

# Capital Area Community Action Agency

## Conference Call in Executive Committee Meeting Agenda

Tuesday, April 28, 2020 – 5:30 pm  
309 Office Plaza Drive, Tallahassee, FL - 32301

[Zoom Conference Call](#) (click the link)- Phone: 929.205.6099; 813 3730 6184

I.	Call to Order	Derrick Jennings, Chair
II.	Agenda Approval	
III.	Sign-in/Attendance/Introductions	Page
IV.	Action – Recommendation for Review and Approval	
	A. Approval of Minutes	2-5
	i) Executive Committee – February 25, 2020	
	B. Fiscal Report	
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	• Revenue & Expenditures Agency-wide	9-10
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	• Head Start Non Federal Share Match	16
	• Credit Card Activity Spreadsheet and Statements	17-22
	• ESF 15 (Franklin County) Report	23-24
	C. Head Start Supplemental	
	i) Cost of Living Allowance budget plan	25
	ii) Quality Improvement budget plan	25
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V.	Chief Executive Officer's Report	26
VI.	CSBG Organizational Standards Update - (Packet #2)	1-98
VII.	Head Start – Update	27-28
VIII.	Chair's Report	
IX.	Adjournment	

**Next Executive Committee Meeting 6/23/2020 - 5:30 pm – 309 Office Plaza Drive**

**Next Board of Directors Meeting 5/26/2020 – 6:00 pm – Ghazvini Center for  
Healthcare Education**



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# Capital Area Community Action Agency

Capital Area Community Action Agency  
Executive Committee  
Meeting Minutes  
February 25, 2020

**Members in Attendance:**

Derrick Jennings, Chair  
Kara Palmer Smith, Treasurer  
Quincee Messersmith, Secretary

**CACAA Staff:**

Tim Center  
Nina Self  
Margaret Watson  
Stephanie Sgouros

Member Absent: Brent Couch

The meeting was called to order at 5:38 p.m. by the Chair. A quorum was established.

***ACTION ITEMS***

***Approval of Minutes***

The Chair asked for a motion to approve the minutes of December 16, 2019. Ms. Messersmith made a motion to approve the minutes. It was seconded by Ms. Palmer Smith, and unanimously approved.

***FISCAL REPORT***

Ms. Sgouros gave the December 31, 2019, financial report. She said that we have completed three months of the fiscal year, and as a benchmark would expect the year-to-date actual expenses and revenue to be around 25% of the annual budget with Head Start's around 33% due to the abbreviated 9-month contract. However, at month end, the Year to Date Actual Revenue and Expenses are 33% and 29% respectively, with mostly restricted net income of \$317,904, including \$70,458 for the SunTrust Grant and nearly \$67,631 for the Franklin County Fire Victims.

Year to Date Non-Federal Share (NFS) Match totals \$253,726 or 38% of the \$660,993 total match required for the fiscal year ending June 30, 2019.

Ms. Sgouros explained that for FY 2019-2020, the agency faces an unusual situation with our grants. She said that nearly half (11) of all currently active grants (23) have a grant period that differs from the Agency's fiscal year. This means that the Agency-wide statement has lost some of its effectiveness as a management tool, as it has been in the past, which means that it is less reliable by budget line item with differing fiscal years.

We had only three new variances for the current month. **Salaries Fringe and Indirect**, which should even out over the month of June, **Equipment Maintenance** for December with pending credits that will balance in January, and **Equipment Lease** which is expected to even out in the next few months.

### ESF 15 Report – January 2020

Ms. Sgouros reported that December and January items were purchased for fire victims, leaving a balance of \$67,305.99.

Mr. Center said this is money managed for Franklin County Fire victims. He said the balance of \$67,305.66 will be used for four families for permanent housing. Mr. Jennings asked if the four remaining families were the only trailers left. We are working with the county to get the remaining camper trailers transferred to residents for permanent housing in Liberty and Calhoun counties.

Ms. Sgouros announced that we will have new signature cards for new Executive Committee members. Mr. Center said this will take place at the next Board meeting.

The Chair asked for a motion to approve the financial report. Ms. Palmer Smith made a motion to accept the financial report. It was seconded by Ms. Messersmith, and unanimously approved.

### ***CEO REPORT***

Mr. Center reported that at the last Board meeting the Board asked to have the CEO report be given at the beginning of the meeting. He said the report was placed in this order to prioritize the report.

It was announced that Thomas Howell Ferguson is on board, and the audit work has begun. He said that at the last Board meeting there was a discussion about the over spending in legal services so we are informing the Board that a wrongful termination is being filed with EEOC, that will be reflected in the next report.

Mr. Center reported that the National Disaster Recovery efforts are being made available by DEO and Tri-County Community Action to explore how best to use federal funds for long-term recovery efforts for North Florida residents. DEO will have Community Action coordinate the process. The plan is to contract with the agency to manage funds to deal with disaster recovery. A conference call will take place Friday, February 28<sup>th</sup>. On a related note, we were encouraged by our program specialist, to apply for Head Start Natural Disaster Recovery funds for Head Start Centers in each county. This will be brought before Policy Council and Board for approval.

Mr. Center mentioned that he had a meeting with TYCO/Johnson Control to review video and security monitoring at entrances of the Head Start Centers for staff to have remote access for visitors.

Mr. Center reported that he held a radio interview with Steve Stewart of Above the Fold radio. He said he continues to work with Leon County Schools, Jim McShane, and the UWBB subgrant with ECHO for Getting Ahead with the ALICE population. Classes will begin March 3<sup>rd</sup>.

Mr. Center said he was asked at the last Board meeting to discuss repayment of the overage in Head Start for the drawdown on the Line of Credit for \$38,025.38. He said we have held the Golden Apple Gala for the last three years, scheduled for May 2020 (\$15,000), and Community Action Focus Breakfast (Benevon Model) on November 2020 (\$25,000). The total cost \$40,000.

Ms. Johnson asked if we had a streamlined process for referrals from CareerSource for Getting Ahead? Mr. Center said as it relates to CareerSource, the Welfare to Work Program is a qualifying program that included the Getting Ahead Program as a qualifying event for clients that have been referred to us for consideration.

Ms. Johnson asked how much is raised for the Golden Apple Gala? Golden Apple Gala raised \$9,000.00. Mr. Center asked Board members to use their resources to find donors.

### ***CSBG Organizational Standards***

#### ***Strategic Plan***

Mr. Center presented a draft of a table of Organizational Standards. He said that we were asked to create a master calendar of standards to track when standards were due. DEO requires the agency to complete organizational standards throughout the year.

The Strategic Plan is due to be updated for the month of March. We have added Single mothers in poverty, with qualifying child under the age of 18, and CSBG Department has been included with a Special Getting Ahead class through the Refuge House.

The Chair asked for a motion to approve the Strategic Plan. Ms. Palmer Smith made a motion to approve the Strategic Plan. It was seconded by Ms. Messersmith, and unanimously approved.

#### ***Governance***

Mr. Center said we are required to complete annual governance training. The governance training will be completed during the March meeting. He said that each Board member should become familiar with the materials since each member has a fiduciary responsibility to the organization to govern the agency to ensure the agency is operating by DEO guidelines. The same process is done with the Head Start Policy Council.

#### ***Community Needs Assessment***

Mr. Center said the Community Service Block Grant (CSBG) is to be adopted by the Board. He said this is the Head Start Community Needs Assessment 2017. Both Head Start and the Community Service Block Grant Program require the agency to look at the demographics of the community to guide in the decision making process. We ask the board to adopt the Community Needs Assessment.

The Chair asked for a motion to approve the Community Needs Assessment. Ms. Palmer Smith made a motion to approve the Community Needs Assessment. It was seconded by Ms. Messersmith, and unanimously approved.

***Staff Appreciation***

Mr. Center reported that Mr. Jennings has visited several Head Start Center locations. He said the teachers are doing extremely well and he would like to show appreciation to the staff and teachers by recognizing them at the Golden Apple Gala. The Board suggested that the agency check on the cost of lapel pins as appreciation for years of service.

Ms. Johnson asked for an update on the status of the funding for \$75,000.00 Sun Trust? Mr. Center will email a copy out tomorrow.

Meeting adjourned at 6:30 p.m.

\_\_\_\_\_  
Ms. Messersmith, Secretary

\_\_\_\_\_  
Date

**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 42% of the annual budget with Head Start's around 56% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 50% and 47% respectively, with mostly restricted net income of \$303,703 including \$70,458 in the SunTrust Grant and nearly \$67,306 for Franklin Co. Fire Victims.

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, 2019.

**Expenditure Variances and Explanations**

The Agency-wide Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage.

Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. These explanations frequently feature the terms "over budget" or "over the budget benchmark". "Over budget" usually refers to situations where more has been spent in total than was allocated. It may also refer to unexpected expenses that will cause the line item to be overspent by year/grant end. "Over the budget benchmark" refers to items that are currently over what we would expect, if expense were incurred evenly each month. Usually, the items that are "over the budget benchmark" are not incurred evenly each month and are expected to be at or near what was allocated by year/grant end.

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.

**New Circumstances**

In Fiscal Year 2019-2020, the agency faces an unusual situation. Nearly half (11) of all currently active grants (23) have a grant period that differs from the Agency's fiscal year and none of the Agency's largest grants are on the Agency's same fiscal year.

What this means is that the Agency-wide Statement of Revenue and Expenses has lost some of its effectiveness. While it is still a good way to judge overall performance such as total revenues, total expenditures and net income/(loss), it is less useful by budget line item with

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

differing fiscal years. (For example, "travel-out-of-area" appears to have a negative budget, but this is just a reduction in a 3 year grant with an overall budget of more than \$20K.)

To compensate for this issue, we have decided to focus on the major programs' statements instead for individual line item budgets. This leaves us with the following variances:

Salaries, Fringe and Indirect – current spending in this category is 4-5% over benchmark budget which, while significant, should even out over the month of June as long as it does not exceed the current level.

**Staff Screenings – This will be amended during the CSBG modification effective 04/01/20.**

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

Contractual Services/Professional – is over benchmark budget due to payments for contract intake workers and will ultimately produce off-setting reductions in personnel expenses.

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.

Rent/Space Cost – is currently over the budget benchmark, but will be amended during the LIHEAP and WAP budget modifications.

Utilities – is over the benchmark budget by 4% which equates to a \$3,600 deficit. This is up \$2,600 over last year's spending. The overages are mainly at Royal and Jefferson. Management has investigated the reason(s) for the increases and implemented solutions, including installing programmable thermostats.

General Liability and Property Insurance – is over the budget benchmark, but will be amended during the LIHEAP budget modification.

Communications – is over benchmark budget and expected to remain so, due to some repairs of telephones at the centers.

Repairs & Maintenance – Recurring – is over the benchmark budget due to several repairs performed by outside sources as we no longer have a maintenance worker on staff.

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

Equipment Lease – is over the benchmark budget due to the quarterly prepaid postage machine lease deposit. This is expected to even out in subsequent months.

**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 which is prepaid and will come in line with the budget in subsequent months.

Technology - was over the budget benchmark due to the annual renewal of the Teaching Strategies Gold subscription as well as a virtual learning software.

Dues and Subscriptions - are cyclical and currently over the benchmark budget but should level out over the course of the year.

Training/Staff Development - is 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. Management will work on obtaining donations of food from local businesses which will lower costs and provide in-kind as well.

Legal Expenses - is currently over the benchmark budget. The Agency's insurance deductible is \$10,000 per event so this line item may need to be adjusted as the year progresses for any additional events.

**Expendable Equipment - is over budget due to the unexpected purchase of a convection oven. Fiscal will consult management to determine how to best cover the overage.**



Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Five Months Ended 2/29/2020

		Total Budget -	Current Year	Total Budget	
		Original	Actual	Variance -	%
				Original	
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	1,588,924	(1,108,986)	59%
Government Contracts - Federal Indirect	4005	5,045	8,950	3,905	177%
Government Contracts - STATE	4010	3,251,885	1,375,779	(1,876,106)	42%
Government Contracts - LOCAL	4020	119,293	46,433	(72,861)	39%
Grants - Other Not-for-Profits	4100	145,219	106,881	(38,338)	74%
Grants - All Other Sources	4120	0	73,158	73,158	100%
Contributions	4200	50,500	15,321	(35,179)	30%
Contributions- Restricted	4210	77,821	101,709	23,888	131%
Commissions-Vending/Photo	4320	2,000	878	(1,122)	44%
Interest Income	4950	0	1,180	1,180	100%
Fringe Pool Revenue	4960	847,984	348,691	(499,293)	41%
Indirect Pool Revenue	4970	620,395	259,983	(360,412)	42%
Other Revenue	4995	4,000	19,015	15,015	475%
<b>Total Revenue</b>		<u>7,822,053</u>	<u>3,946,900</u>	<u>(3,875,152)</u>	50%
<b>Expenditures</b>					
Salaries & Wages	6010	2,176,878	1,195,489	981,389	55%
Fringe	6110	642,778	349,203	293,575	54%
FICA	6120	202,984	90,082	112,902	44%
Unemployment	6130	45,000	17,130	27,870	38%
Workers Compensation	6140	50,000	17,837	32,163	36%
Health Insurance	6150	450,000	194,781	255,219	43%
Life Insurance	6160	30,000	11,829	18,171	39%
Retirement	6170	40,000	20,766	19,234	52%
Staff Screenings	6180	2,335	2,076	259	89%
Indirect Costs	6210	465,778	265,721	200,057	57%
Travel - In Area	6310	12,592	4,642	7,950	37%
Travel - Out of Area	6315	(4,180)	0	(4,180)	0%
Office Supplies	6410	14,058	6,559	7,499	47%
Program Supplies	6415	21,628	13,785	7,843	64%
Classroom Supplies	6420	38,375	430	37,945	1%
Kitchen Supplies	6430	34,189	10,461	23,728	31%
Medical/Dental Supplies	6440	760	200	560	26%
Copies/Printing/Copier	6510	18,227	7,336	10,891	40%
Postage and Delivery Expense	6600	2,364	658	1,705	28%
Contractual Services/Professional	6710	336,615	119,143	217,471	35%
Contractual Services - Health/Disabilities	6715	131,275	109,204	22,071	83%
Rent/Space Cost	6810	200,150	128,144	72,006	64%
Utilities	6820	67,535	45,871	21,664	68%
General Liability and Property Insurance	6830	66,035	33,217	32,818	50%
Communications	6840	55,342	36,798	18,544	66%
Repairs & Bldg Maintenance- Recurring	6850	74,212	57,525	16,687	78%
Repairs & Bldg Maintenance - Nonrecurring	6855	17,750	16,871	879	95%
Equipment Maintenance	6910	23,037	12,964	10,073	56%
Vehicle Expense	6920	29,242	25,568	3,673	87%
Equipment Lease	6930	8,667	6,030	2,638	70%

Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Five Months Ended 2/29/2020

Technology	6940	29,889	20,656	9,234	69%
Fees, Licenses, and Permits	7010	5,079	981	4,098	19%
Dues/Subscriptions	7020	9,822	5,809	4,013	59%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	2,170,518	662,151	1,508,366	31%
Expendable Equipment	7320	6,474	3,352	3,121	52%
Registration Fees	7410	4,833	0	4,833	0%
Meetings/Workshops/Training	7420	37,637	7,161	30,476	19%
Training/Staff Development	7430	31,376	18,849	12,527	60%
Advisory/Board Member Expenses	7440	2,933	2,165	768	74%
Advertising	7450	2,595	233	2,363	9%
Parent Activities	7460	900	0	900	0%
Raw Food Cost	7510	208,907	111,449	97,458	53%
Legal Expenses	7530	10,000	9,053	947	91%
Interest Expense	7610	12,664	0	12,664	0%
Bank Service Charges	7630	3,300	1,016	2,284	31%
Total Expenditures		<u>7,792,052</u>	<u>3,643,197</u>	<u>4,148,855</u>	47%
Excess Revenue over (under) Expenditures		<u>30,000</u>	<u>303,703</u>	<u>273,703</u>	

**Capital Area Community Action Agency  
Head Start - Statement of Revenues and Expenditures  
For the Five Months Ended 2/29/2020**

10/1/2019-6/30/2020

56%

		<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	1,588,924	(1,108,986)	59%
<b>Total Revenue</b>		<u>2,697,910</u>	<u>1,588,924</u>	<u>(1,108,986)</u>	<u>59%</u>
Expenditures					
Salaries & Wages	6010	1,299,035	769,258	529,777	59%
Fringe	6110	376,460	225,712	150,748	60%
Staff Screenings	6180	913	160	753	17%
Indirect Costs	6210	301,589	182,429	119,160	60%
Travel - In Area	6310	2,625	632	1,993	24%
Office Supplies	6410	5,204	1,571	3,633	30%
Program Supplies	6415	20,239	13,630	6,609	67%
Classroom Supplies	6420	36,375	430	35,945	1%
Kitchen Supplies	6430	8,000	1,102	6,898	14%
Medical/Dental Supplies	6440	750	200	550	27%
Copies/Printing/Copier	6510	12,200	4,438	7,762	36%
Maintenance/Toner/Paper					
Postage and Delivery Expense	6600	900	168	732	19%
Contractual Services/Professional	6710	27,000	0	27,000	0%
Contractual Services – Health/Disabilities	6715	125,000	102,929	22,071	82%
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%
Expendable Equipment	7320	2,250	3,352	(1,102)	149%
Meetings/Workshops/Training	7420	300	100	200	33%
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%
<b>Total Expenditures</b>		<u>2,697,910</u>	<u>1,599,722</u>	<u>1,098,188</u>	<u>59%</u>
<b>Excess Revenue over (under) Expenditures</b>		<u>0</u>	<u>(10,798)</u>	<u>(10,798)</u>	

**Capital Area Community Action Agency  
CSBG - Statement of Revenues and Expenditures  
From Grant Inception through 2/29/2020**

10/1/2016-3/31/2020

98%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>2,439,907</u>	<u>2,028,276</u>	<u>(411,631)</u>	<u>83%</u>
<b>Total Revenue</b>		<u>2,439,907</u>	<u>2,028,276</u>	<u>(411,631)</u>	<u>83%</u>
<b>Expenditures</b>					
Salaries & Wages	6010	907,800	814,298	93,502	90%
Fringe	6110	257,660	231,466	26,194	90%
Staff Screenings	6180	1,062	1,689	(627)	159%
Indirect Costs	6210	228,919	202,922	25,997	89%
Travel - In Area	6310	34,747	14,827	19,921	43%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	9,308	5,649	3,659	61%
Copies/Printing/Copier	6510	14,924	6,645	8,279	45%
Maintenance/Toner/Paper					
Postage and Delivery Expense	6600	3,327	1,143	2,184	34%
Contractual Services/Professional	6710	38,906	16,713	22,193	43%
Rent/Space Cost	6810	102,374	99,090	3,285	97%
Utilities	6820	14,342	10,603	3,738	74%
General Liability and Property Insurance	6830	19,326	15,740	3,586	81%
Communications	6840	40,063	36,766	3,297	92%
Repairs & Bldg Maintenance- Recurring	6850	16,124	9,140	6,984	57%
Equipment Maintenance	6910	14,375	11,706	2,669	81%
Vehicle Expense	6920	47,056	47,248	(192)	100%
Equipment Lease	6930	6,235	3,452	2,783	55%
Technology	6940	18,119	9,367	8,752	52%
Fees, Licenses, and Permits	7010	10,659	6,433	4,226	60%
Dues/Subscriptions	7020	15,214	13,945	1,270	92%
Client Assistance	7210	553,638	425,122	128,516	77%
Expendable Equipment	7320	22,373	15,018	7,355	67%
Registration Fees	7410	13,966	9,911	4,054	71%
Meetings/Workshops/Training	7420	20,959	15,069	5,889	72%
Advertising	7450	<u>8,032</u>	<u>3,058</u>	<u>4,975</u>	<u>38%</u>
<b>Total Expenditures</b>		<u>2,439,907</u>	<u>2,032,328</u>	<u>407,579</u>	<u>83%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(4,052)</u>	<u>(4,052)</u>	

**Capital Area Community Action Agency**  
**LIHEAP - Statement of Revenues and Expenditures**  
**From Grant Inception through 2/29/2020**

4/1/2017-9/30/2020

83%

		<b>Total</b>	<b>Current</b>	<b>Total</b>	
		<b>Budget -</b>	<b>Period</b>	<b>Budget</b>	
		<b>Original</b>	<b>Actual</b>	<b>Variance -</b>	<b>%</b>
		<u>Original</u>	<u>Actual</u>	<u>Original</u>	<u>%</u>
<b>Revenue</b>					
Government Contracts - STATE	4010	7,592,223	5,282,113	(2,310,110)	70%
<b>Total Revenue</b>		<u>7,592,223</u>	<u>5,282,113</u>	<u>(2,310,110)</u>	<u>70%</u>
<b>Expenditures</b>					
Salaries & Wages	6010	820,232	639,775	180,457	78%
Fringe	6110	233,601	182,785	50,816	78%
Staff Screenings	6180	1,949	771	1,179	40%
Indirect Costs	6210	209,863	162,562	47,301	77%
Travel - In Area	6310	12,443	6,423	6,020	52%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	10,300	5,472	4,828	53%
Copies/Printing/Copier	6510	18,531	11,441	7,090	62%
<b>Maintenance/Toner/Paper</b>					
Postage and Delivery Expense	6600	4,486	2,202	2,284	49%
Contractual Services/Professional	6710	27,500	28,079	(579)	102%
Rent/Space Cost	6810	77,945	71,827	6,118	92%
Utilities	6820	12,065	5,809	6,256	48%
General Liability and Property Insurance	6830	9,350	9,676	(326)	103%
Communications	6840	32,295	25,167	7,128	78%
Repairs & Bldg Maintenance- Recurring	6850	13,168	6,336	6,832	48%
Equipment Maintenance	6910	10,690	6,041	4,649	57%
Vehicle Expense	6920	11,390	3,631	7,759	32%
Equipment Lease	6930	5,375	2,511	2,864	47%
Technology	6940	19,888	8,085	11,803	41%
Fees, Licenses, and Permits	7010	850	302	548	36%
Dues/Subscriptions	7020	675	175	500	26%
Client Assistance	7210	6,023,733	4,053,129	1,970,604	67%
Expendable Equipment	7320	16,730	3,474	13,256	21%
Registration Fees	7410	5,500	2,470	3,030	45%
Meetings/Workshops/Training	7420	2,738	235	2,503	9%
Advertising	7450	2,000	0	2,000	0%
<b>Total Expenditures</b>		<u>7,592,223</u>	<u>5,239,053</u>	<u>2,353,170</u>	<u>69%</u>
<b>Excess Revenue over (under) Expenditures</b>		<u>0</u>	<u>43,060</u>	<u>43,060</u>	

**Capital Area Community Action Agency**  
**WAP - Statement of Revenues and Expenditures**  
**From Grant Inception through 2/29/2020**

10/1/2017-9/30/2020

81%

		<u>Total Budget</u> <u>- Original</u>	<u>Current Total Budget</u> <u>Period Actual</u>	<u>Variance -</u> <u>Original</u>	<u>%</u>
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>1,681,422</u>	<u>780,125</u>	<u>(901,297)</u>	<u>46%</u>
<b>Total Revenue</b>		<u>1,681,422</u>	<u>780,125</u>	<u>(901,297)</u>	<u>46%</u>
<b>Expenditures</b>					
Salaries & Wages	6010	295,156	190,517	104,639	65%
Fringe	6110	84,060	54,389	29,672	65%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	75,843	48,128	27,715	63%
Travel - In Area	6310	15,000	9,075	5,925	60%
Office Supplies	6410	4,000	2,113	1,887	53%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	856	644	57%
Postage and Delivery Expense	6600	900	294	606	33%
Contractual Services/Professional	6710	22,814	3,000	19,814	13%
Rent/Space Cost	6810	8,940	8,156	784	91%
Utilities	6820	2,500	1,879	621	75%
General Liability and Property Insurance	6830	37,628	18,270	19,359	49%
Communications	6840	6,900	5,217	1,683	76%
Repairs & Bldg Maintenance- Recurring	6850	5,350	1,479	3,871	28%
Equipment Maintenance	6910	2,300	1,902	398	83%
Vehicle Expense	6920	17,500	9,705	7,795	55%
Equipment Lease	6930	600	638	(38)	106%
Technology	6940	500	254	246	51%
Fees, Licenses, and Permits	7010	1,350	712	638	53%
Dues/Subscriptions	7020	15,500	5,550	9,950	36%
Client Assistance	7210	1,040,852	366,911	673,940	35%
Expendable Equipment	7320	3,500	930	2,571	27%
Registration Fees	7410	0	1,226	(1,226)	100%
Meetings/Workshops/Training	7420	37,628	14,680	22,949	39%
Advertising	7450	900	264	636	29%
<b>Total Expenditures</b>		<u>1,681,422</u>	<u>746,145</u>	<u>935,277</u>	<u>44%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>33,981</u>	<u>33,981</u>	

Capital Area Community Action Agency  
Balance Sheet  
As of 2/29/2020

	<u>Current Period Balance</u>
<b>Assets</b>	
Petty Cash	860
Cash Operating Hancock Bank	145,237
Cash - Money Market Hancock Bank	78,458
Cash-Bank Restricted	33,912
Cash - Centennial Bank - Restricted	67,305
Grants Receivable	789,651
Property and Equipment Net	<u>227,308</u>
<b>Total Assets</b>	<u><b>1,342,731</b></u>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	47,453
Accrued Leave	49,802
Accrued Wages	51,458
Accrued Fringe Benefits	(2,289)
Accrued Taxes	9,854
Contract Advances	41,008
Contingent Liab Sunshine St Micro Obligated	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>138,473</u>
<b>Total Liabilities</b>	<b>362,358</b>
<b>Net Assets</b>	
<b>Beginning Net Assets</b>	
Unrestricted Net Assets	351,772
Invested Property and Equipment	<u>324,898</u>
<b>Total Beginning Net Assets</b>	<b>676,670</b>
<b>Current Net Income</b>	<u><b>303,703</b></u>
<b>Total Net Assets</b>	<u><b>980,373</b></u>
<b>Total Liabilities and Net Assets</b>	<u><b>1,342,731</b></u>

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

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



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		Expenses	Transaction Description	Original Invoice/Credit Number
		Cod e	Activity Code			
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	M24.88✓

*Handwritten signature and date: 2/16/20*

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



**HANCOCK  
WHITNEY**

*Visa BusinessCard*  
**Statement of Account**  
Issued by Hancock Whitney Bank



16320380-003386-0001-0001-2

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

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

**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
02-14	02-14	74270840045100011643451	0000	BRANCH PAYMENT - THANK YOU	M1,705.28
02-26	02-26		0000	ANNUAL FEE	M35.00 ←

*GE*  
*2/16/20*

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



**HANCOCK  
WHITNEY**

*Visa BusinessCard*  
**Statement of Account**  
Issued by Hancock Whitney Bank



16320390 - 008930 - 0001 - 0001 - 2

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

**MEMO STATEMENT**

Account Number

Statement Date

02-27-20



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

\*\*N0008930

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-08	02-05	24435650036083736118721	7393	DTIS FINGERPRINT SERV ALEXANDRIA VA	M70.13
02-14	02-14	74270840045100011645880	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
		<b>STATEMENT TOTAL</b> 127.44
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

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

**STATEMENT MESSAGES**

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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
02-28	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

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



**HANCOCK  
WHITNEY**

*Visa BusinessCard*  
**Statement of Account**  
Issued by Hancock Whitney Bank

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

**MEMO STATEMENT**

Account Number

Statement Date

02-27-20



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

\*\*\*N0006381

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-14	02-14	74270840045100011845803	0000	BRANCH PAYMENT - THANK YOU	M47.07
02-24	02-20	24481080052400388000402	5812	OLIVE GARDEN 0021236 TALLAHASSEE FL	M97.97 ←

*bc  
3/16/20*

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

**Franklin County - ESF15  
Donation Revenues & Expenses  
Report for March 2020**

	Date	Revenues	Expenditures	Description	Balance
1	10/01/18	\$ 100.00	\$ -	loan from agency to open checking account	\$ 100.00
2	10/02/18	\$ 224,857.36	\$ -	transfer of donations to agency	\$ 224,957.36
	11/05/18	\$ -	\$ 10,000.00	CD to secure VISA card	\$ 214,957.36
3	11/13/18	\$ -	\$ 200.00	reimburse loan from agency to open checking and savings account (\$100 each)	\$ 214,757.36
4	11/29/18	\$ 10,198.00	\$ -	Community Foundation donation	\$ 224,955.36
5	12/31/18	\$ -	\$ -	No activity	\$ 224,955.36
6	01/14/19	\$ -	\$ 331.72	utility pole for Frances and Edward Estes	\$ 224,623.64
7	01/14/19	\$ -	\$ 225.00	trailer repairs at 605 Wilderness Rd	\$ 224,398.64
8	03/01/19	\$ 12,768.80	\$ -	donation from Emerald Coast Recycling	\$ 237,167.44
9	03/01/19	\$ 3,500.00	\$ -	administrative fees	\$ 240,667.44
10	03/11/19	\$ -	\$ 31.12	check order (deducted from administrative fees received)	\$ 240,636.32
11	05/10/19	\$ -	\$ 550.00	Repairs to two travel trailers housing fire victims	\$ 240,086.32
12	05/10/19	\$ -	\$ 97,701.20	Purchase of 2 homes for fire victim families	\$ 142,385.12
13	05/23/19	\$ -	\$ 175.57	Supplies (deducted from administrative fees received)	\$ 142,209.55
14	06/26/19		\$ 489.00	Apartment Deposit fee for client	\$ 141,720.55
15	07/11/19		\$ 7,400.00	Septic tank & install	\$ 134,320.55
16	07/12/19		\$ 230.00	triler replacement battery	\$ 134,090.55
17	07/12/19		\$ 53,459.50	Purchase of 2 mobile homes for Golden & Johnson	\$ 80,631.05
18	07/12/19		\$ 700.00	Transport & set up trailers for 2 clients (paid out of CUMBAA recyclables donation)	\$ 79,931.05
19	08/02/19		\$ 1,400.00	Water & Sewer Connection - 723 Home Pl.	\$ 78,531.05
20	08/12/19	\$ 5,908.00		CUMBAA recyclables donation (check originally made out to County)	\$ 84,439.05
21	08/16/19		\$ 1,099.76	Repairs and moving for client at 601 Ridge Rd; Repairs at 667 and 701 Ridge Rd.	\$ 83,339.29
22	09/05/19		\$ 10,250.00	Approved Purchase of FEMA Trailer by Limerock client	\$ 73,089.29
23	09/12/19		\$ 1,600.00	Water tap installation for Limerock client	\$ 71,489.29
24	10/30/19	\$ -	\$ -	No activity	\$ 71,489.29
25	11/01/19		\$ 450.00	Repairs for Trailers housing Limerock Fire victims	\$ 71,039.29
26	11/27/19		\$ 3,293.31	Partial Reimbursement for Fiscal Contract Services attributable to ESF 15	\$ 67,745.98
27	12/12/20		\$ 115.00	Replace Battery in client's trailer	\$ 67,630.98
28	01/14/20		\$ 324.99	Repairs to travel trailer housing fire victims	\$ 67,305.99
29	02/29/20				\$ 67,305.99
30	03/31/20				\$ 67,305.99

Name: Tim Center

Title: CEO

Signature: 

Date: 7/13/2020

April 13, 2020



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CONWAY, AR 72033  
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\*\*\*\*\*AUTO\*\*ALL FOR AADC 323  
12442 0.4670 AB 0.419 51340



CAPITAL AREA COMMUNITY ACTION AGENCY, IN  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729

03/31/20  
502818251  
CYCLE-031

---

\*\*\* CHECKING \*\*\* 0900 BUSINESS CK  
ACCOUNT NUMBER 0502818251  
PREVIOUS STATEMENT BALANCE AS OF 02/29/20 ..... 67,305.99  
PLUS 0 DEPOSITS AND OTHER CREDITS ..... 00  
LESS 0 CHECKS AND OTHER DEBITS ..... 00  
CURRENT STATEMENT BALANCE AS OF 03/31/20 ..... 67,305.99  
NUMBER OF DAYS IN THIS STATEMENT PERIOD 31

BALANCE BY DATE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
02/29	67,305.99						

*Edc*  
*4/10/20*

RECEIVED  
APR 10

*ms*



NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION



# 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](http://www.CapitalAreaCommunityActionAgency.org)



# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT APRIL 2020

### Administrative

- The audit with Thomas Howell Ferguson CPA firm is proceeding. Auditors have been on site and reviewed files. We hope to have a presentation to the Board by the May meeting.
- All offices are closed to clients until we have a way to re-open and maintain safe distances with clients.

***Impact: Better benefits for staff. Better fiscal accountability.***

### Programmatic

- Eastpoint Wildfire Emergency Recovery Response – All but one camper trailers are committed to permanent owners. The Franklin County Emergency Operations Center expressed interest in the remaining one for use as a satellite office. Franklin County Schools has plans for the field where the trailers are staged. We have committed to having them moved within 60 days.
- Management is working on a new grant application and disaster needs assessment for a \$3 million dollar program to serve residents impacted by Hurricane Michael in our region and neighboring Community Action regions. This will assume a quarterback position for more than 30 counties in coordination with our neighboring Community Action agencies.
- Working with TYCO/Johnson Controls to review video and security monitoring at Head Start Centers. We are working a new E-rate consultant to help with pricing and vendors to help improve efficiency and bandwidth while reducing costs. E-Rate rebates and discounts will help offset the costs associated with these improvements.
- All Getting Ahead classes are suspended through the pandemic response.

***Impact: Redesigning entitlement programs to toward more independency services.***

### Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Participated in a webinar on ZOOM with INIE for COVID-19 response. Will do another webinar about Social Service delivery in the time of Corona at the end of the month.

***Impact: Developing the infrastructure necessary to support the Agency mission***

### Resource Development

- Staff submitted applications for Community Human Services Partnership grant application for Head Start and Getting Ahead.

***Impact: Broaden the community network supporting the Agency efforts and services.***



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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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## **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.

## Tim Center

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**From:** Pamela Jackson  
**Sent:** Wednesday, April 22, 2020 8:45 AM  
**To:** Tim Center; Venita Treadwell; Darrel James; Nina Self; Kristin Reshard  
**Subject:** FW: GUIDANCE FOR CHILD CARE PROVIDERS

FYI

**From:** Florida Department of Children and Families [mailto:FLDCF@info.dcf.state.fl.us]  
**Sent:** Tuesday, April 21, 2020 1:13 PM  
**To:** Pamela Jackson <pamela.jackson@cacaainc.org>  
**Subject:** GUIDANCE FOR CHILD CARE PROVIDERS



**FLORIDA DEPARTMENT  
OF CHILDREN AND FAMILIES**  

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**MYFLFAMILIES.COM**

### **GUIDANCE FOR CHILD CARE PROVIDERS**

#### **GENERAL OPERATIONS:**

Child care programs should adhere to the Governor's Executive Order 20-91 regarding Essential Services and Activities. Child care programs that remain operational and continue to provide services to enable essential employees to work as permitted, to the extent possible, should operate under the following conditions:

- Implement social distancing strategies – work with your county health department to determine a set of strategies appropriate for your community's situation.
- Intensify cleaning and disinfection efforts, including devising a schedule, and focus on toys, games, and other objects and surfaces that are frequently used.
- Modify drop-off and pick-up procedures to include thorough screening -- all individuals entering a facility should be screened according to Centers for Disease Control and Prevention (CDC) guidelines.
- Maintain an adequate ratio of staff to children to ensure safety; ensure groups are 10 or fewer (inclusive of child care providers).
- Children and child care providers shall not change from one group to another.
- If more than one group of children is cared for at one facility, each group shall be in a separate room and not mix or interact with each other.

# Coronavirus Disease 2019 (COVID-19)

## Guidance for Child Care Programs that Remain Open

### Supplemental Guidance

Updated April 21, 2020

#### Summary of recent changes:

- Includes additional options for screening children upon arrival to ensure that children who have a fever or other signs of illness are not admitted to the facility.
- The additional options may be useful when personal protective equipment (PPE) is in short supply.

These additional considerations are intended to provide guidance for a range of child care programs, including:

- Family child care programs, also known as home-based child care
- Pre-K (Pre-kindergarten) programs at private and public schools
- Head Start and Early Head Start programs
- Private child care centers
- Temporary child care centers operated by municipalities for the children of essential service providers, such as first responders, healthcare workers, transit workers, and other industries where a parent cannot stay home
- Child care centers that partner with healthcare facilities to support healthcare workers who need child care

This information is intended for **child care programs that remain open** and should be used in conjunction with CDC's guidance for administrators of child care programs and K-12 schools. This guidance does not supersede applicable federal, state, and local laws and policies for child care programs.

## General Preparedness and Planning

As you think about how your facility will deal with the impact of coronavirus disease 2019 (COVID-19), it is important to work with your local health officials, school districts, child care licensing boards/bodies, child care accreditation bodies, health consultants, and other community partners to determine the most appropriate plan and action. This document is meant to help administrators create emergency operations plans and tailor them to your community's level of transmission.

**No matter the level of transmission in a community, every child care program should have a plan in place to protect staff, children, and their families from the spread of COVID-19.**

See CDC's guidance for more details.

## Prevent the Spread of COVID-19

Plan ahead to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces. If you have difficulty in obtaining these supplies, please contact your local Child Care Resource and Referral (CCR&R) Agency to learn more about service organizations in your community who may have additional resources. Your local CCR&R Agency can be found under "Resources [☞](#)" at Child Care Aware of America.

Encourage staff to take everyday preventive actions to prevent the spread of respiratory illness.

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Clean and disinfect frequently touched surfaces.
- Cover cough and sneezes.
- Cover your mouth and nose with a cloth face covering when you have to go out in public.
- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

Require sick children and staff to stay home.

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Establish procedures to ensure children and staff who come to the child care center sick or become sick while at your facility are sent home as soon as possible.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members should not return to work until they have met the criteria to discontinue home isolation.

Have a plan if someone is or becomes sick.

- Plan to have an isolation room or area (such as a cot in a corner of the classroom) that can be used to isolate a sick child. Additional information about isolation in related settings can be found here: [isolation at home and isolation in healthcare settings](#).
- Be ready to follow CDC guidance on how to disinfect your building or facility if someone is sick.
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
  - Close off areas used by the person who is sick.
  - Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
  - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
    - Continue routine cleaning and disinfection.

## Monitor and Plan for Absenteeism Among Your Staff

- Develop plans to cover classes in the event of increased staff absences. Coordinate with other local child care programs and reach out to substitutes to determine their anticipated availability if regular staff members need to stay home if they or their family members are sick.
- Recommend that individuals at higher risk for severe illness from COVID-19 (older adults and people of any age who have serious underlying medical conditions) consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community.

## Review plans for implementing social distancing strategies

- Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance from others when possible. Detailed guidance for implementing social distancing strategies in child care centers and schools is found here.

## Assess Group Gatherings and Events

- Follow current guidance about gatherings and events.
- Plan to limit nonessential visitors and postpone or cancel use of classroom volunteers.

## If Your Child Care Program Remains Open

Child care programs that remain open during the COVID-19 pandemic should address these additional considerations:

- Implement social distancing strategies
- Intensify cleaning and disinfection efforts
- Modify drop off and pick up procedures
- Implement screening procedures upon arrival
- Maintain an adequate ratio of staff to children to ensure safety.
  - Plan ahead and recruit those with child care experience to ensure you have a roster of substitute caregivers who can fill in if your staff members are sick or stay home to care for sick family members.
- When feasible, staff members and older children should wear face coverings within the facility. Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

Some schools, child care programs, and service organizations are supporting their communities by providing temporary or emergency child care services for the children of essential service providers such as first responders, healthcare workers, transit or food retail workers, and persons who do not have paid leave, cannot work from home, or do not have a family caregiver at home.

- If you re-purpose your school or service facility as an emergency or temporary child care center, please follow CDC guidance for administrators of child care programs and K-12 schools.
- Be sure to follow state and local child care licensing policies and regulations [\[link\]](#). Specifically, all facilities should continue to adhere to their state and local licensing policies unless otherwise notified by their local health department.
- Guidance may also be provided by the department of education and/or health department in your state, city, or locality.

## Social Distancing Strategies

Work with your local health officials to determine a set of strategies appropriate for your community's situation. Continue using preparedness strategies and consider the following social distancing strategies:

- If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day. If your child care program remains open, consider creating a separate classroom or group for the children of healthcare workers and other first responders. If your program is unable to create a separate classroom, consider serving only the children of healthcare workers and first responders.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
  - Keep each group of children in a separate room.
  - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
  - If possible, at nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- If possible, arrange for administrative staff to telework from their homes.

## Parent Drop-Off and Pick-Up



- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.
- Consider staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
  - Have child care providers greet children outside as they arrive.
  - Designate a parent to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
  - Infants could be transported in their car seats. Store car seat out of children's reach.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

## Screen Children Upon Arrival (if possible )

Persons who have a fever of 100.4° (38.0°C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.

There are several methods that facilities can use to protect their workers while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

### Examples of Screening Methods

#### Reliance on Social Distancing (example 1 )

- Ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

You do not need to wear personal protective equipment (PPE) if you can maintain a distance of 6 feet.

#### Reliance on Barrier/Partition Controls (example 2 )

- Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Conduct temperature screening (follow steps below)
  - Perform hand hygiene
    - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child's temperature, reaching around the partition or through the window.
- Make sure your face stays behind the barrier at all times during the screening.
- If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
- If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.

- If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

## Reliance on Personal Protective Equipment (example 3 )

If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) can be used when within 6 feet of a child. However, **reliance on PPE alone is a less effective control and more difficult to implement, given PPE shortages and training requirements.**

- Upon arrival, wash your hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Take the child's temperature.
  - If performing a **temperature check on multiple individuals**, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
  - If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
  - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- After each screening, remove and discard PPE, and wash hands.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.
- If your staff does not have experience in using PPE:
  - Check to see if your facility has guidance on how to don and doff PPE. The procedure to don and doff should be tailored to the specific type of PPE that you have available at your facility.
  - If your facility does not have specific guidance, the CDC has recommended sequences for donning and doffing PPE [▶](#) .

## Clean and Disinfect

Caring for Our Children [☐](#) (CFOC) provides national standards for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth should be cleaned and sanitized (see below). Other hard surfaces, including diaper changing stations, door knobs, and floors can be disinfected.

Intensify cleaning and disinfection efforts:

- Facilities should develop a schedule for cleaning and disinfecting. An example can be found here [▶](#) [☐](#) .
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility. Guidance is available for the selection of appropriate sanitizers or disinfectants [▶](#) [☐](#) for child care settings.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here [☐](#) . If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- If possible, provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. If wipes are not available, please refer to CDC's guidance on disinfection for community settings.
- All cleaning materials should be kept secure and out of reach of children.

- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

## Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

## Clean and Disinfect Bedding

- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

## Caring for Infants and Toddlers

### Diapering

When diapering  a child, wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

Download posters with diaper changing procedures.

## Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

School nurses in schools that have been re-purposed as emergency or temporary child care centers should use Standard and Transmission-Based Precautions when caring for patients with confirmed or possible COVID-19. See: What Healthcare Personnel Should Know about Caring for Patients with Confirmed or Possible COVID-19 Infection.

## Healthy Hand Hygiene Behavior

- All children, staff, and volunteers should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
  - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff should also wash their hands.
- Place posters describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.

## Food Preparation and Meal Service

- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils.
- Food preparation should not be done by the same staff who diaper children.
- Sinks used for food preparation should not be used for any other purposes.
- Caregivers should ensure children wash hands prior to and immediately after eating.
- Caregivers should wash their hands before preparing food and after helping children to eat.

Facilities should follow all other applicable federal, state, and local regulations and guidance  related to safe preparation of food.

## Vulnerable/High Risk Groups


Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

- If you have staff members or teachers age 65 or older, or with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home.  
Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, talk to their parents about their risk. Follow children's care plans for underlying health conditions such as an asthma action plan.
- If you have children with disabilities, talk to their parents about how their children can continue to receive the support they need.

## Other Resources

CDC's website contains a variety of resources for child care programs and K-12 schools, including detailed guidance, considerations for closures, and frequently asked questions for administrators, teachers, and parents. Together, these resources provide additional information on:

- What to do if a child or staff member at your facility becomes sick.
- Closures of child care programs.

The resources emphasize that any decision about temporary closures of child care programs or cancellation of related events should be made in coordination with your federal, state, and local educational officials as well as state and local health officials. Child care programs are not expected to make decisions about closures on their own. The resources also address steps to ensure continuity of meal programs and other essential services if your facility is closed; additional government resources related to meals and snacks can be found here: <https://www.fns.usda.gov/cacfp> 

Guidance is also available on these topics:

- Children and COVID-19
- Talking with children about Coronavirus Disease 2019
- **Information about COVID-19 and:**
  - Pregnancy and breastfeeding
  - Stress and coping

Page last reviewed: April 12, 2020