

Capital Area
Community Action
Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Conference Call # 712.770.5505 Code 598472
April 23, 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. COLA
 - d. Quality Improvement Grant
6. COVID-19 Response
7. Director's Report
8. Stay at Home Updates
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

Next Meeting: Scheduled for May 21, 2020



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Head Start Policy Council Meeting

Minutes

March 26, 2020

6:00 pm

1. Meeting called to order at 6: 09pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson, Lakeisha Lloyd, Kim Wilson, Yolonda Ervin, Tiffany Similien, and Deaundra Stean.

Capital Area Community Action Agency staff present included the following people: Tim Center, Nichele Rolle, Venita Treadwell, Kristin Reshard, Darrel James, Anastacia Kizer and Cynthia Valencic.
3. No Quorum was established.
4. Consent
 - a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes with the correction of the word “rising” under the financial report.
5. Action Items
 - a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative through January 31st (see attached). We are operating on a 9 month budget. Revenue and expenditures are at 49% and 48% respectively. Non-federal share match is at 49%. We are about 3% over the benchmark budget in salaries (please refer to financial report). Postage is showing a credit from last budget. Utilities is over the budget benchmark but may even out since we are closed due to COVID-19. Expendable equipment is over the budget for the entire year due to having to purchase a portable convection oven. Parent activity fund is still the same but some funds were used but won't show until next credit card statement. Lauren asked are we getting ahead of the curve regarding raw food and utilities. Tim stated yes the anticipation is they should both decrease dramatically and the next few meetings should show the impact the closing has had on our budget.

A motion to hear the financial report was made by Lauren Johnson and second by Lakeisha Lloyd. Motion accepted. No vote was taken because a quorum was not present.

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

6. Director's Report

Tim reviewed the attached report. Head Start has been following the State and HHS regarding COVID-19. We will be closed until April 15th as of now. Staff will continue to be paid. Parents should be receiving calls from their teachers and staff. A letter was sent to parents regarding the pandemic and curriculum worksheets via text and email. We have been utilizing social media to keep parents up to date regarding not only our services but food distributions as well. Early Learning Coalition has provided new guidelines for childcare facilities during this time; classrooms cannot have more than 10 students and family style dining can no longer be practiced. Mabry received a new HVAC system. We are continuing to look for facility options in both Leon County and Jefferson County. Tim asked the council to share any childcare facility options they may notice for sale or lease. When we initially applied for our Head Start grant it was reported we wouldn't know the outcome until approximately June, however on a recent call with HHS hopefully we will know the outcome in May.

7. Stay at Home Updates

Kim Wilson- Kim is still working during the pandemic and childcare has been a struggle. Her son has been completing his packet. Kim stated she hasn't received a call from her child's teacher yet. She has picked up the packets and some extra's for other parents.

Yolonda Ervin- Everything is going well and is working with her son on ABC mouse. She spoke with the teacher today who informed her of packet. Yolonda Ervin wanted to know if we have a bullying policy in place. Mrs. Treadwell stated we utilize the incident/ accident report. She will look into the anti-bullying curriculum which some are geared more towards elementary age children. We utilize conscience discipline and helping the child self-regulate.

Lakeisha Lloyd- She has been working with her child on ABC mouse using a code her teacher gave her. She has also been working on utilizing the mouse correctly with her child ensuring she is getting it directly over the object before clicking. Lakeisha spoke with her child's teacher on several occasions.

Tiffany Similien- She is doing fine and working from home.

Lauren Johnson- Is working part-time from home and part-time from work. Lauren addressed a concern of tardiness and the policies. Lauren stated it was reported to her that some students are being turned away because they are late and that is a violation. Nichele stated a teacher did mention that parents sometimes bring children after a doctor's appointment without a note and that may be the issue. Mrs. Treadwell addressed the concern and would like to hear the details and confirmed we are not supposed to turn children away. Lauren asked was the Parent Hotline still active. Nichele answered yes it is still active and the phone number is still posted but she is not sure if Ms. Judy keeps a log. Lauren asked are we preparing for phase 2 distance learning like Leon County Schools. Mrs. Treadwell stated yes we will continue to provide information and work to parents. We are also trying to focus on individualized work. Mrs. Treadwell stated before school was out for break staff did meet with parents to discuss their child's test score and what they need to focus on.

8. Enrollment Updates- Nichele reviewed Darrel's report. We were fully enrolled in February but due to late arrivals and absences we did not meet our Average Daily Attendance. Reenrollemnt is not going as well due to extended spring break and COVID-19 closures. Family Advocates have rescheduled the new student registrations. Kim asked have we placed the application online. Nichele stated the application is online but only for print not direct submission. Nichele stated HSES also requires face to face meeting to complete enrollment. (see attached reports). Nichele asked that the members also help recruit for Head Start by telling someone they know who is seeking childcare.
9. Office of Head Start Updates: No Updates.
10. Chairperson's Report: No chairperson's report at this time.
11. Other Business: Nichele asked did parents receive the text with all the Family Advocates phone numbers. Council members answered yes. Nichele informed the members there is a list of food distrubutions in the back of the packet. Kim informed the council that if they didn't receive the emails from Head Start to check their junk mail because that is where she found her email.
12. The meeting was adjourned at 7:03 p.m.

**Head Start Financial Statement Narrative
For the Five Months Ending February 29, 2020
Capital Area Community Action Agency**

As of February 29, 2020, we have completed five months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 55% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 60% and 60% respectively, 5% above expectations, with mostly restricted net income of \$27,038. 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 \$410,102, which is 62% 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.

Utilities- is over the budget benchmark and is forecast to be over by at least \$12,000 at the current average of \$8200 per month.

Repairs & Building Maintenance – Recurring – is over the benchmark budget and is forecast to be over budget by \$14,000 at the current average spending of \$9200 per month.

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.

**Head Start Financial Statement Narrative
For the Five Months Ending February 29, 2020
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.

Expendable Equipment- is over the budget due to the purchase of a convection oven.

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.

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
 HDST Programs Statement of Revenues and Expenditures
 For the 5 Months Ended 2/29/2020

		Total Budget -	Current Year	Total Budget	
		Original	Actual	Variance -	%
				Original	
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	1,588,924	(1,108,986)	59%
Government Contracts - STATE	4010	429,119	299,999	(129,120)	70%
Government Contracts - LOCAL	4020	40,125	23,142	(16,983)	58%
Grants - Other Not-for-Profits	4100	<u>3,420</u>	<u>4,560</u>	<u>1,140</u>	133%
Total Revenue		<u>3,170,574</u>	<u>1,916,625</u>	<u>(1,253,949)</u>	60%
Expenditures					
Salaries & Wages	6010	1,482,574	874,784	607,790	59%
Fringe	6110	429,126	256,294	172,832	60%
Staff Screenings	6180	1,100	160	941	15%
Indirect Costs	6210	346,956	207,147	139,809	60%
Travel - In Area	6310	3,000	632	2,369	21%
Office Supplies	6410	5,579	1,571	4,008	28%
Program Supplies	6415	20,989	13,785	7,204	66%
Classroom Supplies	6420	37,875	430	37,445	1%
Kitchen Supplies	6430	27,642	10,461	17,181	38%
Medical/Dental Supplies	6440	757	200	558	26%
Copies/Printing/Copier	6510	12,950	4,438	8,512	34%
Postage and Delivery Expense	6600	900	168	732	19%
Contractual Services/Professional	6710	29,250	180	29,070	1%
Contractual Services – Health/Disabilities	6715	129,706	109,204	20,503	84%
Rent/Space Cost	6810	171,000	89,151	81,849	52%
Utilities	6820	59,664	40,455	19,209	68%
General Liability and Property Insurance	6830	28,000	13,202	14,798	47%
Communications	6840	39,000	22,430	16,570	58%
Repairs & Bldg Maintenance- Recurring	6850	68,250	52,132	16,118	76%
Repairs & Bldg Maintenance - Nonrecurring	6855	17,250	16,484	766	96%
Equipment Maintenance	6910	14,250	7,706	6,544	54%
Vehicle Expense	6920	21,000	13,463	7,537	64%
Equipment Lease	6930	6,450	3,989	2,461	62%
Technology	6940	13,680	13,331	349	97%
Fees, Licenses, and Permits	7010	1,125	297	828	26%
Dues/Subscriptions	7020	1,875	1,512	363	81%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	1,800	95	1,705	5%
Expendable Equipment	7320	2,250	3,352	(1,102)	149%
Meetings/Workshops/Training	7420	2,370	1,628	742	69%
Training/Staff Development	7430	31,376	18,882	12,494	60%
Advisory/Board Member Expenses	7440	1,125	577	548	51%
Advertising	7450	2,625	0	2,625	0%
Parent Activities	7460	900	0	900	0%
Raw Food Cost	7510	<u>156,680</u>	<u>111,449</u>	<u>45,231</u>	71%
Total Expenditures		<u>3,170,574</u>	<u>1,889,588</u>	<u>1,280,987</u>	60%
Excess Revenue over (under) Expenditures		<u>(0)</u>	<u>27,038</u>	<u>27,038</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 5 Months Ending February 29, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		23,142			
Grants - Other Not for Profits		4,560			
In-Kind Revenue		252,641			
VPK		129,759			
	660,993	410,102	62%	250,891	38%

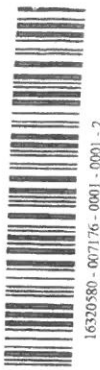
Capital Area Community Action Agency
 Vendor Activity
 From 2/1/2020 Through 2/29/2020

Feb 2020 Head Start Credit Card Charges

Vendor ID	Fund Code	GL Code	Activity Code	Expenses	Transaction Description	Original Invoice/Credit Number
HANCOCK CC	1064	6840	256	11.86	ACCT#7302, KRISTEN JACKSON, 2/27/2020 - EMERG PHONE SC HS	022720-KJR-2
HANCOCK CC	1064	6920	255	42.50	ACCT#4466, DARREL JAMES, 2/27/2020, GAS HS VEHICLE	022720-DJ
HANCOCK CC	1064	7010	255	35.00	#6928, FATIMA OLEABHIELE ALEXANDER, 2/27/2020 ANNUAL FEE	022720-FOA
HANCOCK CC	1064	7440	255	97.97	#8165, NICHELE RICHARDS ROLLE, 2/27/2020, FOOD POLICY	022720-NRR
HANCOCK CC	1064	6180	251	69.75	ACCT#5810, VENITA TREADWELL, 2/27/2020 BKGRND SCREEN	022720-VT
HANCOCK CC	1064	6420	256	6.70	ACCT#5810, VENITA TREADWELL, 2/27/2020 CLASSROOM SUPPLIES	022720-VT
HANCOCK CC	1064	6430	252	3.00	ACCT#5810, VENITA TREADWELL, 2/27/2020 KITCHEN SUPPLIES	022720-VT
HANCOCK CC	1064	6430	252	4.00	ACCT#5810, VENITA TREADWELL, 2/27/2020 KITCHEN SUPPLIES	022720-VT
HANCOCK CC	1064	6430	256	4.00	ACCT#5810, VENITA TREADWELL, 2/27/2020 - KITCHEN SUPPLIES	022720-VT
HANCOCK CC	1064	6920	255	27.00	ACCT#5810, VENITA TREADWELL, 2/27/2020 GAS HS VEHICLES	022720-VT
HANCOCK CC	1064	7010	255	35.00	ACCT#5810, VENITA TREADWELL, 2/27/2020 ANNUAL FEE	022720-VT

336.78 Transaction Total

Total CC Expenses 336.78



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

MEMO STATEMENT

Account Number
 [REDACTED]

Statement Date
 02-27-20


 DARREL JAMES
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0007176

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-31	01-30	24137460031001442766492	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M28.14 ✓
02-11	02-10	24431060042400070000950	5814	CHIPOTLE 1535 TALLAHASSEE FL	M7.53
02-12	02-10	24692160042100931441557	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.50 ←
02-14	02-14	74270840045100011643493	0000	BRANCH PAYMENT - THANK YOU	M26.87
02-14	02-14	74270840045100011643519	0000	BRANCH PAYMENT - THANK YOU	M632.71
02-17	02-14	24137460046001805771082	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M18.76 ✓
02-25	02-24	24427330055720215863997	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL	M24.68 ✓

OK
 7/16/20

STATEMENT DATE 02-27-20	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 121.59
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 659.58
		STATEMENT TOTAL 537.99 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



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|||||
FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0005386

MEMO STATEMENT

Account Number

Statement Date

02-27-20

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-14	02-14	74270840045100011643451	0000	BRANCH PAYMENT - THANK YOU	M1,705.28
02-26	02-26		0000	ANNUAL FEE	M35.00 ←

*See
2/6/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-20	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 35.00
		NEW CASH ADVANCES .00
		CREDITS 1,705.28
		STATEMENT TOTAL 1,670.28 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

HANCOCK WHITNEY BANK
 BOX 61750
 NEW ORLEANS LA 70161-1750



KRISTIN JACKSON
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0007756

MEMO STATEMENT

Account Number
 [REDACTED]

Statement Date
 02-27-20

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-14	02-14	74270840045100011643477	0000	BRANCH PAYMENT - THANK YOU	M1,480.93
02-26	02-25	24445000057400180091719	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M11.86
02-27	02-27	74270840058100011689185	0000	BRANCH PAYMENT - THANK YOU	M1,377.00

OK
 3/6/20

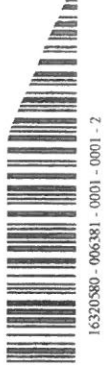
STATEMENT DATE 02-27-20	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	NEW PURCHASES AND OTHER CHARGES 11.86
		NEW CASH ADVANCES .00
		CREDITS 2,857.93
		STATEMENT TOTAL 2,846.07 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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|||||
NICHELE RICHARDS
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0006381

MEMO STATEMENT

Account Number



Statement Date

02-27-20

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-14	02-14	74270840045100011645803	0000	BRANCH PAYMENT - THANK YOU	M47.07
02-24	02-20	24431060052400386000402	5812	OLIVE GARDEN 0021236 TALLAHASSEE FL	M97.97 ←

*bc
3/16/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 97.97
		NEW CASH ADVANCES .00
		CREDITS 47.07
		STATEMENT TOTAL 50.90
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0008930

MEMO STATEMENT

Account Number

Statement Date

02-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-06	02-05	24435650036083736118721	7393	DTIS FINGERPRINT SERV ALEXANDRIA VA	M70.13 ✓
02-14	02-14	74270840045100011645860	0000	BRANCH PAYMENT - THANK YOU	M22.39 ✓
02-20	02-19	24445000051400180346580	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M6.70 ✓
02-20	02-19	24445000051000851982737	5331	DOLLAR TREE TALLAHASSEE FL	M11.00 ✓
02-21	02-20	24692160052100193186533	5542	CIRCLE K # 23900 TALLAHASSEE FL	M27.00 ✓
02-26	02-26		0000	ANNUAL FEE	M35.00 ✓

gc
3/6/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-20	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 149.83
		NEW CASH ADVANCES .00
Toll Free 1-800-448-8812		CREDITS 22.39
		STATEMENT TOTAL 127.44
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



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 Gulfport, MS 39502-4019
 Return Service Requested



Page: 1 of 1

Statements Dates
 02/01/2020 - 02/29/2020

Account Number:
 4620332

Images:
 0

***ZERO CHECKS* E0**

3/9/2020
3/10/2020
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**CAPITAL AREA COMMUNITY ACTION AGENCY
 HEAD START POLICY COUNCIL
 PARENT ACTIVITY FUND
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301**

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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
01/31	1,187.68		



010000001

Capital Area **Community Action** Agency

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, Esq., Head Start Director and Chief Executive Officer
RE: Request Review and Approval of COLA and Quality Improvement Plan
DATE: April 22, 2020

Cost of Living Allowance

The Office of Head Start, Department of Health and Human Services, has appropriated \$69,686 to provide a 2% Cost of Living Allowance. The Office of Head Start (OHS) is providing the following flexibility related to governing body approvals for the 'Supplement – COLA and Quality Improvement' application.

At this time, it is proposed to provide \$47,062.41 to make the 2% COLA effective immediately for all active employees retroactive to October 1, 2019. The allocation permits an increase of Center Director salaries by \$3,000 to recognize additional management and leadership efforts. Coaches will receive the balance of the funding.

Quality Improvement

The Office of Head Start awarded \$100,648 through the Quality Improvement grant. Grantees are strongly encouraged to invest this funding into program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences.

Major areas for investment include:

- Behavioral Specialist – \$55,000 – to work directly with identified students, provide classroom support, and offer counseling for teachers
- Conscious Discipline – \$10,000 – (\$1,500 +\$500 travel) staff training for five
- Classroom Safe Place Centers for student retreats - \$21,000
- Technology investment – iPads in classrooms and Centers - \$15,000

COVID-19 Response

Investing in Zono sterilizing cabinets will help with cleaning of classroom materials. \$50,000

The application is due by May 15, 2020.



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



Additional Guidance on Funding Applications in Response to COVID-19

Updated on 4/21/20



Contents

CARES Act Supplemental Summer Program Funding Applications	2
CARES Act One-Time Funding Applications	5
Supplemental COLA/QI Funding Applications	6
Other Additional Guidance	7

CARES Act Supplemental Summer Program Funding Applications

The Coronavirus Aid, Relief, and Economic Security (CARES) Act makes up to \$500 million available for supplemental grants to existing Head Start grantees to offer one-time supplemental summer programs for children ages 3 and older. The purpose of supplemental summer programs is to make up for time children lost as a result of program closures due to the coronavirus disease (COVID-19). A [Program Instruction \(PI\) with information on these funds](#) including instructions on how to apply was released on April 14, 2020; agencies are not required to apply. This section provides additional guidance for grantees applying to operate supplemental summer programs.

Enrollment for Summer Programs

Head Start grantees should assess availability of resources such as safe facilities and qualified staff to determine the number of currently enrolled children they anticipate being able to serve in their summer program. Grantees are not required to provide summer services for all enrolled children. Grantees should make every effort to prioritize the enrollment of (1) enrolled children that are projected to enter kindergarten at the beginning of the 2020-2021 school year and (2) enrolled children with an Individualized Education Program (IEP).

Summer programs are intended to focus on enrolled children, particularly in the two priority areas. However, if a grantee fills available summer program slots with children in the two priority areas and still has summer program slots available (e.g., families unable to return), the remaining slots may be filled with other eligible children.

Program Option and Schedule

Grantees can propose any program option they currently operate for a summer program. Summer programs are not required to follow the same program schedules (e.g., days per week, hours per day) as those offered during the school year. Grantees should apply for the number of hours per day, days per week, and total number of weeks for the summer program they think are most feasible and best meet the needs of their communities.

Promoting Health and Safety in Summer Programs

We ask grantees to plan for a summer program with the assumption they will be able to operate. Under this assumption, it is still critical that Head Start programs continue to follow local and federal guidance from health departments and other authorities when determining how to open a summer program that maintains the health and safety of children, families, and staff. This is a fluid situation and when the time comes to open, summer programs may have to adjust aspects of their program in response to local and federal guidelines.

We understand grantees may incur reasonable summer program costs as they prepare to open their doors. If grantees are unable to operate summer programs, as intended, due to health and safety concerns, we will revisit our plans and provide further guidance.

Financial Tracking

All supplemental funding awarded under the CARES Act will be issued under a separate Common Accounting Number (CAN). As a result, the funds will need to be accounted for and tracked separately in an organization's financial accounting system.

Expanding Existing Head Start Summer Program Services

Head Start programs that already fully operate during the summer months are not eligible for supplemental summer program funding. Head Start programs that fully or partially close for any time during the summer (e.g., closed for the month of August), including Migrant and Seasonal Head Start (MSHS) programs, may apply to operate a summer program during that time. Early Head Start programs are not eligible for funding as they are already expected to operate a continuous program throughout the year.

Considerations for Providing Comprehensive Services during a Summer Program

Facilities: If center-based programs are not able to access their regular facilities during the summer, they can utilize or rent an alternative space that meets applicable health and safety requirements or combine into fewer centers and classrooms, as long as costs are reasonable. No purchase or renovations of facilities for the purpose of a summer program will be considered.

Staffing: Grantees may employ a variety of strategies to ensure qualified staff are available for summer programming. This includes paying staff higher/supplemental salaries or stipends, hiring additional staff as needed (e.g., if some staff are not available due to alternative summer plans), and providing additional supports for staff to promote mental health and well-being.

Comprehensive Services: Grantees who operate a summer program should make every effort to ensure children and families receive necessary comprehensive services, such as supporting families to update children's physicals and immunizations, or connecting parents to mental health services if needed. Programs should prioritize services that will help prepare children for the upcoming school year.

Transportation: If transportation services are needed to support participation in a grantee's summer program, then a grantee may budget for transportation services.

Monitoring of Summer Programs

OHS will not conduct regular monitoring and Classroom Assessment Scoring System (CLASS): Pre-K® reviews of summer programs, but expects program quality to be on par with normal operations. As always, OHS reserves the right to schedule a targeted review at any time if concerns arise.

School and Community Partnerships

Programs are encouraged to leverage school and community partnerships to implement their summer program, as they would during their regular program year. In particular, programs are encouraged to communicate closely with their receiving schools to support the transition of those children entering kindergarten for the 2020-2021 school year. If programs partner with another agency to deliver summer program services, shared costs must be allocated. Allocation of shared costs may be made by any reasonable, documented basis that reflects the benefit to Head Start and other participating community partners. If additional individuals qualified to deliver Head Start services are interested in supporting a

summer program (e.g., kindergarten teachers that are interested in providing educational services to Head Start children), programs are encouraged to pursue such partnerships.

Monthly Enrollment Reporting

Programs are required to report monthly enrollment of their summer program in HSES. However, we will not include the weeks or months in which the summer program is operational as part of the Full Enrollment Initiative.

CARES Act One-Time Funding Applications

The CARES Act makes approximately \$250 million available to all Head Start grantees for one-time activities in response to COVID-19. These funds are not limited to grantees that will operate supplemental summer programs since all grantees were impacted by COVID-19. These funds will be awarded in combination with the FY20 Cost-of-Living-Adjustment and Quality Improvement (COLA/QI) applications. If grantees have an immediate need for these funds they should talk to their regional office and such funds may be able to be awarded prior to the COLA/QI awards. Receipt of the COVID-19 funds for one-time activities is also voluntary. A [Program Instruction \(PI\) with information regarding these funds](#) was released on April 14, 2020. The information that follows provides additional guidance.

Financial Tracking

All supplemental funding awarded under the CARES Act will be issued under a separate Common Accounting Number (CAN). As a result, the funds will need to be accounted for and tracked separately in an organization's financial accounting system.

Adjusting Entries for Necessary Costs

Grantees may have used funds from their regular operating budget to cover costs necessary to respond to COVID-19 prior to the availability of QI and COVID-19 one-time funds. From January 20, 2020 through the end of the COVID-19 Public Health Emergency Period, and prior to the end of their current budget period, grantees may make adjusting entries to their expenses to re-allocate allowable COVID-19 costs between funding sources. An example of such an adjustment would be shifting the cost of providing meals and snacks not reimbursed by USDA from the regular Head Start operating award to COVID-19 one-time funds.

Supplemental COLA/QI Funding Applications

This section provides additional information on supplemental COLA/QI funding applications in response to COVID-19.

Extensions to COLA/QI Applications

The COLA/QI application requirements were developed to be as simple as possible while providing data necessary to support congressional requirements for tracking uses of the appropriation. OHS does not intend to offer a blanket extension of due dates for applications. However, if a grantee requests an extension, the regional office will consider the request and may approve an extension, as appropriate.

Governing Body and Policy Council Approvals

OHS is providing the following flexibility related to governing body approvals for the supplemental COLA/QI applications. At a minimum, agencies must include a statement confirming that Governing Body and Policy Council members available for contact have given their approval of the Supplemental COLA/QI applications.

Other Additional Guidance

Non-Federal Match Flexibilities

OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve all requests for waivers of non-federal match (NFM) associated with the following funds for FY20: COLA, QI, and funding associated with COVID-19. In order to request a waiver of NFM, place the amount of \$0 in Section C of your SF-424A in your application. No separate waiver request is required. The issuance of a notice of award constitutes approval of the requested waiver.

The flexibilities regarding waivers of NFM do not apply to base operations funding. Grantees requesting NFM waivers on base operations funds must request a formal waiver.

Program Information Report

The 2019-2020 Program Information Report (PIR) will not be required this year. OHS wants to eliminate the reporting burden of the PIR as well as remove any confusion on how certain elements of the PIR could be collected and interpreted when programs are closed.

Additionally, programs are not required to submit PIR data on services provided in a supplemental summer program.

Additional One-Time Needs

If one-time funding is needed beyond what is made available through COVID-19, grantees should contact their Regional Office and consider submission of an additional supplemental one-time program improvement application. These one-time requests should be considered throughout the year as needs emerge. Requests are addressed by priority and subject to availability of funds.

For significant equipment purchases that may be necessary for summer programming, such as buses, programs may consider using FY20 Quality Improvement funding or CARES Act one-time funds, if the program will continue to utilize the equipment beyond the summer program.

Resources and Additional Information

The Early Childhood Learning and Knowledge Center has a landing page with several useful resources for grantees on [responding to COVID-19](#), including information on grants and funding flexibilities.

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: April 20, 2020

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

Staffing

With the COVID-19 pandemic response, we are following the state Board of Education direction to local school districts and plan to keep Centers closed for remainder of the school year. Distance learning and remote contact with families will end May 20, 2020. Staff are evaluating the new provisions regulating child care facilities to determine how to meet new provisions that provide for physical distancing, smaller class sizes, and additional screening requirements. Staff are also working on online registration applications and processes.

Facilities

All facilities will get a deep cleaning of all materials and surfaces before the end of the school year. Additionally, staff are exploring the implementation of ZONO disinfecting and sanitizing cabinets for the Centers. Grant writing continues to access disaster relief funds for new spaces in Franklin, Leon and Jefferson Counties. A plan will be presented to the Policy Council prior to submission.

Curriculum

Staff continue to pursue online professional development options for teachers who are home during the closure. Cooks have completed online certifications. Available funds are being used to implement a professional development plan developed in concert with Teaching Strategies to implement the Creative Curriculum.

Enrollment

Re-enrollment has been taking place before COVID and online processes are being developed.



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www.CapitalAreaCommunityActionAgency.org



Federal and State Regulations

HHS reports that DRS decisions are being made and timely notice will be given to grantees.

A Cost of Living Allowance was awarded by HHS from an appropriation from Congress. The 2% increase will be applied retroactively for October 1, 2019, pending Council and Board approval.

Quality Improvement funding and COVID response funding is being made available to Head Start programs totaling more than \$100,000. The proposal is to implement trauma-informed care and address behavioral challenges in the classroom. As for the COVID funding, the ZONO solution can be fully implemented pending the funding amount.

Family and Community Engagement Manager
Monthly Monitoring Report – March 2020

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
8PROGRAM STATUS (Monthly)						
Number of Students Enrolled	17	33	83	57	188	378
Number of Student Withdrawals for Month	0	1	0	0	0	1
Number of Vacancies over 30 days	0	0	0	0	0	0
Number of Students on Wait List	0	3	14	8	15	40
Number of VPK Students Enrolled	N/A	N/A	19	29	60	108
FAMILY STATUS						
Number of Family Needs Assessment	17	33	83	57	188	378
Family Partnership Agreement						
Number of FPA Initiated (45)	17	32	83	56	187	375
Number of FPAs in progress (February)	17	32	83	56	187	375
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance		
	Funded	Enrollment on 3/31/20	August Average Daily Attendance (ADA)
Franklin	17	17	73.13%
Jefferson	33	33	78.05%
Mabry	83	83	81.91%
Royal	57	57	86.81%
South City	188	188	80.87%
Total	378	378	81.41%

Family and Community Engagement Manager Monthly Monitoring Report – March 2020

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	2	3	8	7	14	34
Domestic Violence Referrals	0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	0	0	0	0
Assistance for incarcerated Family Members	2	0	0	0	0	2
Education Referral	3	2	2	2	5	14
Employment Referral	2	4	3	5	1	15
Parent Meetings/Trainings						
Parent Committee Meetings	0	0	0	0	0	0
Number of Parents at the Parent Committee Meetings	0	0	0	0	0	0
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	0
Number of parents Committee meetings attended (Family Advocate)	0	0	0	0	0	0
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	0	0	0	0	0
Number of Parents in attendance on Policy Council	0	1	2	1	1	5
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	0
Number of Family Activities/Events Coordinated	0	0	0	0	0	0
Number of Family Activities Specific to Male Engagement	0	0	0	0	0	0
Number of Parent Trainings Conducted	0	0	1	1	1	3
Number of Volunteer Orientations	0	0	0	0	0	0
Home Visits						
Required Home Visit Follow up (February)	0	0	0	0	0	0
Number of Additional Home Visits/Meetings	0	0	0	0	0	0
Number of Contacts documented in Case Notes	15	31	42	47	117	252
Number of Contacts documented per absenteeism	6	4	9	0	14	33

Family and Community Engagement Manager
 Monthly Monitoring Report – March 2020

Number of Files Reviewed	10
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	46
Total of Program In kind	91.75 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	0
Family Advocate Workers Trainings	0
Community Meetings	0

Transportation	
Field Trips	4
Maintenance	0
Trainings	0

Family and Community Engagement Manager
 Monthly Monitoring Report – March 2020

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	406
Expired/Missing immunizations	25
Up to date Physicals	385
Expired/Missing Physicals	46
Number of Individual Health Care Plan	15
Number of Children with Health Insurance	347
ENROLLMENT	
Number of children with dental home	293
Number of dental homes referrals	0
Completed dental exams	94
Incomplete dental exams	237
Needed dental treatment	16
Receiving dental treatment	4
Completed dental treatment	0
Number of medical home	386
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	343
Vision referrals	8
Hearing screenings	322
Hearing Referrals	10
Growth Assessment	358
BMI Referrals	0

Family and Community Engagement Manager
 Monthly Monitoring Report – March 2020

90 DAYS REQUIREMENT	Total
Number of dental home established	293
Number of dental exams	94
Number of children requiring dental treatment	16
Number of completed dental treatment	0
Hematocrit / Hemoglobin	164
Blood Lead	205
Blood Pressure	331
NUTRITION	
Number of Breakfast	2,714
Number of Lunch	3,019
Number of PM Snacks	2,750
Number of Children with Special Diets	15
MONITORING ACTIVITIES	
Health Files Review	10
Child Care Food Program Tool	0
Kitchen Inspection Tool	2

Family and Community Engagement Manager

Monthly Monitoring Report – March 2020

Corrective Action and Follow Up

Funded Enrollment / Average Daily Attendance

- 378 were enrolled during the month of March. Franklin (73%), Jefferson (78%), Mabry (82%), and South City (81%) were out of compliance with the Average Daily Attendance for March. Louise B. Royal was the only center to make the required Average Daily Attendance at 87%. Franklin had children out sick, Jefferson had sick children and children with chronic absences, Mabry also had students with chronic absences, and South City had a combination of children withdrawing, sick and with chronic absences. Due to all Head Start Centers closing because of the Coronavirus, all centers were only in operation for 10 days.

Monitoring

- Corrective actions have been completed for file reviews. The Family and Community Engagement team is working on entering PIR information into Child Plus.

Parent Engagement

- The program is engaging families with the program during the shutdown through telephone calls, Readie Rosie, and educational packets with 3 weeks of lessons. The program submitted a new CHSP grant proposal to provide funding for Parent Engagement activities.

Family and Community Engagement Manager

Monthly Monitoring Report – March 2020

Strengths

The program is actively seeking new locations for the 2020-2021 school year, and funding may be available to support the process.

Head Start staff is becoming more involved with the Getting Ahead program with hopes of getting the families we serve involved.

The Family and Community Engagement Team and Education Team is working together to stay in touch with families.

The majority of re-enrollments (families returning to head start for 2020-2021) have been completed for each Head Start center.

Areas of Concerns and Barriers

Some families lack the necessary equipment (telephone, computer) to stay in touch with the program.

School Readiness and VPK programs.

Replacing computers for Family Advocates

Maintaining wait lists, especially in the rural counties.

Families withdrawing from the South City location.

Family and Community Engagement Manager Monthly Monitoring Report – March 2020

Professional Development

Management Team Meetings

Manager Monitoring Activities

Verifying Head Start eligibility for all families enrolling in the program for the 2019-20 and 2020-21 school years.

PIR data

Monitoring recruitment activities

Monitoring Family and Community Engagement Activities

Submitted by: Darrel James

Date: 4-22-20



FY 2020 Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19)

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-03

FY 2020 Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19) ACF-PI-HS-20-03

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

- 1. Log Number:** ACF-PI-HS-20-03
- 2. Issuance Date:** 04/14/2020
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Coronavirus Aid, Relief, and Economic Security Act; Appropriations; Fiscal Year (FY) 2020; COVID-19

Program Instruction

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

Subject: FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

Instruction:

This Program Instruction (PI) provides information about supplemental funds available for Head Start programs in response to coronavirus disease 2019 (COVID-19).

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 [P.L. 116-136]. This legislation includes \$750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to

the coronavirus. Of this amount, up to \$500 million is available for programs to operate supplemental summer programs and about \$250 million is available for one-time activities in response to COVID-19.

Supplemental Summer Programs

As a result of the CARES Act, up to \$500 million is available for supplemental grants to existing Head Start grantees to offer supplemental summer programs.

Purpose

Many Head Start programs are closed to prevent the spread of COVID-19 in their communities. Closures may result in months of lost learning opportunities and comprehensive services for children and their families. These losses will be compounded for children whose Head Start programs remain closed during summer months (whether in whole or in part). Research has shown that children tend to lose academic gains during the summer months; this is particularly true for children from low-income families. To offset these losses, Head Start programs can operate supplemental summer programs for a portion of their Head Start children who would otherwise not be served over the summer. Up to \$500 million is available to fund grants for supplemental summer programs to existing Head Start grantees that can demonstrate the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten.

These summer programs would primarily focus on children transitioning to kindergarten. Programs would be expected to do all of the following: provide social and emotionally supportive learning environments; consistent daily routines; support for families to bring their children up to date on needed medical, dental, and other follow-up services; and transition support for children and families to receiving schools.

Such summer programs also would afford parents and primary caregivers the opportunity to return to work, and connect to needed services and supports for mental health, parenting, and stable housing. Program staff working during the summer program would receive income and benefits, have an opportunity to work with children and families before they transition to kindergarten, and have access to professional development opportunities. Head Start programs that receive such funding should consider establishing or amending existing Memoranda of Understanding (MOUs) with receiving schools in order to build successful transition plans that include the transmission of health and other important information.

We understand this is a fluid situation and Head Start programs may not be able to fully predict whether they will be able to open their doors in time for a summer program. We ask programs to plan for a summer program with the assumption they will be able to operate. If programs are unable to operate as intended due to health and safety concerns, we will revisit our plans and funding decisions.

It is, of course, critical that Head Start programs continue to follow local and federal guidance from health departments and other authorities when determining how to implement a summer program that maintains the health and safety of children, families, and staff. Also, even when Head Start

programs are able to open, there should be an understanding that families may choose not to return for the summer due to health concerns—for example, a family in which the child is living with their grandparents or someone else that is at higher risk for serious illness from COVID-19.

Summer Program Enrollment

Funding would be provided to grantees to operate a summer program that prioritizes enrollment for (1) currently enrolled children entering kindergarten at the beginning of the 2020–2021 program year and (2) currently enrolled children with Individualized Education Programs (IEPs). We estimate the available funding would be able to support summer programming for all of these children. Depending on the availability of funds, Head Start programs may also be able to serve other vulnerable populations that would greatly benefit from a summer program in addition to rising kindergarteners and children with IEPs.

Eligible Grantees

All Head Start programs that can demonstrate they have the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten are eligible to apply. Head Start programs may not receive funds for days during the summer when they would already be fully operational. For example, Head Start programs already funded to be operational for the full calendar year for all children would not be eligible for this funding. If a program operates during the summer for a portion of its rising kindergarteners, it could apply for funding to provide services to those rising kindergarteners and children on IEPs who would not be normally participate during the summer. No program option is excluded from this funding.

Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are eligible to apply; however, the Administration for Children and Families (ACF) reserves the right to delay funding decisions until the outcome of the DRS competitions has been finalized.

How to Apply

Applicants must submit all required materials, as explained below.

Once made available in late April, eligible applicants must submit a **Summer Program Supplement** in the Head Start Enterprise System (HSES). Application for these funds is voluntary.

System for Award Management (SAM) Registration

The requirements for SAM registration have temporarily changed due to the federal government's response to the COVID-19 pandemic. To support entities impacted by COVID-19, applicants are not required to have an active SAM registration at the time of submission of the application. ACF encourages applicants to start their SAM registration early in the process, and the awarding agency may require documented proof of the registration submission confirmation after award.

Content of Applications

Applicants must address the following requirements in the application. The Application and Budget Justification should use 12-point font and not exceed 10 pages.

Program Schedule

Applicants must ensure the proposed summer program schedule reflects the total number of children anticipated to be served with the supplemental funding. We understand there might be some uncertainty considering the circumstances. For the center-based, family child care, and locally designed program options, the program schedule should include the number of classes, hours per day for each class, days per week, and total number of operational days that would be provided with this funding. For the home-based program option, the program schedule should identify the number of home visits, hours per home visit, number of socializations, and hours per socialization that would be provided with this funding.

Budget

Applicants will enter the budget for the summer program directly into the SF-424A. The budget should indicate funding needed to fully operate the summer program for the anticipated duration. Non-federal match is not needed for the application; see the section on Waiver of Non-Federal Match below.

Application and Budget Justification Narrative

Applicants must base their approach on prioritizing enrollment for currently enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021 program year and currently enrolled children with an IEP. The budget justification should identify all costs by object class category for operations. It should identify the staff needed for summer operations, including the number of anticipated hours of staff time, taking into consideration the need to recruit staff to work in the program, oversight of operations, and the need to recruit families for participation. The budget should also consider classroom supplies, space costs, and any increased costs for health and mental health needs.

Supporting Documents

The grantee must submit a statement confirming that governing body and Policy Council members available for contact have given their approval of the Supplemental Summer Program application.

The application must be submitted on behalf of the authorizing official registered in the HSES.

All applications will be reviewed and awarded on a rolling basis. Applications are due by May 15, 2020. Applications received by this date will be reviewed and processed. If funds are still available, the Office of Head Start (OHS) may continue to accept applications until June 15, 2020 to make additional awards.

Reporting Requirements and Monitoring

Programs are required to report monthly enrollment of their summer program in the HSES. However, OHS will not consider the weeks or months in which the summer program is operational as part of the under-enrollment process. OHS will not conduct regular monitoring and Classroom Assessment Scoring System (CLASS): Pre-K® reviews of summer programs, but expects quality to be on par with normal operations. Programs are not required to submit Program Information Report (PIR) data on services provided. As always, OHS reserves the right to schedule a targeted review at any time if concerns arise.

One-Time Activities in Response to COVID-19

As a result of the CARES Act, approximately \$250 million is available for grants to Head Start grantees for one-time activities in response to COVID-19. These funds are not limited to grantees that will operate supplemental summer programs.

Purpose

Head Start programs may need to undertake a wide range of one-time, specific actions or activities in response to COVID-19. Activities could include:

1. Mental health services, supports, crisis response, and intervention services.
2. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
3. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).
4. Training and professional development for staff on infectious disease management.
5. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.
6. Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

Eligible Grantees

All Head Start, Early Head Start, and Early Head Start-Child Care Partnership grantees are eligible to receive funding for one-time activities in response to COVID-19.

How to Apply

For this funding, each grantee will be able to apply for a proportionate amount based on their total funded enrollment. These funds will be combined with the existing FY 2020 Cost-of-Living-Adjustment and Quality Improvement (COLA/QI) applications due on May 15, 2020. OHS will provide further guidance and instruction. Awards are expected to be processed beginning in June.

Waiver of Non-Federal Match

The COVID-19 pandemic, a national emergency, is seriously affecting economic conditions in communities throughout the nation. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve all requests for waivers of non-federal match associated with the following funds for fiscal year 2020: COLA, QI, and funding associated with COVID-19. In order to request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A in your application. No separate waiver request is required. The issuance of a notice of award constitutes approval of the requested waiver.

Additional Reporting Requirements

The CARES Act contains the following reporting requirements in Section 15011 for grantees receiving COVID-19 related funding:

Not later than 10 days after the end of each calendar quarter, any grantee that is an entity receiving more than \$150,000 total in funds under the CARES Act (P.L. 116-136), the Coronavirus Preparedness and Response Supplemental Appropriations Act (P.L. 116-123), the Families First Coronavirus Response Act (P.L. 116-127), or any other Act primarily making appropriations for the Coronavirus response and related activities, shall submit to the Secretary and the Pandemic Response Accountability Committee a report. This report shall contain:

1. The total amount of funds received from the U.S. Department of Health and Human Services (HHS) under one of the foregoing enumerated Acts
2. The amount of funds received that were expended or obligated for each project or activity
3. A detailed list of all projects or activities for which large covered funds were expended or obligated, including the:
 1. Name and description of the project or activity
 2. Estimated number of jobs created or retained by the project or activity, where applicable
4. Detailed information on any level of sub-contracts or sub-grants awarded by the covered recipient or its sub-contractors or sub-grantees to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 allowing aggregate reporting on awards below \$50,000 or to individuals, as prescribed by the director of the Office of Management and Budget

"Covered recipients" are defined in Section 15011 as:

- Any entity that receives large covered funds
- Includes any state, the District of Columbia, and any territory or possession of the United States

"Large covered funds" are defined in Section 15011 as:

- Covered funds that amount to more than \$150,000

Information on how to meet these reporting requirements will be provided at a later date.

Additional Information

Additional information and materials on COVID-19, including summer programming, are available on the [Head Start COVID-19 Response](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage will continue to be updated on an ongoing basis in the coming weeks and months.

Please direct any questions regarding this PI to your Regional Office.

Thank you for your work 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:

[ACF-PI-HS-20-03 FY 2020 Supplemental Funds in Response to Coronavirus Disease 2019 \(COVID-19\)](#) [PDF, 160KB]