

Capital Area Community Action Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Zoom ID # 861.5838.7288 Code 642453
August 20, 2020
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
 - a. Policy Council Minutes
5. Action
 - a. Financial Report
 - b. Personnel Actions
 - c. Refunding Application
6. Director's Report
7. Self-Assessment
8. Stay at Home Updates
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

Next Meeting: September 17, 2020



United Way of the Big Bend

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Head Start Policy Council Meeting

Minutes

July 23, 2020

6:00 pm

1. Meeting called
2. to order at 6: 05pm
3. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson, Katisa Donaldson, Lakeisha Lloyd, Kim Wilson, Yolonda Ervin, Sheila Hicks, Tiffany Similien, Natasha Jones, and Deaundra Stean.

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

4. Quorum was established.

5. Consent

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

6. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative through May 31st (see attached). We are operating on a 9 month budget. Revenue and expenditures are at 87% and 84% respectively. Non-federal share match is at 84%. Salaries and utilities will stay under the budget due to the PPE loan. Review the fiscal documentation to see items over the benchmark budget. Tim stated we are financially in the black and the Payroll Protection Program loan is helping us balance out our budget.

Due to lack of quorum in the previous months a motion to approve May, June, and July financial report was made by Lauren and second by Tiffany Similien. Motion passed, all in favor.

- b. Personnel Actions- No Personnel actions at this time.
- c. Annual Report- The Annual Report was reviewed by Kristin Reshard and Tim Center. The report is also posted online

- d. Facilities Grant- Tim stated these are funds that were made available to Head Start programs by Congress in response to Hurricane Michael and wildfires in California. This would help us secure dollars to provide better facilities. On the Director's report is an outline of different anticipated projects. Tim would like to contract with a project manager to complete the grant application. Head Start will use this for a new facility in Franklin County, to replace our Mabry location with a new location, and get a permanent structure in Jefferson County. Once approved we will try and hire an individual as soon as possible and it must be complete in the next 2 years.

A motion to approve the authorization to apply for a grant for \$34,000 to hire a project manager to oversee the grant applications and compile the materials outlined was made by Katisa Donaldson and second by Lakeisha Lloyd. Vote was taken. All in favor. Motion passed.

7. Director's Report

Tim reviewed the attached report. Preservice will be completed virtually as soon as August 3rd but are subject to change as we follow some guidance from Leon County Schools. Enrollment is looking good at all of our centers. We will be providing PPE for staff and children and will not be mixing classes. We are following guidelines from CDC, DCF, OHS, ELC, and local Health Department and school system. Lauren asked will reduced capacity affect families that are already enrolled. Tim stated we will not displace any families already enrolled. Lauren asked will this affect staffing and Tim stated it would not affect staffing at all; we will have the same number of teaching staff.

8. Reopening Plans- We will minimize the continued spread by social distancing, face mask and hygiene. All families were surveyed regarding reopening and providing services. A task force was put together to assess all options and recommend the best plan. Orientation will be online and recorded for families who were unable to watch it live. Proposal for school to start August 12 for Jefferson and Franklin county and August 19th for Leon County; we will continue to monitor this as changes are expected. Staff will have a 7.5-hour day. Limited extended day services as of now; Tim suggested VPK be offered in the Summer of 2021. A number of new procedures will be implemented such as drop off and pick up procedures as well as temperature and health checks each day, sinks will be added to classrooms that do not have sinks, children will not brush teeth in the classroom, each child will have their own pencil boxes with materials, meals will be delivered to the classrooms and now served by the teachers as Family style dining is no longer best practices, attendance will be done on an ipad, and sanitizing cabinets and wands will be purchased. We will not be doing a home based online program. We can arrange for staff to be tested in small groups with Bond Community Health Center but it is not required. If someone tested positive, we will defer to the Health Care professionals and begin contact with the Department of Health and contact tracing. We will also decide if we need to close or quarantine classes. Notices will be posted so parents can take necessary action.

9. Stay at Home Updates

Kim Wilson- Everything is fine and everyone is safe.

Yolonda Ervin- Everything is going well and she is working from home. She is keeping her son focused for Kindergarten.

Lakeisha Lloyd- Everything is going good.

Lauren Johnson- Everyone is doing well.

10. Office of Head Start Updates: Memorandum from Office of Head Start regarding transportation is in the packet for review.

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

12. Other Business: No other business at this time.

13. The meeting was adjourned at 7:23 p.m.

**Head Start Financial Statement Narrative
For the Nine Months Ending June 30, 2020
Capital Area Community Action Agency**

As of June 30, 2020, we have completed nine months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be near 100% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 99% and 97% respectively with mostly restricted net income of \$79,938. 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 \$590,101, which is 89% of the \$660,993 total match required for the grant year ending June 30, 2020. A waiver for the shortfall is expected due to adverse effects from the pandemic.

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 – fringe and indirect are over budget but salaries stayed under due to the PPP loan received in for May for salaries.

Classroom Supplies – staff were able to purchase additional supplies due to available funds at the end of the period.

Contractual Services/Health-Disabilities – is slightly over the budget but should stay at this number unless there are bills yet to be received for student services prior to closure.

Utilities- is over the budget due to increased bills across the locations.

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 budget due to a large number of repairs in the centers as well as extra lawn services and rubber mulch required by DCF.

Equipment Lease - copy overages have been charged here instead of to Copies/Printing/Copier Maintenance/Paper/Toner which is well under budget. Fiscal will work with Head Start to make corrections on the AFPs and move with a journal entry.

**Head Start Financial Statement Narrative
For the Nine Months Ending June 30, 2020
Capital Area Community Action Agency**

Technology – Staff were able to purchase new technology due to fund availability at the end of the grant period.

Dues and Subscriptions- is over budget due to a prior year adjustment that was moved from 9/19 to 10/19 and the NHSA dues.

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

Capital Area Community Action Agency
Head Start Programs -Statement of Revenues and Expenditures
For the Nine Months Ended 6/30/2020

		Total Budget -		Total Budget	
		Original	Current Period Actual	Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	\$2,751,241	\$2,751,241	\$0	100%
Government Contracts - STATE	4010	\$429,119	\$396,954	(\$32,165)	93%
Government Contracts - LOCAL	4020	\$40,125	\$38,456	(\$1,669)	96%
Grants - Other Not-for-Profits	4100	\$3,420	\$14,560	\$11,140	426%
Total Revenue		\$3,223,905	\$3,201,212	(\$22,694)	99%
Expenditures					
Salaries & Wages	6010	\$1,513,496	\$1,444,856	\$68,640	95%
Fringe	6110	\$438,087	\$451,598	(\$13,511)	103%
Staff Screenings	6180	\$1,100	\$294	\$807	27%
Indirect Costs	6210	\$354,199	\$364,999	(\$10,800)	103%
Travel - In Area	6310	\$3,000	\$1,089	\$1,911	36%
Office Supplies	6410	\$5,579	\$3,133	\$2,446	56%
Program Supplies	6415	\$20,989	\$15,822	\$5,167	75%
Classroom Supplies	6420	\$37,875	\$40,617	(\$2,742)	107%
Kitchen Supplies	6430	\$27,642	\$13,830	\$13,811	50%
Medical/Dental Supplies	6440	\$757	\$724	\$33	96%
Copies/Printing/Copier	6510	\$12,950	\$5,554	\$7,396	43%
Postage and Delivery Expense	6600	\$900	\$361	\$539	40%
Contractual Services/Professional	6710	\$29,250	\$12,062	\$17,188	41%
Contractual Services – Health/Disabilities	6715	\$129,706	\$132,968	(\$3,262)	103%
Rent/Space Cost	6810	\$171,000	\$152,445	\$18,555	89%
Utilities	6820	\$59,664	\$63,435	(\$3,771)	106%
General Liability and Property Insurance	6830	\$28,000	\$19,613	\$8,387	70%
Communications	6840	\$39,000	\$37,618	\$1,382	96%
Repairs & Bldg Maintenance- Recurring	6850	\$68,250	\$81,862	(\$13,612)	120%
Repairs & Bldg Maintenance -	6855	\$23,455	\$28,085	(\$4,630)	120%
Equipment Maintenance	6910	\$14,250	\$13,731	\$519	96%
Vehicle Expense	6920	\$21,000	\$20,508	\$492	98%
Equipment Lease	6930	\$6,450	\$7,074	(\$624)	110%
Technology	6940	\$13,680	\$38,766	(\$25,086)	283%
Fees, Licenses, and Permits	7010	\$1,125	\$731	\$394	65%
Dues/Subscriptions	7020	\$1,875	\$2,787	(\$912)	149%
Special Events	7110	\$1,500	\$0	\$1,500	0%
Client Assistance	7210	\$1,800	\$95	\$1,705	5%
Expendable Equipment	7320	\$2,250	\$7,945	(\$5,695)	353%
Meetings/Workshops/Training	7420	\$2,370	\$1,688	\$682	71%
Training/Staff Development	7430	\$31,376	\$31,335	\$41	100%
Advisory/Board Member Expenses	7440	\$1,125	\$577	\$548	51%
Advertising	7450	\$2,625	\$2,630	(\$5)	100%
Parent Activities	7460	\$900	\$132	\$768	15%
Raw Food Cost	7510	\$156,680	\$122,309	\$34,371	78%
Total Expenditures		\$3,223,905	\$3,121,274	\$102,631	97%
Excess Revenue over (under) Expenditures		(\$0)	\$79,938	\$79,938	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 9 Months Ending June 30, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		38,456			
Grants - Other Not for Profits		14,560			
In-Kind Revenue		328,989			
VPK		208,096			
	660,993	590,101	89%	70,892	11%

June 2020 Head Start Credit Card Expenses

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	7430	255	6/29/2020	29.00	KRISTIN JACKSON RESHARD, VISA #7303, 6/29/2020 BOOKS K.SMITH
HANCOCK CC	1064	7430	255	6/29/2020	29.00	KRISTIN JACKSON RESHARD, VISA #7303, 6/29/2020 BOOKS K.SMITH
HANCOCK CC	1064	7430	255	6/29/2020	32.98	KRISTIN JACKSON RESHARD, VISA #7303, 6/29/2020 BOOKS K.SMITH
HANCOCK CC	1064	7430	256	6/29/2020	62.27	KRISTIN JACKSON RESHARD, VISA #7303, 6/29/2020, BOOKS KUMBA
HANCOCK CC	1064	6920	255	6/29/2020	109.99	DARREL JAMES, VISA #4466, 6/29/2020, BATTERY HS VEHICLE
HANCOCK CC	1064	6920	255	6/29/2020	42.00	DARREL JAMES, VISA #4466, 6/29/2020, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/29/2020	43.00	DARREL JAMES, VISA #4466, 6/29/2020, GAS HS VEHICLE
HANCOCK CC	1064	7010	255	6/29/2020	35.00	DARREL JAMES, VISA #4466, 6/29/2020, VISA ANNUAL FEE
HANCOCK CC	1064	7010	256	6/29/2020	263.00	DARREL JAMES, VISA #446, LICENSE, STAND ALONE KITCHEN
HANCOCK CC	1064	7020	255	6/29/2020	14.99	DARREL JAMES, VISA #4466, 6/29/2020, ZOOM MONTHLY SUBSCRIPT
HANCOCK CC	1064	6820	258	6/29/2020	299.36	FATIMA OLEABHIELE ALEXANDER, CITY OF MONTICELLO, JHS
HANCOCK CC	1064	7450	255	6/29/2020	7.05	NICHELLE RICHARDS ROLLE, FACEBOOK AD HS RECRUITMANT, PARTIAL
HANCOCK CC	1064	6180	250	6/29/2020	44.66	VENITA TREADWELL, HS BACKGROUN SCREEN-LOVETTE-HOWARD
HANCOCK CC	1064	6180	252	6/29/2020	44.66	VENITA TREADWELL, HS BACKGROUN SCREEN - CONWAY
HANCOCK CC	1064	6180	256	6/29/2020	44.66	VENITA TREADWELL,HS BACKGROUN SCREEN - STRAWTER
Total					<u>1,101.62</u>	



**HANCOCK
WHITNEY**

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



16321810 - 006968 - 0001 - 0001 - 2



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

**N0006968

MEMO STATEMENT

Account Number



Statement Date

06-29-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-29	05-28	24431060149091071007920	9399	DEPT OF BUS AND PROF R BILLERPAYMENT FL	M263.00
06-04	06-02	24692160155100319232050	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.00
06-08	06-06	24493980159026465839711	5968	ZOOM.US 888-799-9666 CA	M14.99
06-15	06-12	24692160165100020663112	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00
06-16	06-15	24801970167726397560035	5999	BATTERY SOURCE #7 TALLAHASSEE FL	M109.99
06-26	06-26		0000	ANNUAL FEE	M35.00

Handwritten signature
7/7/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-29-20		
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 507.98
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 507.98
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



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16321810 - 005193 - 0001 - 0001 - 2

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NEW ORLEANS LA 70161-1750


 FATIMA OLEABHIELE **N0005193
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

MEMO STATEMENT

Account Number

 Statement Date
 06-29-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-08	06-05	24207850157176100280831	9399	NEXBILLPAY, LLC 205-9451126 AL	M8.42
06-08	06-04	24207850157264700151618	9399	CITY OF MONTICELLO, 850-3420292 FL	M290.94
06-22	06-19	24137460172001444705646	5411	WHOLEFDS TLH #10478 TALLAHASSEE FL	M23.00

*60c
7/17/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-29-20	_____	NEW PURCHASES AND OTHER CHARGES 322.36
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS .00
Toll Free 1-800-448-8812		STATEMENT TOTAL 322.36
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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16321110 - 007833 - 0001 - 0001 - 2

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

**N0007633

*OK
7/7/20*

MEMO STATEMENT

Account Number

Statement Date

06-29-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-29	05-28	24492150149637605645208	5192	BOOKSRUN.COM HTTPSBOOKSRUN PA	M67.52
06-08	06-05	74692160157100781314777	5942	AMAZON.COM AMZN.COM/BILL WA	M5.25cr
06-19	06-18	24431060171838001430981	5942	BOOKS A MILLION 872 TALLAHASSEE FL	M29.00
06-22	06-18	24137460171100248825237	5942	BARNES & NOBLE #2849 TALLAHASSEE FL	M29.00
06-22	06-19	24431060171083701362503	5942	AMAZON.COM*MS40A9E00 AMZN AMZN.COM/BILL WA	M35.46
06-23	06-22	74431060174083005311299	5942	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA	M2.48cr

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-29-20	[REDACTED]	
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 160.98
		NEW CASH ADVANCES .00
		CREDITS 7.73
		STATEMENT TOTAL 153.25
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

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

**NDD08851

MEMO STATEMENT

Account Number

Statement Date

06-29-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

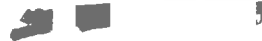
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-25	06-24	24431060177400676001524	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
06-25	06-24	24431060177400676001557	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
06-25	06-24	24431060177400676001581	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
06-25	06-24	24431060176400554003197	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
06-25	06-24	24431060176400554003262	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
06-25	06-24	24431060176400554003304	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25

*OK
7/7/20*

STATEMENT DATE

06-29-20

ACCOUNT NUMBER



ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	133.98
NEW CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	133.98
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
 06/01/2020 - 06/30/2020

Account Number:

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

Images:

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***ZERO CHECKS* E0**

**TEMPORARY COVID-19 WAIVERS WILL EXPIRE ON 7/15/2020.
 LEARN MORE AT WWW.HANCOCKWHITNEY.COM/COVID-19-POLICY-UPDATE.**

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**

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
05/31	1,187.68				



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 7/15/20

RECEIVED
 7/16/2020

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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: August 13, 2020

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

Staffing

Pre-Service for all Center staff began August 12, 2020, via Zoom. Teaching teams meet daily in their classrooms for to attend trainings by our staff and other outside trainers by Zoom. This is our way to provide social distancing to help keep staff safe.

Facilities

Facilities are in good shape for the new school year. Inventory of property is being completed by Center Directors during pre-service and the first week of school. New sanitation equipment is coming in the first weeks of school to help keep our classrooms clean and disinfected.

Curriculum

Online curriculum support for Creative Curriculum through Hatch Ignite is being set up. The Hatch Ignite program uses videos and online games to collect data related to students' progress on the curriculum. It will be used for students in the classroom and those who stay home.

Enrollment

All Centers except South City are fully enrolled. At time of this report there were 28 slots left to fill at South City.

Federal and State Regulations

Staff are monitoring HHS for guidance on re-opening. HHS has indicated that grantees should follow local health and education regulations. Federal Quality Improvement and COVD grants should be awarded shortly.



United Way of the Big Bend

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Because we were awaiting the results of our DRS application, we weren't aware we needed to complete and submit the annual re-funding application. Once we were awarded the new contract we were told that we needed to submit the re-funding application that was evidently due July 1. It was well after July 1 when we were given this information. Staff is currently working on the application, and we need permission from the Board and Policy Council to submit it late. We anticipate having it completed by August 31st.

**Capital Area Community Action Agency Head Start
Self-Assessment Quality Improvement Plan**

Service Area: Program Management and Quality Improvement	Date of Plan:06/26/2020
Staff Person(s) Responsible for the Implementation: CEO/COO	

FINDINGS/CONCERNS (INCLUDE REGULATION)	S.M.A.R.T. GOALS (EXPECTED OUTCOMES)	ACTION STEPS TO ACCOMPLISH GOAL (INCLUDE T/TA NEEDS)	STAFF RESPONSIBLE	TIME FRAME	GOAL COMPLETION DATE
1302.101(a)(1) Management/organizational structure provides effective management and oversight of all program areas.	Community Action Head Start program will demonstrate how the management/organizational structure provides effective management and oversight of all program areas by reviewing annually the goals and outcomes of each tier of the management structure as outlined in the Organization Chart to ensure they are being met	Review the goals and objectives of each department of the organizational structure at least annually to ensure they are being met. Strategic plan is reviewed and updated at least annually with input from Board and Policy Council. Review annual external audits (financial, HR, monitoring reports, etc.) to address any concerns with management or organizational structure, and resolve any conflicts.	CEO, COO, Management Team CEO CEO, COO, Management Team	Ongoing December 31, 2020 September 30, 2021	
642(c)(1)(E)(ii) Active, independent, and informed governance of the Head Start agency	The governing body members will adopt practices that ensure active, independent, and informed governance of the Head Start agency by establishing committees to focus on key areas.	The governing body will establish committees to focus on key areas. The committees will meet to discuss key areas and what is needed moving forward.	CEO	September 30, 2020	

FINDINGS/CONCERNS (INCLUDE REGULATION)	S.M.A.R.T. GOALS (EXPECTED OUTCOMES)	ACTION STEPS TO ACCOMPLISH GOAL (INCLUDE T/TA NEEDS)	STAFF RESPONSIBLE	TIME FRAME	GOAL COMPLETION DATE
1301.2(b)(2) Data use to oversee the provision of quality services	The governing body members will receive information to be addressed in the meetings no later than 7 days in advance to allow them to oversee the provision of quality services for children and families and to ensure progress toward school readiness.	Staff will submit reports to the Chief Operating Office and the Family Engagement Coordinator no later than 8 days prior to the board meeting. The Executive Assistant and the Family Engagement Coordinator will post the information for the Board and Policy Council Meetings at least 7 days in advance.	Executive Assistant Family Engagement Coordinator	August 2020	Ongoing

Manager's Signature

Date

**Capital Area Community Action Agency Head Start
Self- Assessment Quality Improvement Plan**

Service Area: Quality Education and Child Development Services	Date of Plan: 06/22/2020
Staff Person(s) Responsible for the Implementation: Venita Treadwell	

FINDINGS/CONCERNS (INCLUDE REGULATION)	S.M.A.R.T. GOALS (EXPECTED OUTCOMES)	ACTION STEPS TO ACCOMPLISH GOAL (INCLUDE T/TA NEEDS)	STAFF RESPONSIBLE	TIME FRAME	GOAL COMPLETION DATE
1302.33(b)(2) Effective and Intentional Teaching Practices	Additional training on Teaching Strategies Assessments and data entry.	Coaches will offer coaching on how to use Creative Curriculum – Teaching Strategies Gold, to assess the progress of each student. Coaches will add Assessment training to their work logs.	Coaches	October 15, 2020	
	Additional training on Teaching Strategies to access progress reports and activities to use for individualizing with children.	Coaches will offer coaching to teachers on how to use Creative Curriculum – Teaching Strategies Gold, to individualize for the child’s continued progress. Coaches will add Child Individualization training to their work logs.	Coaches	October 15, 2020	
	Additional training on Teaching Strategies to access progress reports and activities that target areas of improvement for the student with areas of low performance.	Teachers will provide individualization to students demonstrating areas of low performance on Teaching Strategies Gold Assessments. Teachers will make anecdotal notes in TSG to document activities targeted to areas of low performance.	Teachers	October 29, 2020	

FINDINGS/CONCERNS (INCLUDE REGULATION)	S.M.A.R.T. GOALS (EXPECTED OUTCOMES)	ACTION STEPS TO ACCOMPLISH GOAL (INCLUDE T/TA NEEDS)	STAFF RESPONSIBLE	TIME FRAME	GOAL COMPLETION DATE
	Teachers will continue to share progress reports with parents throughout the year.	<p>Teachers will summarize and share student assessment results 3 times a year.</p> <p>Teachers will continue to share progress reports at two (2) parent conferences a year.</p> <p>A winter break summary will be added to total three (3) assessment summaries to share with parents during the year.</p>	Teachers	January 2021	

**Capital Area Community Action Agency Head Start
Self- Assessment Quality Improvement Plan**

Service Area: Quality Education and Child Development Services	Date of Plan: 06/22/2020
Staff Person(s) Responsible for the Implementation: Venita Treadwell	

FINDINGS/CONCERNS (INCLUDE REGULATION)	S.M.A.R.T. GOALS (EXPECTED OUTCOMES)	ACTION STEPS TO ACCOMPLISH GOAL (INCLUDE T/TA NEEDS)	STAFF RESPONSIBLE	TIME FRAME	GOAL COMPLETION DATE
1302.45(a)(1) Effective and Intentional Teaching Practices	Training will continue throughout the year in the Conscious Discipline Curriculum on Effective Classroom Management.	Coaches will offer coaching on effective classroom management using Conscious Discipline Curriculum and/or "The First Six Weeks of School" teaching guides by Teaching Strategies. Pre-service will include, "The First Six Weeks of School," curriculum training. Improvements on CLASS Observations and Lesson Plans will reflect training and implementation	Coaches	August 24, 2020 – The First Six Weeks of School Conscious Discipline September 15, 2020	
	Positive learning Environments will be reviewed at Pre-Service using both Curriculums. Positive learning Environments will progress throughout the year and CLASS Observations and monitoring by coaches will reveal areas that need further attention.	Coaches will offer coaching on positive learning environments using Conscious Discipline Curriculum and/or "The First Six Weeks of School" teaching guides by Teaching Strategies.	Coaches	October 29, 2020	

FINDINGS/CONCERNS (INCLUDE REGULATION)	S.M.A.R.T. GOALS (EXPECTED OUTCOMES)	ACTION STEPS TO ACCOMPLISH GOAL (INCLUDE T/TA NEEDS)	STAFF RESPONSIBLE	TIME FRAME	GOAL COMPLETION DATE
	Effective Classroom Management will be added to the Weekly Director Accountability Report.	Center directors will monitor effective classroom management weekly.	Directors	September 15, 2020	
	Positive Learning Environments will be added to the Weekly Director Accountability Report.	Center directors will monitor positive learning environments management weekly.	Directors	September 15, 2020	
	Mentoring on Effective Classroom Management and Positive Learning Environments will be added to the Weekly Director Accountability Report	Center directors will offer mentoring to the teaching staff on effective classroom management and positive learning environments.	Directors	September 15, 2020	

 Manager's Signature

 Date

**Capital Area Community Action Agency Head Start
Self- Assessment Quality Improvement Plan**

Service Area: Safety Practices	Date of Plan: June 16, 2020
Staff Person(s) Responsible for the Implementation: Judy Green	

FINDINGS/CONCERNS (INCLUDE REGULATION)	S.M.A.R.T. GOALS (EXPECTED OUTCOMES)	ACTION STEPS TO ACCOMPLISH GOAL (INCLUDE T/TA NEEDS)	STAFF RESPONSIBLE	TIME FRAME	GOAL COMPLETION DATE
1302.47 (b)(1)(ix) Keep all facilities safe through on going system of preventative maintenance.	All open work orders are to be completed over the summer.	JGT Contracting has been hired to complete all open work orders for the centers. Preventative maintenance will be performed on a monthly basis.	Judy Green		6/30/2020
1302.47 (b)(2)(v) How to keep all equipment and materials safe through an ongoing system of preventative maintenance.	All work orders will completed over the summer.	JGT Contracting has been hired to complete all open work orders for the centers. Preventative maintenance of all equipment and materials will be performed on a monthly basis.	Judy Green		6/30/2020

Manager's Signature

Date

2020 Self-Assessment

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2019-2020 Annual Self- Assessment Process Overview

The self-assessment process assists with determining whether the management systems and program services currently in place are being properly administered. The annual self-assessment is mandated by rules and regulations established by the following Head Start Act and Head Start Program Performance Standards provisions:

- 1) Pursuant to 42 USC§9837 the Grantee must review and approve all major policies of the Head Start Program, including but not limited to the annual self-assessment; and
- 2) Pursuant to 45 CFR Ch. XIII Subchapter B § 1302.102(b)(2)(i) that at least once each program year, the Grantee must conduct a self- assessment to determine the effectiveness and progress of implementing the goals and objectives of the Head Start program. In addition, the self-assessment is to be performed in accordance with federal regulations and include participation from Policy Council and community members.

The process involved an analysis of a wide array of information including, but not limited to, conducting interviews with parents, teachers, reviewing family files, lesson plans, manuals, records, and reports, classroom observations, and facility observations.

In order to ensure the annual self-assessment was performed in the most effective and efficient manner, self-assessment teams were established and trained. These teams were composed of Head Start staff and parents. Self-assessment teams were asked to assess Capital Area Community Acton Agency Head Start performance based on the Focus Area Two Monitoring Protocol developed by the Office of Head Start. Each Key Performance Area and their indicators of performance were scored using the following metrics.

Self-assessment Performance Metrics

Performance Level

Strength (4) - The majority of the time Community Action consistently exceeds the INDICATOR: in terms of compliance and/or quality.

Opportunity (3) – The majority of the time Community Action meets the INDICATOR: in terms of compliance and/or quality, but this area would be stronger if...

Weakness (2) - The majority of the time Community Action struggles to consistently meet the minimum standards for this INDICATOR: in terms of compliance and/or quality.

Threat (1)- Community Action does not meet this INDICATOR./ Community Action has not implemented the requirements of this INDICATOR.

2019-2020 Self-Assessment Summary

During the 2017-2018 self-assessment process the Community Action self-assessment team evaluated the program on six different domains. The domains were as follows:

DOMAIN	SCORE
Program Management and Quality Improvement	3.06
Quality Education and Child Development Services	3.09
Monitoring and Implementing Quality Health Services	3.33
Monitoring and Implementing Quality Family and Community Engagement Services	3.49
Monitoring and Implementing Quality Family and Community Engagement Services	3.31
Monitoring ERSEA: Eligibility, Selection, Enrollment and Attendance	3.71

Through the 2019-2020 Self-Assessment process, Capital Area Community Action agency identified Monitoring ERSEA: Eligibility, Selection, Enrollment and Attendance (3.71) as an area where the program possessed the greatest strength. The 2019-2020 score represents a definitive improvement from the 2014-2015 Self-Assessment in which the program identified ERSEA as an area of non-compliance. The 2019-2020 Monitoring ERSEA score represents the diligent efforts of the program ERSEA staff over the past five years to improve ERSEA services.

The 2019-2020 self- assessment also resulted in Community Action identifying multiple domains with opportunity for improvement. There were no overall domains which the self-assessment team found the majority of time Community Action struggled to consistently meet the minimum standards for the domain in terms of compliance and/or quality. However, within four of the six domains measured, the self-assessment team found indicators within the dimensions that the majority of time Community Action struggled to consistently meet the minimum standards in terms of compliance and/or quality. The indicators in need of improvement are listed below.

Domain	Dimension	Indicator	Score
Program Management and Quality Improvement	Program Management	Effective management and oversight of all program areas	2.83
Program Management and Quality Improvement	Program Governance ₁	Active, independent, and informed governance of the Head Start agency	2.60
Program Management and Quality Improvement	Program Governance ₁	Use data to oversee the provision of quality services	2.71
Program Management and Quality Improvement	Program Governance ₂	Submit activities to support active involvement of parents in program operations and how they ensure the agency is responsive to community and parent needs	2.67
Quality Education and Child Development Services	Effective and Intentional Teaching Practices	Demonstrates how teachers individualize for children, including those who are not making progress toward school readiness.	2.67
Quality Education and Child Development Services	Effective and Intentional Teaching Practices	Demonstrates how teachers are supported in providing effective classroom management and positive learning environments	2.67
Monitoring and Implementing Quality Health Services	Safety Practices	Demonstrates how the program keeps all facilities safe through an ongoing system of preventive maintenance.	2.80
Monitoring and Implementing Quality Health Services	Safety Practices	Demonstrates how the program keeps all equipment and materials safe through an ongoing system of preventive maintenance.	2.80
Monitoring and Implementing Fiscal Infrastructure	Budget Planning and Development	Demonstrates that program goals and objectives are taken into account to set priorities and make trade-offs showing the program intentionally allocated resources to its highest priority goals and objectives.	2.5
Monitoring and Implementing Fiscal Infrastructure	Ongoing Fiscal Capacity	Staffing and internal controls that support the program's financial management system.	2.75

Corrective action plans have been completed for the indicators that were identified as weakness. Further in line with a comment to quality, the program has re-evaluated program goals to strengthen even the domains in which our self-assessment teams identified there is not a definitive weakness, but an opportunity to provide higher quality service to clients.

Program Management and Quality Improvement		Domain Score	3.06
Program Management Community Action Head Start program establishes a management structure that consists of staff, consultants, or contractors who ensure high-quality service delivery; have sufficient knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their positions; and provide regular supervision and support to staff.		Dimension Score	3.12
Regulation	Indicators	SCORE	Comments
1302.91(a)	Community Action Head Start program demonstrates how their management team members use their knowledge, training, experience, and competencies to ensure high-quality service delivery.	3.17	
1302.101(a)(1)	Community Action Head Start program demonstrates how the management/organizational structure provides effective management and oversight of all program areas.	2.83	
1302.101(a)(2)	Community Action Head Start program demonstrates how managers provide ongoing supervision and professional development to support individual staff.	3.33	
1302.92(b)	Community Action Head Start program demonstrates how data is aggregated, analyzed, and compared to inform strategies for continuous improvement in all service areas and to identify risk.	3.29	
1302.102(c)(2)	Community Action Head Start program demonstrates how information is used from ongoing monitoring for the improvement of teaching practices and child-level assessments.	3.00	

Ongoing Monitoring and Continuous Improvement			
Community Action Head Start program uses data to identify program strengths, needs, and areas needing improvement; to evaluate progress toward achieving program goals and compliance with program performance standards, and to assess the effectiveness of professional development.			Dimension Score
Regulation	Indicators	Score	Comments
1302.102(c)(2)(i)	Community Action Head Start program demonstrates how information is used for ongoing monitoring and improvement of family outcomes.	3.14	
1302.102(c)(2)(iv)	Community Action Head Start program demonstrates how information is used for ongoing monitoring and improvement of health practices.	3.29	
	Community Action Head Start program demonstrates how information is used for ongoing monitoring and improvement of safety practices.	3.14	
1302.102(b)(1)(i)	Community Action Head Start program demonstrates how information is used for ongoing monitoring and improvement of comprehensive services.	3.33	
			3.27

Program Governance₁ Community Action Head Start program maintains a formal structure of program governance to oversee the quality of services for children and families and to make decisions related to program design and implementation.			Dimension Score	2.77
Regulation	Indicators	Score	Comments	
642(c)(1)(E)(ii)	The governing body members demonstrate how they have adopted practices that ensure active, independent, and informed governance of the Head Start agency.	2.60		
1301.2(b)(2)	The governing body members demonstrates how they use data (both program data and external information) to oversee the provision of quality services for children and families and to ensure progress toward school readiness.	2.71		
642(c)(1)(E)(iv)(V)(bb)	The governing body members oversee the agency's progress in carrying out programmatic provisions of the agency's grant application.	3.00		
Program Governance₂ Community Action Head Start program's policy council is engaged in the direction of the program, including program design and planning of goals and objectives.			Dimension Score	3.00
Regulation	Indicators	Score	Comments	
642(c)(2)(D)(i)	The policy council members demonstrate how they submit activities to support active involvement of parents in program operations and how they ensure the agency is responsive to community and parent needs.	2.67		
1302.102(d)	The policy council members use information to ensure the program is delivering quality services and to actively participate in the direction of the program.	3.33		

Note: The fiscal responsibilities of the governing body and policy council are addressed under the fiscal section of the protocol.

Quality Education and Child Development Services		Domain Score	3.09
Effective and Intentional Teaching Practices Teaching practices intentionally promote progress toward school readiness and provide high-quality learning experiences for children.		Dimension Score	3.09
Regulation	Indicators	Score	Comments
1302.31(b)(1)(ii)	Community Action Head Start program demonstrates how organized activities, schedules, lesson plans, and learning experiences are responsive to the children's individual developmental patterns and progressions as described in the HSELOF.	3.00	
1302.33(b)(2)	Community Action Head Start program demonstrates how teachers individualize for children, including those who are not making progress toward school readiness.	2.67	
1302.31(b)(1)(i)	Community Action Head Start program demonstrates how teachers create nurturing and responsive learning environments for children, including ensuring environments promote critical thinking and problem solving, encourage children's engagement, and are communication and language rich.	3.25	
1302.31(e)	Community Action Head Start program will demonstrate how teachers support child-teacher interactions, socialization, development, and learning at all times, including daily routines and mealtimes.	3.00	
1302.61(a)	Community Action Head Start program demonstrates how teachers ensure the full inclusion of children with disabilities.	3.50	
1302.31(b)(2)	Community Action Head Start program demonstrates how the strategies and activities teachers use recognize bilingualism and biliteracy as strengths for dual language learners.	3.33	

Regulation	Indicators	SCORE	Comments
1302.71(d)	Community Action Head Start program demonstrates the strategies that teachers use to promote successful transitions for children to kindergarten.	3.33	
1302.45(a)(1)	Community Action Head Start program demonstrates how teachers are supported in providing effective classroom management and positive learning environments.	2.67	
Supporting Teachers in Promoting School Readiness Community Action Head Start program ensures teachers are prepared to implement the curriculum and support children's progress toward school readiness.			Dimension Score 3.08
Regulation	Indicators	Score	Comments
1302.92(b)(5)	Community Action Head Start program demonstrates how the program assists education staff in using data to individualize learning experiences to improve outcomes for all children.	3.00	
1302.32(a)(2)	Community Action Head Start program demonstrates how the program supports staff in effectively implementing curricula, monitoring curriculum implementation, and ensuring fidelity.	3.00	
1302.92(c)(1)	Community Action Head Start program demonstrates how the program identifies strengths, areas of needed support, and which staff would benefit from intensive coaching for all education staff.	3.25	

Monitoring and Implementing Quality Health Services			Domain Score	3.33
Child Health Status and Care Community Action Head Start program effectively monitors and maintains timely information on children's health status and care, including ongoing source of health care, preventive care, and follow-up.			Dimension Score	3.37
Regulation	Indicators	Score	Comments	
1302.42(b)(1)(i)	Community Action Head Start program ensures children are up to date on a schedule of age-appropriate medical and oral health care (EPSDT).	3.57		
1302.42(c)-(d)	Community Action Head Start program ensures ongoing care and extended follow-up care.	3.00		
1302.42(a)(1)	Community Action Head Start program ensures that each child has an ongoing source of continuous health care.	3.40		
1302.41(a)	Community Action Head Start program educates, supports, and collaborates with parents to share information about their child's health and well-being.	3.50		

Mental Health			Dimension Score	3.16
Community Action Head Start program supports a program-wide culture that promotes mental health and social and emotional well-being, and uses mental health consultation to support staff.				
Regulation	Indicators	Score	Comments	
1302.45(a)(2)	Community Action Head Start program ensures a mental health consultation is available to partner with staff and families in a timely and effective manner.	3.17		
1302.45(b)(1)	The Mental Health Consultant assists Community Action Head Start program in implementing strategies to identify and support children with mental health and social and emotional concerns.	3.00		
1302.45(b)(3)	Community Action Head Start program uses mental health consultant(s) to support children, staff, and families in meeting mental health and social and emotional needs.	3.33		
Oral Health and Nutrition			Dimension Score	3.27
Community Action Head Start program maintains and monitors for effective oral health practices and nutrition services that meet the nutritional needs and accommodate feeding requirements and allergies.				
Regulation	Indicators	Score	Comments	
1302.43	Community Action Head Start program promotes effective oral health hygiene by ensuring children with teeth are assisted in brushing their teeth once a day.	3.28		
1302.44(a)(1)	Community Action Head Start program implements nutrition services that are culturally and developmentally appropriate, including meeting the nutritional and feeding needs of babies and young children.	3.24		
1302.47(b)(7)(vi)	Community Action Head Start program posts individual child food allergies prominently where staff can view wherever food is served.	3.27		

Safety Practices			
Community Action Head Start program has implemented a process for monitoring and maintaining healthy and safe environments. This includes ensuring all staff have complete background checks.			Dimension Score
			3.38
Regulation	Indicators	Score	Comments
1302.47(b)(1)(ix)	Community Action Head Start program demonstrates how the program keeps all facilities safe through an ongoing system of preventive maintenance.	2.80	
1302.47(b)(2)(v)	Community Action Head Start program demonstrates how the program keeps all equipment and materials safe through an ongoing system of preventive maintenance.	2.80	
	Community Action Head Start program demonstrates how the program maintains a system for ensuring appropriate safety practices.	3.00	
1302.47(b)(5)(i)	Community Action Head Start program reports suspected or known child abuse and neglect.	3.71	
1302.47(b)(5)(ii)	Community Action Head Start program ensures safe sleep practices.	3.50	
1302.47(b)(5)(iii)	Community Action Head Start program ensures appropriate indoor and outdoor supervision.	3.50	
1302.47(b)(5)(iv)	Community Action Head Start program only releases children to an authorized adult.	3.71	
1302.90(c)	Community Action Head Start program prevents maltreatment or endangerment of children.	3.71	
Sec. 648A(g)(3)	Community Action Head Start ensures all staff have completed the background checks prior to hire (If staff are not ensuring staff receive background checks prior to hire, please note the reasons why and how many staff did not get the CRC before hire and review the written documentation they have to validate all staff have the required checks.)	3.71	

Monitoring and Implementing Quality Family and Community Engagement Services			Domain Score	3.49
Family Well-Being Community Action Head Start program collaborates with families to support family well-being, parents' aspirations, and parents' life goals.			Dimension Score	3.46
Regulation	Indicators	SCORE	Comments	
1302.52(c)(3)	Community Action Head Start program demonstrates how the program supports family goal setting and tracks family strengths, needs, and progress toward goals.	3.50		
1302.50(b)(3)	Capital Area Head Start provides economic mobility resources to help families with pathways out of poverty (including educational, vocational, and employment opportunities; budgeting; debt counseling; tax credits; savings accounts; etc.).	3.50		
1302.45(b)(5)	Capital Area Head Start provides health and mental health resources (including health insurance or referrals for parental depression, domestic violence, substance misuse, etc.)?	3.40		
1302.53(a)(2)(vi)	Capital Area Head Start provides resources and support for families experiencing homelessness.	3.43		
Strengthening Parenting and Parent-Child Supports Community Action Head Start program provides services that strengthen parent-child relationships and support parents in strengthening parenting skills.			Dimension Score	3.53
Regulation	Indicators	SCORE	Comments	
1302.51(a)	Community Action Head Start program uses family engagement strategies to foster parental confidence, including opportunities to connect with other parents.	3.40		
1302.51(b)	Community Action Head Start program offers parents the opportunity to practice parenting skills, build on their knowledge, and participate in a parenting curriculum.	3.67		

Family Engagement in Education and Child Development Services			
Community Action Head Start program's education and child development services recognize parents' roles as children's lifelong educators and encourage parents to engage in their child's education.			Dimension Score
			3.50
Regulation	Indicators	SCORE	Comments
1302.50(b)(1)	Community Action Head Start program supports the learning and development of their children.	3.67	
1302.34(b)(2)	Community Action Head Start shares information with parents about their child's development and the types of information Community Action Head Start program gathers from parents about their child's development.	3.43	
1302.71(b)(2)	Community Action Head Start supports families in their transition into and out of Head Start.	3.43	
1302.71(b)(1)	Community Action Head Start program prepares parents to advocate for their child.	3.33	
1302.62(b)	Community Action Head Start supports parents of children with disabilities.	3.67	
1302.46(b)(1)	Community Action Head Start supports parents in promoting the social and emotional development of their child.	3.50	

Monitoring and Implementing Fiscal Infrastructure			Domain Score	3.31
Budget Planning and Development Community Action Head Start program develops and implements its budget to sustain management, staffing structures, and the delivery of services that support the needs of enrolled children and families. This entails relating financial data to accomplishments of the grant award and an awareness of program progress, lessons learned, and needed improvements.			Dimension Score	3.19
Regulation	Indicators	Score	Comments	
1302.101(a)(3)	Community Action Head Start takes into account the program's goals and objectives when developing the budget to ensure the provision of comprehensive services and the continuity of care.	3.17		
642(c)(1)(E)(iv)(VII)(aa)	Community Action Head Start program's governing body reviews and approves the annual operating budget. This includes what the governing body considers when addressing how funds are distributed across line items in the operating budget.	3.20		
642(c)(1)(E)(iv)(VII)(bb)	Community Action Head Start program's governing body reviews and approves the annual operating budget. This includes the governing body's role in approval of the annual operating budget.	3.40		
642(d)(2)(A)-(I), 642(d)(3)	Community Action Head Start program's governing body reviews and approves the annual operating budget. This includes how the decision-making process of the governing body was supported by adequate information and training provided by Community Action Head Start program.	3.20		
642(c)(1)(B)(i)	Community Action Head Start program's governing body reviews and approves the annual operating budget. This includes how the fiscal representative contributes to the	3.20		

	governing body's ability to make informed financial decisions.		
642(c)(2)(D)(iv)	Community Action Head Start program's policy council is engaged in the budget process, including the policy council's role in the budget process.	3.40	
642(d)(2)(A)-(I), 642(d)(3)	Community Action Head Start program's policy council is engaged in the budget process, including how Community Action Head Start program ensures that policy council members receive financial data and understand how to interpret fiscal data to assist in budgetary decision-making.	3.43	
1302.102(b)(1)(iii)	Community Action Head Start program's budget development and approval process demonstrates that program goals and objectives are taken into account to set priorities and make trade-offs showing the program intentionally allocated resources to its highest priority goals and objectives.	2.50	
Ongoing Fiscal Capacity Community Action Head Start program plans and implements a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization.			3.28
Regulation	Indicators	SCORE	Comments
1302.91(c)	The qualifications of the fiscal officer are appropriate for the complexity of the program.	3.75	
1303.12; 1303.52(b)	Community Action Head Start program identifies, assesses, and addresses risks such as natural disasters, child injury, and electronic theft, including insurance coverage, bonding, systems improvement, and other risk reduction measures that Community Action Head Start program has put in place.	3.33	
75.303(a), (b), and (e)	Community Action Head Start program has staffing and internal controls that support the program's financial management system.	2.75	

Budget Execution			Dimension Score	3.40
Community Action Head Start program's financial management system provides for effective control over and accountability for all funds, property, and other assets.				
Regulation	Indicators	SCORE	Comments	
653(a)	Wages are comparable and meet the program's needs for recruitment and retention of qualified staff.	3.00		
75.414	Community Action Head Start program identifies and accounts for indirect costs.	3.50		
75.430(i)	Community Action Head Start program accurately tracks the time of non-exempt employees.	3.50		
75.405(a)	Community Action Head Start program ensures allocable personnel costs are shared across programs relative to the benefit received by each program	3.00		
75.302(b)(4)	Community Action Head Start program effectively manages its Head Start funds to ensure that funds are used only for authorized purposes.	3.00		
75.302(b)(3)	Head Start funds are used only for expenses associated with authorized Head Start activities.	3.60		
75.305(b)(1)	Funds are drawn down in relation to immediate cash needs and the time between when funds are drawn down and payments are made is minimized to ensure timely payment to vendors and contractors.	3.33		
75.441	Community Action Head Start program is NOT liable for any fines, late fees, or penalties related to its function as an employer (e.g., IRS Department of Labor, workers compensation, unemployment insurance)	3.75		
75.303(c)	Community Action Head Start program evaluates and monitors personnel and other fiscal operations to ensure compliance with laws, rules, regulations, and terms of the award.	3.67		

75.303(d)	Community Action Head Start program has taken action to address any identified areas of noncompliance.	3.29	
75.302(b)(7)	Community Action Head Start program has a process for the purchasing and contracting of goods and/or services.	3.86	
75.403(a)-(g)	Community Action Head Start program ensures all purchases and contracts meet the criteria affecting allow ability.	3.43	
75.329(a)-(b) & 75.332	Community Action Head Start program ensure there are an adequate number of qualified vendors to demonstrate required competition for micro-purchases (currently \$3,500), small purchases (\$3,500 to \$150,000) 75.329(a)-(b), and purchases over the simplified acquisition threshold (currently \$150,000).	3.43	
75.327(h)	Community Action Head Start program only makes purchases from, and contracts with, qualified vendors.	3.5	
75.328(a)(4)(5)(7)	Community Action Head Start program excludes members of the governing body, staff, or family members as vendors.	3.5	
75.328(b)	When Community Action Head Start program approves purchases and contracted services, it ensures free and open competition.	3.00	

Facilities and Equipment			
Community Action Head Start program complies with application, prior approval, and reporting requirements for facilities purchased, constructed, or renovated with Head Start funds.		Dimension Score	3.5
Regulation	Indicators	SCORE	Comments
75.308(c)(1)(xi)	When Head Start funds have been used to make mortgage payments, fund renovations in excess of \$250,000 for a single facility, purchase a facility outright (land, building, modular unit), make a down payment, or construct a new facility, Community Action Head Start program ensured it received prior ACF approval for use of funds.	3.5	
1303.46(b)(1)-(4)	When Head Start funds have been used to make mortgage payments, fund renovations in excess of \$250,000 for a single facility, purchase a facility outright (land, building, modular unit), make a down payment, or construct a new facility, Community Action Head Start program ensured Community Action Head Start program filed or posted a notice of federal interest that reflects the use of funds.	3.5	
75.320(d)(2)	Community Action Head Start program demonstrates how the program maintains a complete inventory of all equipment purchased in whole or in part with Head Start funds.	2.5	

Monitoring ERSEA: Eligibility, Selection, Enrollment, and Attendance			Domain Score	3.71
Determining, verifying, and documenting eligibility₁ Community Action Head Start program enrolls children or pregnant women who are categorically eligible or who meet defined income-eligibility requirements.			Dimension Score	3.86
Regulation	Indicators	SCORE	Comments	
1302.12(k)	Community Action Head Start program demonstrates how the program maintains child files with an eligibility record that includes the child's eligibility category, documentation that staff completed an in-person or phone interview with the family, and the documents used to determine eligibility for each child or pregnant woman.	3.71		
1302.12(c)	Community Action Head Start program demonstrates how the program enrolls children who are categorically eligible or who meet defined income-eligibility requirements.	4.00		
Determining, verifying, and documenting eligibility₂ At least 10 percent of Community Action Head Start program's total funded enrollment is filled by children eligible for services under IDEA or Community Action Head Start program has received a waiver.			Dimension Score	3.5
Regulation	Indicators	SCORE	Comments	
1302.14 (b)	Community Action Head Start program demonstrates that at least 10 percent of the program's total funded enrollment is filled by children eligible for services under IDEA, or that Community Action Head Start program has received a waiver.	3.5		

Attendance Community Action Head Start program monitors and uses attendance data to support families in promoting individual child attendance and inform program improvements where monthly attendance rates indicate systematic attendance issues.			Dimension Score	3.4
Regulation	Indicators		Comments	
1302.16(a)(1)	Community Action Head Start program will describe how the program ensures children are safe when they are absent from the program.	3.33		
1302.16(a)(2)	Community Action Head Start program will describe how the program collaborates with parents to provide support and promote their child's attendance in the program.	3.20		
1302.16(b)	Community Action Head Start program will describe how the program monitors monthly average daily attendance rate data and implements timely changes, where needed, to address systematic issues that impact children's attendance in the program.	3.67		
Enrollment Community Action Head Start program sends accurate monthly enrollment numbers to HSES.			Dimension Score	4.00
Regulation	Indicators		Comments	
1303.15(a)	Community Action Head Start program demonstrates how it calculates the monthly enrollment data sent to HSES	3.86		
	Community Action Head Start program demonstrates how its supporting enrollment data reflect the monthly enrollment data that were submitted to HSES.	3.86		
	If Community Action Head Start program did not report accurate data to HSES, Community Action Head Start program will provide the actual enrollment numbers for the previous 4 months.	4.29		

