in the early part of the fiscal year. It is expected to even out over the year.

Advisory/Board Member Expenses – is over the budget benchmark and on track to finish over budget. This is up \$200 over the same period last year. Management has stated that they will work on obtaining donations of food from local businesses which will lower costs and provide in-kind as well.

Raw Food – is over the benchmark budget. This is up \$7000 over the same period last year. Program staff stated that an RFP for Raw Food will be issued in the near future. Part of the increase is due to requirements for certain foods which have a higher cost. Management will look into reducing the frequency of food delivery in order to decrease delivery charges.

Capital Area Community Action Agency
Head Start Programs - Statement of Revenues and Expenditures
For the Three Months Ended 12/31/2019

		Total Budget		Total Budget	
		Original	Current Year Actual	Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	993,390	(1,704,520)	37%
Government Contracts - STATE	4010	429,119	177,680	(251,439)	41%
Government Contracts - LOCAL	4020	40,125	16,522	(23,603)	41%
Grants - Other Not-for-Profits	4100	3,420	4,560	1,140	133%
Contributions- Restricted	4210	0	279	279	100%
Commissions-Vending/Photo	4320	0	878	878	100%
Total Revenue		3,170,574	1,193,309	(1,977,265)	38%
Expenditures					
Salaries & Wages	6010	1,482,574	540,674	941,900	36%
Fringe	6110	429,126	156,687	272,438	37%
Staff Screenings	6180	1,100	41	1,059	4%
Indirect Costs	6210	346,956	126,641	220,315	37%
Travel - In Area	6310	3,000	43	2,957	1%
Office Supplies	6410	5,579	755	4,824	14%
Program Supplies	6415	20,989	8,337	12,652	40%
Classroom Supplies	6420	37,875	324	37,551	1%
Kitchen Supplies	6430	27,642	6,278	21,363	23%
Medical/Dental Supplies	6440	757	136	621	18%
Copies/Printing/Copier	6510	12,950	3,572	9,378	28%
Postage and Delivery Expense	6600	900	(26)	926	-3%
Contractual Services/Professional	6710	29,250	180	29,070	1%
Contractual Services - Health/Disabilities	6715	129,706	71,475	58,232	55%
Rent/Space Cost	6810	171,000	53,578	117,422	31%
Utilities	6820	59,664	23,264	36,400	39%
General Liability and Property Insurance	6830	28,000	9,504	18,496	34%
Communications	6840	39,000	13,958	25,042	36%
Repairs & Bldg Maintenance- Recurring	6850	68,250	25,176	43,074	37%
Repairs & Bldg Maintenance - Nonrecurring	6855	17,250	14,954	2,296	87%
Equipment Maintenance	6910	14,250	5,887	8,363	41%
Vehicle Expense	6920	21,000	9,710	11,290	46%
Equipment Lease	6930	6,450	1,564	4,886	24%
Technology	6940	13,680	14,681	(1,001)	107%
Fees, Licenses, and Permits	7010	1,125	133	992	12%
Dues/Subscriptions	7020	1,875	1,512	363	81%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	1,800	7	1,793	0%
Expendable Equipment	7320	2,250	771	1,479	34%
Meetings/Workshops/Training	7420	2,370	1,566	804	66%
Training/Staff Development	7430	31,376	14,846	16,530	47%
Advisory/Board Member Expenses	7440	1,125	581	544	52%
Advertising	7450	2,625	0	2,625	0%
Parent Activities	7460	900	0	900	0%
Raw Food Cost	7510	156,680	66,807	89,873	43%
Total Expenditures		3,170,574	1,173,618	1,996,956	37%
Excess Revenue over (under) Expenditures		(0)	19,691	19,691	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the 3 Months Ending December 31, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		16,522			
Grants - Other Not for Profits		4,560			
In-Kind Revenue		155,905			
VPK		76,738			
	660,993	253,726	38%	407,267	62%

Head Start Credit Card Purchases Dec 2019

Vendor Name	Fund Code	GL Code	Activity Code	Location Code	Effective Date	Expenses	Session ID	Transaction Description
LOWE'S	1064	6420	250	600	12/10/2019	7.87	AP200103	ACCT#82130109084241, LOWES, Repairs
LOWE'S	1064	6850	250	600	12/10/2019	41.76	AP200103	ACCT#82130109084241, LOWES, Repairs
HANCOCK WHITNEY BANK	1064	7420	255	600	12/27/2019	50.00	AP0200103-	ACCT#7303, KRISTIN JACKSON RESHARD, Red Cross
HANCOCK WHITNEY BANK	1064	6920	255	600	12/27/2019	40.25	AP0200103-	ACCT#4466, DARREL JAMES, 12/27/2019 - GAS HS VEHICLE
HANCOCK WHITNEY BANK	1064	6920	255	600	12/27/2019	249.50	AP0200103-	ACCT#4466, DARREL JAMES, 12/27/2019 - TIRES HS VEHICLE
HANCOCK WHITNEY BANK	1064	7430	255	600	12/27/2019	2,432.76	AP0200103-	ACCT#4466, DARREL JAMES, 12/27/2019 - TRAVEL TO CA
HANCOCK WHITNEY BANK	1064	6920	255	600	12/27/2019	236.95	AP0200103-	ACCT#6982, FATIMA O. ALEXANDER, 12/27/19, HS VEHICLE REPAIR
HANCOCK WHITNEY BANK	1064	7430	100	600	12/27/2019	1,818.38	AP0200103-	ACCT#8165, NICHELLE ROLLE RICHARDS, 12/27/2019 - CA
HANCOCK WHITNEY BANK	1064	7440	255	600	12/27/2019	149.15	AP0200103-	ACCT#8165, NICHELLE ROLLE RICHARDS, 12/27/2019 - POLICY
HANCOCK WHITNEY BANK	1064	6420	250	600	12/27/2019	7.26	AP0200103-	#5810. VENITA TREADWELL, 12/27/19 - CLASSRM SUPP - MABRY
HANCOCK WHITNEY BANK	1064	6420	256	600	12/27/2019	19.00	AP0200103-	#5810. VENITA TREADWELL, 12/27/19 - CLASSRM SUPP - SOUTH CIT
						5,052.88		



HANCOCK
WHITNEY

Visa BusinessCard
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HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

MEMO STATEMENT

Account Number

Statement Date

12-27-19

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

**N0017951

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-04	12-02	24692169337100164886226	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.25 ✓
12-05	12-04	74445009339000937080342	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M268.21 cn ✓
12-05	12-04	24445009339000937064307	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M249.50 ✓
12-10	12-09	24445009344400223206633	5411	WM SUPERCENTER #5930 ANAHEIM CA	M10.30 ✓
12-10	12-09	24692169343100319374203	5812	CPK A DFW DALLAS TX	M18.39 ✓
12-10	12-08	24431069343978001588836	3001	AMERICAN AIR0010278340005 FORT WORTH TX JAMES/DARREL DEPARTURE: 12-08-19 EBC AA Y FEE	M30.00 ✓
12-11	12-09	24427339344710004020083	5812	DENNY'S INC 1800733669 ANAHEIM CA	M12.78 ✓
12-12	12-10	24692169345100958252221	3509	MARRIOTT ANAHEIM F&B ANAHEIM CA M34621 ARRIVAL: 12-10-19	M7.00 ✓
12-12	12-10	24137469345500844732012	5814	SARKU JAPAN #331 BREA CA	M12.04 ✓
12-12	12-10	24239009345900017884825	5812	ROSCOE'S CHICKEN N WAFFLE 714-8234130 CA	M13.68 ✓
12-13	12-13	74270849347100011422910	0000	BRANCH PAYMENT - THANK YOU	M1,771.82 ✓
12-13	12-12	24492159346740203167807	7299	SQ *LEON VALET PARK SOUTH GATE CA	M7.00 ✓
12-13	12-11	24692169346100536175315	5814	JACK IN THE BOX 3165 ANAHEIM CA	M13.41 ✓
12-13	12-12	24765019347207588700375	5812	HAROLD & BELLE'S RESTAUR LOS ANGELES CA	M43.50 ✓
12-13	12-11	24431069346200788200288	5812	BUBBA GUMP ANAHEIM ANAHEIM CA	M43.92 ✓
12-16	12-13	24307929347900012930411	5994	DFW 3003 HICKORY GRUB DALLAS TX	M11.91 ✓
12-16	12-13	24692169348100855376054	5812	BORDER GRILL T4 LAX LOS ANGELES CA	M14.22 ✓
12-16	12-13	24431069348978001438524	3001	AMERICAN AIR0010278641170 FORT WORTH TX JAMES/DARREL DEPARTURE: 12-13-19 EBC AA Y FEE	M30.00 ✓

STATEMENT DATE
12-27-19

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	2,865.49
NEW CASH ADVANCES	.00
CREDITS	2,040.03
STATEMENT TOTAL	825.46
TOTAL IN DISPUTE	.00
CREDIT LIMIT	3,000.00



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HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750



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Account Number

Statement Date

12-27-19

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-16	12-13	24431069348978001438532	3001	AMERICAN AIR0010278641171 FORT WORTH TX MCCOY/ANNA DEPARTURE: 12-13-19 EBC AA Y FEE	M30.00 ✓
12-16	12-13	24431069348978001438540	3001	AMERICAN AIR0010278641172 FORT WORTH TX RICHARDS/NICHELE DEPARTURE: 12-13-19 EBC AA Y FEE	M30.00 ✓
12-16	12-13	24391219348826265123952	3366	BUDGET RENT-A-CAR LOS ANGELES CA	M549.56 ✓
12-16	12-14	24692169348100094668345	3509	MARRIOTT ANAHEIM ANAHEIM CA 005294 ARRIVAL: 12-08-19	M1,555.05 ✓
12-20	12-19	24231689354207088700012	5814	MOE'S SW GRILL #373 TALLAHASSEE FL	M142.98 ✓



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16323610 - 005602 - 0001 - 0001 - 2

FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0005602

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
12-27-19

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-04	12-03	24275399337900014000037	7538	AUTO XPERTS - CAPITAL 850-5319004 FL	M254.72 ✓
12-13	12-13	74270849347100011422894	0000	BRANCH PAYMENT - THANK YOU	M193.73
12-16	12-13	24692169348100631929671	5814	PANERA BREAD #600984 P TALLAHASSEE FL	M51.25

11/10

STATEMENT DATE 12-27-19	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 305.97
		NEW CASH ADVANCES .00
		CREDITS 193.73
		STATEMENT TOTAL 112.24
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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16323610-008034-0001-0001-2



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

***N0008034

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Account Number

Statement Date

12-27-19

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-05	12-04	24692169338100989960510	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M25.00
12-05	12-04	24692169338100989960502	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M50.00
12-06	12-05	74231689339722000054384	7011	HARD ROCK HOTEL-DAYTONA 3869477300 FL	M148.04 cr
12-20	12-20	74270849354100011449186	0000	BRANCH PAYMENT - THANK YOU	M828.20

1/3/20

STATEMENT DATE 12-27-19		ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812			NEW PURCHASES AND OTHER CHARGES	75.00
			NEW CASH ADVANCES	.00
			CREDITS	976.24
			STATEMENT TOTAL	901.24 cr
			TOTAL IN DISPUTE	.00
			CREDIT LIMIT	2,000.00



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MEMO STATEMENT

Account Number

Statement Date

12-27-19

16323610 - 006676 - 0001 - 0001 - 2
16323610 - 006676 - 0001 - 0001 - 2
NICHELE RICHARDS
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0006676

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-09	12-09	24892169343100131367807	5814	PANERA BREAD 203142 P DFW AIRPORT TX	M13.80 ✓
12-10	12-09	24445009344400223204323	5411	WM SUPERCENTER #5930 ANAHEIM CA	M21.52 ✓
12-10	12-08	24431069343978001588810	3001	AMERICAN AIR0010278336975 FORT WORTH TX RICHARDS/NICHELE DEPARTURE: 12-08-19 EBC AA Y FEE	M30.00 ✓
12-11	12-10	24431069345091345002254	5814	CHIPOTLE 2114 BREA CA	M7.81 ✓
12-11	12-09	24427339344710004020075	5812	DENNY'S INC 1800733669 ANAHEIM CA	M11.39 ✓
12-12	12-10	24239009345900017884817	5812	ROSCOE'S CHICKEN N WAFFLE 714-8234130 CA	M13.20 ✓
12-12	12-10	24122479345900012800821	5921	A MART 714-7782828 CA <i>personal</i>	M29.31 ✓
12-13	12-13	74270849347100011422829	0000	BRANCH PAYMENT - THANK YOU	M905.28
12-13	12-11	24431069346200788200296	5812	BUBBA GUMP ANAHEIM ANAHEIM CA	M24.56 ✓
12-13	12-12	24765019347207588700367	5812	HAROLD & BELLE'S RESTAUR LOS ANGELES CA	M41.23 ✓
12-16	12-13	24307929347900012930403	5994	DFW 3003 HICKORY GRUB DALLAS TX	M17.32 ✓
12-16	12-14	24692169348100094668444	3509	MARRIOTT ANAHEIM ANAHEIM CA 005472 ARRIVAL: 12-08-19	M1,637.55 ✓
12-18	12-17	24137469352001704597132	5411	PUBLIX #1051 TALLAHASSEE FL	M149.15 ✓

11/31/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-19		NEW PURCHASES AND OTHER CHARGES 1,996.84
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 905.28
		STATEMENT TOTAL 1,091.56
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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MEMO STATEMENT

Account Number

Statement Date

12-27-19



VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

***N0009276

STATEMENT MESSAGES

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TRANSACTION DETAIL

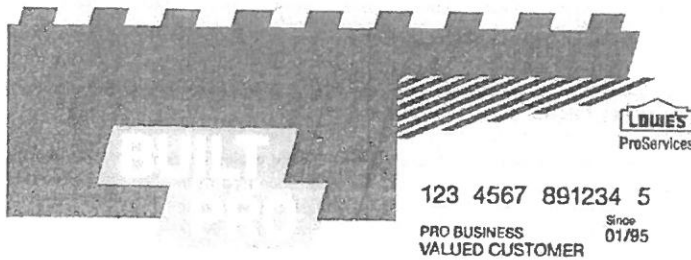
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-10	12-09	24445009344000920887725	5331	DOLLARTREE TALLAHASSEE FL	M7.26 ✓
12-10	12-09	24445009344000920887642	5331	DOLLAR TREE TALLAHASSEE FL	M19.00 ✓
12-13	12-13	74270849347100011422746	0000	BRANCH PAYMENT - THANK YOU	M214.76

1/13/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-19		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 26.26
		NEW CASH ADVANCES .00
		CREDITS 214.76
		STATEMENT TOTAL 188.50 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



61034
61034



GET
5%*
OFF

*Exclusions apply. Can't be combined with other credit offers. See store for details.
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**Lowe's® Business
Card Account**

CAPITAL AREA COMM ACTION
Account Number 8

Visit us at www.lowes.com/eservice
Customer Service: 1-800-444-1408

Summary of Account Activity		Payment Information	
Previous Balance	\$233.02	New Balance	\$49.63
- Payments	\$233.02	Total Minimum Payment Due	\$25.00
- Other Credits	\$0.00	Payment Due Date	01/28/2020
+ Purchases/Debits	\$49.63		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
New Balance	\$49.63		
Credit Limit	\$11,000.00		
Available Credit	\$10,950.00		
Statement Closing Date	01/02/2020		
Days in Billing Cycle	31		

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
12/10	12/10	28815	STORE 0417 TALLAHASSEE FL	\$49.63
12/15	12/15		PAYMENT - THANK YOU	(\$233.02)

Interest Charge Calculation					
Your Annual Percentage Rate (APR) is the annual interest rate on your account.					
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D

Important Account Information
5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT342, or call toll-free 1-800-444-1408.

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.

ACCOUNT # :		CAPITAL AREA COMM ACTION	218746
INVOICE # : 28815		LOWE'S BUSINESS ACCOUNT	P.O. # : 0
TRANSACTION # : 0		DATE OF SALE : 191210	STORE # : 417
		AUTHORIZATION : 000817	REGISTER # :

<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000000833205	124-FLOZ IE HGTV HG XWB(1.000	EA	\$35.13	\$35.13
000000000094692	16-QT POTTING MIX MIRACLE	1.000	EA	\$7.87	\$7.87
0000000000854827	RD PS WHT WOOD SEAT	1.000	EA	\$6.63	\$6.63
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$49.63		TAX \$0.00		TOTAL INVOICE	\$49.63
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$49.63



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



Page: 1 of 1

Statements Dates
12/01/2019 - 12/31/2019

Account Number:
4620332

Images:
0

***ZERO CHECKS* E0**

336 010000 001
CAPITAL AREA COMMUNITY ACTION AGENCY
HEAD START POLICY COUNCIL
PARENT ACTIVITY FUND
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301

VISIT HANCOCKWHITNEY.COM OR CALL US AT 800-448-8812
TO ENROLL IN ONLINE BANKING WITH ESTATEMENTS.

Checking Account Summary

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

● Balance By Date

Date	Balance	Date	Balance	Date	Balance
11/30	1,187.68				



010000001

Gu
11/30/19



The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service Duration Requirement to 45%

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-01

The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service Duration Requirement to 45% ACF-PI-HS-20-01

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-PI-HS-20-01
2. **Issuance Date:** 01/30/2020
3. **Originating Office:** Office of Head Start
4. **Key Words:** Head Start Service Duration; Duration Requirements

Program Instruction

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

Subject: The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service Duration Requirement to 45%

Instruction:

This Program Instruction (PI) notifies programs that the U.S. Department of Health and Human Services' (HHS) Secretary has exercised his authority under Head Start Program Performance Standard [45 CFR §1302.21\(c\)\(3\)\(ii\)](#) to lower the requirement that a program provide 1,020 hours of planned class operations by August 1, 2021, from 100% of center-based funded enrollment to 45%.

Head Start Center-based Service Duration Requirement

The final rule at 45 CFR §1302.21(c)(2)(iv) states a program must provide 1,020 annual hours of planned class operations over at least eight months per year for 100% of its center-based funded enrollment by August 1, 2021.

The final rule also includes a provision that allows the Secretary to lower the percentage of Head Start center-based slots that must operate at 1,020 annual hours (45 CFR §1302.21(c)(3)(ii)). This decision must be based on an assessment of the availability of sufficient funding to mitigate a substantial reduction in Head Start-funded enrollment.

The Secretary has determined that current Head Start appropriations are not sufficient to support the requirement for 100% of each Head Start program's center-based slots to operate for 1,020 annual hours. It was concluded that if the 100% requirement goes into effect without additional funding, it will result in a substantial reduction in Head Start center-based slots. Therefore, to mitigate a substantial reduction in children served, the requirement is lowered to 45%. Lowering the 1,020 annual hour requirement from 100% to 45% of center-based funded enrollment slots reflects prior Congressional appropriations. The most recent appropriations allowed Head Start programs operating less than 45% of center-based slots at 1,020 hours to apply for funding to increase service duration so that up to 45% of their center-based slots operate for 1,020 hours.

Programs may elect to provide 1,020 annual hours of planned class operations for more than 45% of their center-based funded enrollment. We believe lowering the requirement to 45% affords programs more flexibility to meet the needs of their communities.

Waiver of 45% Service Duration Requirement

Programs may request a waiver of the 45% service duration requirement. In order to receive a waiver, a program must demonstrate that their proposed program design effectively supports children's development and progress in early learning outcomes and better meets the needs of their community ([45 CFR §1302.24](#)). If the waiver of the 45% service duration requirement is approved, or in the case of a double session variation, a program must meet the requirements described in 45 CFR §1302.21(c)(2)(i) or (ii).

The [Federal Register notice](#) announcing this determination with additional details is available for review. If you have questions regarding this PI, please contact your Regional Office.

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

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

See PDF Version of Program Instruction:

[The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service Duration Requirement to 45%](#) [PDF, 104KB]



Inclusion of Children with Disabilities

 eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-20-01

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-IM-HS-20-01
2. **Issuance Date:** 01/22/2020
3. **Originating Office:** Office of Head Start
4. **Key Words:** Head Start and Early Head Start; Children with Disabilities; Inclusion

Information Memorandum

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

Subject: Inclusion of Children with Disabilities

Abstract:

This Information Memorandum (IM) highlights requirements in the Head Start Program Performance Standards (HSPPS) related to the inclusion of children with disabilities and delays. It includes a list of free resources for grantees' use in implementation efforts.

Background:

Head Start and Early Head Start programs are required to ensure that at least 10% of enrollment slots are occupied by children with disabilities. In fact, Head Start's founders and early pioneers recognized that both children with and without disabilities would benefit from participating together in the same classrooms. Since 1972, over 3 million children with disabilities have fully participated in Head Start.

The 2016 HSPPS provide additional specificity regarding the inclusion of children with disabilities within Head Start and Early Head Start programs. Additionally, at [45 CFR §§1302.62](#) and [1302.60](#), the HSPPS explicitly require that every effort be made to include and provide services to children

identified with delays or suspected delays, even if they are not eligible for services under Individuals with Disabilities Education Act (IDEA).

Section [640\(d\)\(1\)](#) of the Head Start Act defines the term "child with a disability" as:

- A child with a disability, as defined in section 602(3) of IDEA
- An infant or toddler with a disability, as defined in section 632(5) of such Act

Information:

Grantees often have questions regarding the requirement that 10% of slots be occupied by children with disabilities. The following information reminds grantees of specific HSPPS requirements for services to children with disabilities.

Enrollment of Children with Disabilities

Each Head Start grant must include a minimum of 10% of all slots occupied by children with disabilities. This requirement helps ensure programs recruit children who are already identified as eligible for IDEA services prior to entering Head Start or Early Head Start, and accurately screen and refer for evaluation any children who may benefit from early intervention, special education, or related services. If a child is found eligible for services under IDEA, they are counted as a Head Start child with a disability even if they have not begun receiving the special education or related services for which they were determined eligible.

When a Head Start agency operates two different Head Start or Early Head grants in adjoining counties, or enrolls children from birth to 5, it should be vigilant in analyzing data. The grantee must ensure, across its programs and grants, that all children with potential disabilities are being identified and evaluated so that early intervention, special education, or related services are being provided as necessary.

For example, a birth to 5 program could report that 12% of enrolled children are children with disabilities, with none of the enrolled infants and toddlers receiving IDEA services. Such a program would need to consider the recruiting, screening, and referral process for infants and toddlers to identify the cause of this difference and ensure that at least 10% of its enrolled infants and toddlers are eligible for services under IDEA.

Many programs will find that significantly more than 10% of enrolled children are eligible for services under IDEA. If, however, after exhaustive efforts, programs cannot meet the requirement, they may request a waiver from their Regional Office.

Timing

Nearly half of the children with disabilities in Head Start and Early Head Start are diagnosed after they enroll in the program. This usually occurs through Head Start and Early Head Start screening or the ongoing assessment and referral process. It takes time to refer children to the agency responsible for conducting evaluations under IDEA, schedule Individualized Family Service Plan (IFSP) and Individualized Education Plan (IEP) meetings, and identify providers. Therefore, the Office of Head Start expects that programs may be midway through the program year (January, for many programs) before reaching the 10% requirement.

If programs are monitored prior to the mid-point, data from the previous year is reviewed. If it is past the middle of the program year and determinations are still pending for children who were referred for evaluation, monitoring teams will look at the number of evaluations pending and when the referrals were made in determining compliance.

Engaging Parents

Head Start programs must work with parents to ensure they understand their right to obtain an evaluation, the benefit of receiving services as early as possible, and their ability to participate in decisions about their children including where services should be delivered. Engaging parents early on and empowering them to advocate for their child's services is imperative to obtaining services during Head Start or Early Head Start enrollment and as the child transitions to kindergarten and beyond.

Children may need to receive IDEA services at another site. When this occurs, careful planning of the child's transition to and from each program is established. The time away from Head Start or Early Head Start is minimized to ensure receipt of comprehensive services.

Distribution of Children with Disabilities Throughout the Program

There is no regulation stipulating the number of children with disabilities who should be in each classroom. The following elements can all influence how many children with disabilities are in a particular room:

- Children's needs
- Staff capacity
- Availability of early intervention, special education, and related service providers
- Number of children identified as having disabilities after enrollment

Programs must ensure staffing is sufficient to ensure safe, nurturing environments and individualized teaching and learning for all children.

Settings need to be inclusive. If the classroom is predominantly comprised of children with disabilities, it may be a de facto special education classroom rather than a classroom inclusive of children with and without disabilities.

Children with Delays Not Eligible Under IDEA

Children with a suspected delay who are referred for evaluation may not always qualify for services under IDEA even though they have a developmental delay in one or more areas. These children are not counted as part of the program's 10% as they do not meet the statutory requirement as children eligible for services under IDEA. However, Head Start and Early Head Start programs must ensure the individualized needs of all children are being met and all children have access to and are able to fully participate in the full range of activities and services. In some situations, program funds may be used to provide additional support, materials, or accommodations. Individualized services and support may also be available through the child's health insurance.

504 Plans

Section 504 of the Rehabilitation Act requires a "504 Plan" be established by the local education agency responsible for implementing IDEA for an eligible child. A 504 Plan defines, in writing, the protection from discrimination and necessary accommodations or services for children who have special needs but who do not qualify under IDEA. A child who scores within typical ranges but needs physical accommodations, such as a weighted spoon or a standing table to fully access the program, could be an example. Other frequent accommodations under a 504 Plan are the ability to stand while working, sit near the teacher, or take more breaks. It is different than an IEP or an IFSP, which always includes specific special education and related services, such as speech or occupational therapy or itinerant special education services in addition to accommodations.

Head Start programs must protect all children from discrimination and make accommodations as necessary to fully include them in the program. 504 Plans are not required to implement these requirements. If a child enters Head Start with an established 504 Plan, or one is obtained during the child's enrollment, the program must ensure the plan is fully implemented.

While Head Start programs are expected to provide such supports to all children in need, it can be helpful for eligible children to have 504 Plans established as they transition to kindergarten to ensure continued success.

For All Children

Programs are required to screen children, conduct ongoing assessment, partner with families to support them as advocates for their own children, consult with specialists as necessary, help children and families obtain additional services as appropriate, and take all possible steps to ensure each child's full participation in the program.

Resources for Including Children with Disabilities or Delays

If you have any questions regarding inclusion, please contact your Regional Office. Thank you for all you do to serve the most vulnerable children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

See PDF Version of Information Memorandum:
[Inclusion of Children with Disabilities](#) [PDF, 165KB]